



Bylaws

As a non-profit organization operating in the Province of Alberta, the Edmonton Federation of Community Leagues Ringette Association is committed to having proper bylaws that honour the Societies Act and govern the actions of our Board.

Passed:

May 8th, 2025 Annual General Meeting

Last Revision:
August 2014

Edmonton Federation of Community Leagues Ringette Association (EFCLRA) Bylaws

Table of Contents

- 1. Article 1: General**
 - 1.1. Purpose
 - 1.2. Non-Profit Status
 - 1.3. No Remuneration of Directors
 - 1.4. Dissolution
- 2. Article 2: Definitions and Interpretation**
 - 2.1. Definitions
 - 2.2. Interpretation
- 3. Article 3: Membership**
 - 3.1. Register
 - 3.2. Membership Categories
 - 3.3. Eligibility and Admission
 - 3.4. Membership Fees
 - 3.5. Rights and Privileges
 - 3.6. Termination of Membership
- 4. Article 4: Meetings**
 - 4.1. General Meeting Provisions
 - 4.2. Annual General Meeting (AGM)
 - 4.3. Special Meetings
 - 4.4. Board Meetings
- 5. Article 5: Board of Directors**
 - 5.1. Composition and Roles
 - 5.2. Election and Term of Office
 - 5.3. Duties and Powers
- 6. Article 6: Finance and Administration**
 - 6.1. Financial Management
 - 6.2. Records and Reporting
 - 6.3. Insurance
- 7. Article 7: Amendments**
 - 7.1. Amendment Process
- 8. Article 8: Code of Conduct and Discipline**
 - 8.1. Code of Conduct
 - 8.2. Discipline Procedures
- 9. Article 9: Adoption and Effective Date**
 - 9.1. Adoption of Bylaws

Article 1: General

1.1. **Purpose:** The purpose of the Edmonton Federation of Community Leagues Ringette Association (EFCLRA) is to organize, develop, and promote the sport of ringette within the City of Edmonton, providing opportunities for participation, skill development, and sportsmanship.

1.2. **Non-Profit Status:** EFCLRA is a non-profit organization, and no part of its income shall be distributed to its members. Any profits shall be used to further the objectives of the Association.

1.3. **No Remuneration of Directors:** Directors shall serve without remuneration, but may be reimbursed for reasonable expenses incurred in the performance of their duties.

1.4. **Dissolution:** Upon dissolution, any remaining assets of EFCLRA shall be distributed to other non-profit organizations with similar objectives.

Article 2: Definitions and Interpretation

2.1. Definitions:

- * "Association" means the Edmonton Federation of Community Leagues Ringette Association (EFCLRA).
- * "Board" means the Board of Directors of EFCLRA.
- * "Member" means an individual or family who has met the membership requirements of EFCLRA.
- * "AGM" means the Annual General Meeting.
- * "Ringette Alberta" means the provincial sport organization for ringette in Alberta.

2.2. **Interpretation:** These bylaws shall be interpreted in accordance with the laws of Alberta and Canada.

Article 3: Membership

3.1. **Register:** EFCLRA shall maintain a register of its members.

3.2. Membership:

Active Members are expected to abide by the provisions found in these bylaws as well as in our Association's policies. Membership will be granted as follows:

-Annually when athletes register and are within the geographical boundary of our Association as defined by Ringette Alberta and in accordance with the City of Edmonton's ice allocation geographic guidelines.

-Athletes outside of these boundaries are considered members if they have been granted membership in recognition of Ringette Alberta's residency policy.

-Active members are the parents or guardians of at least one athlete registered to participate in our membership year. Active members are also those athletes who are 18 years or older.

-Our membership year is from July 1 to June 30.

-Members are also accountable to be registered with our governing body, Ringette Alberta. Certain specialized programs (ex at time of writing, Active Start, Ringette For All) do not require RAB membership. In those situations the board will accept those participants as members without Ringette Alberta registration.

3.3. Eligibility and Admission: The Board may also welcome members who do not satisfy the requirements above, however, they would be required to volunteer and engage with our society in the spirit of our Mission and our Core Values.

3.4. Membership Fees: Membership fees shall be determined annually by the Board. Membership fees must be paid in full unless the board chooses to offer a payment plan. If membership is not paid in full, Members are still accountable to pay in full if they are suspended, expelled, or choose not to participate for the remainder of the season. The Board may also create a refund policy to support flexibility. If fees are not paid within 90 days of a deadline determined by the board, a Member may be expelled from the association.

3.5. Rights and Privileges: Members in good standing shall have the right to:

- * Attend and participate in meetings.
- * Vote at the AGM.
- * Participate in EFCLRA programs and activities.

3.6. Membership in Poor Standing and Termination of Membership: Membership may be terminated by resignation, non-payment of fees, or disciplinary action. Members may also be deemed to be in poor standing which would eliminate the rights and privileges noted above. This process will be guided by our Discipline and Complaint Policy.

Article 4: Meetings

4.1. General Meeting Provisions:

* Notice of meetings shall be provided to members in advance. Notification of our Annual General Meeting must be published no less than 30 days prior to the meeting.

* Quorum requirements are as follows:

-For the transaction of business at any meeting of the Board = A minimum of 50% (rounded up) of voting board members, of which one must be the President or the Vice President.

-Special Meetings for the purpose of passing special resolutions = 60% of voting board members present of which one must be the President or the Vice President.

-Voting Board Members are expected to attend 75% of the Association's meetings.

* Meetings will include an agenda as well as meeting minutes.

4.2. Annual General Meeting (AGM):

* The AGM shall be held annually in the month of May and the Agenda must include, at a minimum:

- An election (by way of >50% vote from members in good standing who are present at the meeting if two or more individuals put their name forward for consideration) of the Board based on the Board positions outlined in our roles and responsibilities policy. If two individuals are interested in a given Directorship the Board may also consider co-Directorships if both individuals are interested. Co-Directorships only have one vote for board business.

- Review financial statements and pass the EFCLRA budget for the next season.

- Consideration of amendments to EFCLRA bylaws and recommendations of new Policies the Board should consider.

4.3. Special Meetings: Special meetings may be called by the Board or upon request of a specified number of members. If >25% of our membership, via online petition, request a special meeting with EFCLRA board provided in writing and request a specific topic to be discussed, a meeting is required to be held within two weeks of receiving such a request. This request must be presented via email to the Association President and Secretary.

4.4. Board Meetings: Board meetings shall be held regularly to conduct the business of EFCLRA. The Board will decide on the frequency and timing of meetings. A minimum of 8 regular board meetings as well as an AGM is expected to be held annually.

Article 5: Board of Directors

5.1. Composition and Roles:

* The Executive Team shall consist of the President, Vice-President, 2nd Vice-President, Treasurer, Registrar, and Secretary. Directorships shall be identified and appointed at the Annual General Meeting.

* Executive positions and Directorship positions shall be defined by the Board and contained in the EFCLRA Roles and Responsibilities Policy.

5.2. Election and Term of Office: Executives and Directors shall be elected at the AGM and shall serve a two year term. The Board will make every effort to stagger our Executive roles such that they do all not have expiring terms in the same year. For our President, Vice-President, and 2nd Vice-President, our goal as an organization is to have these terms match and to have the Vice-President put their name forward at our AGM to succeed our President and our 2nd Vice-President to put their name forward at our AGM to succeed our Vice-President. This is in the spirit of proper Board Succession. Individuals interested in Board Positions must notify, by email, the President, the 1st Vice President, the Secretary, and the Internal Director no less than 7 days before the AGM. Should any role not have an interested candidate, calls for nominations from the floor will be made during the AGM.

5.3. Duties and Powers: The Board shall be responsible for the overall management and direction of EFCLRA. Our Executive Team has the ability (based on 50% or greater vote) to:

- Appoint individuals to Directorships that are not filled at the AGM
- Set the agenda for Board Meetings
- Pass motions that cannot reasonably wait for the next regular board meeting

Article 6: Finance and Administration

6.1. Financial Management:

- * EFCLRA shall maintain proper financial records.
- * An annual budget shall be prepared and approved by the Board.
- * The signing authority for EFCLRA's bank accounts shall include the Treasurer, the President, and the 1st Vice-President.

6.2 Fiscal Year: EFCLRA maintains the fiscal year of May 1 to April 30 each year.

6.3. Records and Reporting: EFCLRA shall maintain records of meetings, membership, and financial transactions. Minutes of meetings shall be posted to the EFCLRA website.

6.4. Insurance: EFCLRA shall maintain appropriate insurance coverage.

Article 7: Amendments

7.1. Amendment Process: These bylaws may be amended by a majority vote at the AGM or a special meeting called for that purpose. Notice of proposed amendments shall be provided to members in advance.

Article 8: Code of Conduct and Discipline

8.1. Code of Conduct: EFCLRA members shall conduct themselves in the spirit of the Association's mission statement and our core values.

8.2. Discipline Procedures: Procedures for addressing violations of the code of conduct shall be governed by our Discipline and Complaints process.

Article 9: Adoption and Effective Date

9.1. Adoption of Bylaws: These bylaws shall be adopted by a majority vote of the members at a general meeting. The effective date shall be May 8th, 2025.