

## BY-LAWS OF THE FOREST RINGETTE ASSOCIATION

### **DEFINITIONS**

- ❖ These By-laws relate to the general conduct of the affairs of the Forest Ringette Association.
- ❖ The following terms have these meanings in these By-laws:
  - *Act* – the Ontario Corporations Act or any successor legislation including the Not-for-Profit Corporations Act, 2010
  - *Auditor* – an individual appointed by the Members at the Annual Meeting to audit the books, accounts, and records of the Corporation for a report to the Members at the next Annual Meeting in accordance with the Act.
  - *Board* – the Board of Directors of the Corporation.
  - *Corporation* – the Forest Ringette Association.
  - *Days* – days including weekends and holidays.
  - *Director* – an individual elected or appointed to serve on the Board pursuant to these By-laws.
  - *Officer* – an individual elected or appointed to serve as an Officer of the Corporation pursuant to these By-laws.
  - *Ordinary Resolution* – a resolution passed by a majority of the votes cast on the resolution.
  - *Special Resolution* – a resolution passed by a majority of not less than two-thirds of the votes cast on that resolution.

### **INTERPRETATION**

- ❖ Words importing the singular will include the plural and vice versa, words importing the masculine will include the feminine and vice versa, and words importing persons will include bodies corporate. Words importing an organization name, title or program will include any successor organizational name, title or program.

### **HEADINGS**

- ❖ The headings used in the By-laws are inserted for convenience of reference only.

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### ARTICLE I

#### **1. GENERAL NAME**

- 1.1. The name of the Association is to be known as Forest Ringette Association Inc. herein after referred to as FRA.

#### **PURPOSE**

- 1.2. The purpose of the Association is to provide wholesome recreation through participation in the Ringette program. Our main interest shall always be in the player and not in his/her ability. Sportsmanship, fair play, citizenship, friendly competition, enjoyment and full participation for all team members will be our guideposts. All decisions of this Association shall be tempered with reason and will always consider the feelings of the individual. It is our belief that this atmosphere will provide the greatest enjoyment, sense of achievement and wholesome experience for all concerned.

#### **AIM**

- 1.3. To promote and develop the sport of Ringette in the Municipality of Lambton Shores and surrounding area, as well as to foster good sportsmanship and fair play.

### ARTICLE II

#### **2. OFFICIAL COLOURS:**

- 2.1. The official colours of Forest Ringette Association shall be Blue, Gold, Red and White.

### ARTICLE III

#### **3. FRA LOGO:**

- 3.1. The trademark and logo of the FRA shall be the imprint that appears in the margin of these By-laws.
- 3.2. The FRA logo may be used by any member team, Board of Director member or other entity provided approval has been granted by a majority of the FRA Board prior to its use.

### ARTICLE IV

#### **4. MEMBERSHIP:**

- 4.1. Membership in the FRA shall be open to all players living within the geographic boundaries of Forest Ringette Association as defined by the ORA and the WRRRA.
- 4.2. The Board may designate other persons who reside outside the boundaries of the FRA to be eligible for membership, but residents within the FRA boundaries shall be given first priority.

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- 4.3.** New players who reside outside the FRA boundaries will only be accommodated if sufficient ice is available and there is room on a team for this player. All Provincial, Regional and League rules must be followed.
- Registration priority is as follows:
- a) Old players within the boundaries
  - b) New players within the boundaries
  - c) Old players outside the boundaries
  - d) New players outside the boundaries
- 4.4.** All parents or legal guardians of players who are eligible and registered under the By-laws are members of the FRA.
- 4.5.** The association may also be comprised of the following members:
- a) Any adult volunteer who wishes to support the work of the FRA and approved by the Board.
  - b) Honorary membership can be bestowed upon deserving persons by the FRA.
- 4.6.** No player will be admitted as a member of the association unless:
- a) The player has made an application for membership in a manner prescribed by the Association; and
  - b) The player has paid fees as prescribed by the Association;
- 4.7.** A Member of the FRA will be in good standing provided that the Member:
- a) Owes no outstanding Membership dues, participant fees or other debts to the FRA;
  - b) Has not ceased to be a Member;
  - c) Has not been suspended or expelled from membership, or had other membership restrictions or sanctions imposed;
  - d) Has completed and remitted all documents as required by the FRA;
  - e) Has complied with the By-laws, policies, rules and operating procedures of the FRA;
  - f) Is not subject to a disciplinary investigation or action by the FRA, or if subject to disciplinary action previously, has fulfilled all terms and conditions of such disciplinary action to the satisfaction of the FRA.
- 4.8.** Members that cease to be in good standing, as determined by the Board or a Disciplinary Panel will not be entitled to vote at meetings of the Members or be entitled to the benefits and privileges of Membership until such time as the Board is satisfied that the Member has met the definition of good standing as set out above.

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**ARTICLE V**

**5. COMPOSITION OF THE BOARD OF DIRECTORS:**

5.1. The Board of the FRA shall consist of the following officers:

- President
- Vice President
- Secretary
- Treasurer
- Registrar
- Past President

As well as the following Directors:

- Director 1
- Director 2
- Director 3
- Director 4
- Director 5
- Director 6

5.2. There shall not be less than three (3) members on the Board of Directors.

**ARTICLE VI**

**6. BOARD – POWERS AND DUTIES:**

- 6.1. Except as otherwise provided in the Act, or these By-laws the Board shall have the power of the Corporation and may delegate any of its powers, duties and functions
- 6.2. The Board shall have control of the affairs of the FRA and shall have power to amend the regulations of the FRA.
- 6.3. Except as provided in the Act, the Board will have the authority to interpret any provision of these By-laws that is contradictory, ambiguous, or unclear, provided such interpretation is consistent with the objects of the FRA.
- 6.4. The Board shall be empowered, including but not limited to:
  - a) Make policies and procedures or manage the affairs of the Association in accordance with the Act, Constitution and these By-laws;
  - b) Make policies and procedures relating to the discipline of Members, and have the authority to discipline Members in accordance with such policies and procedures;
  - c) Make policies and procedures relating to the management of disputes within the FRA and deal with disputes in accordance with such policies and procedures;
  - d) Employ or engage under contract such persons as it deems necessary to carry out the work of the FRA;

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- e) Determine registration procedures, recommend player fees, and determine other registration requirements;
  - f) Enable the FRA to receive donations and benefits for the purpose of furthering the objects and purpose of the Association;
  - g) Make expenditures for the purpose of furthering the objects and purposes of the FRA;
  - h) Perform any other duties from time to time as may be in the best interests of the FRA.
- 6.5.** The Board shall appoint all standing, program and ad hoc committees as deemed necessary for the operation of the FRA, which shall be responsible and subject to the direction of the Board.
- a) The Board shall have terms of reference for all standing, program and ad hoc committees, providing these shall be within the aims and objectives of the FRA.
- 6.6.** The Board shall hear and resolve all protests and appeals of any nature.
- 6.7.** The Board shall resolve other problems as may arise in a manner which is considered to be in the best interest of the FRA and its members.
- 6.8.** The Board may suspend for such time as it deems necessary, expel or discipline a team or any member thereof:
- a) For notorious or continued foul play, unsportsmanlike conduct or conduct unbecoming a person or team representing FRA;
  - b) Or for refusing to accept or obey a ruling of the Board; and
  - c) May reinstate any team or member thereof which is under suspension on conditions which it may determine.
- 6.9.** All FRA Board members, when representing the FRA or being a part of any ringette program, event or discussion shall:
- a) Conduct themselves in a manner that reflects positively on the FRA
  - b) Always act in the best interests of the FRA
  - c) Always act in the best interests of all the players/coaches in the FRA
  - d) Promote the sport of Ringette.

All Board members must agree to this upon being named to the Board and are subject to removal from the Board if they show an intended effort to undermine the well-being of the FRA.

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**ARTICLE VII**

**7. MEETINGS OF THE BOARD:**

- 7.1. Unless specified otherwise meetings of the Board shall be conducted according to the Democratic Rules of Order (current edition).
- 7.2. Meetings of the Board shall be conducted by an informal chair.
- 7.3. The Officers and Directors shall meet monthly, or as required, to conduct the business of the FRA
- 7.4. Unless specified otherwise, issues before the Board will be decided by ordinary resolution, where the chair of the meeting does not vote. In the event of a tie, the chair will cast the deciding vote.
- 7.5. Voting will be by a show of hands unless a majority of the Officers and Directors present request a secret ballot.
- 7.6. A quorum for a Board Meeting shall be one more than  $\frac{1}{2}$  members of the Board
  - a) If a quorum is present at the opening of a meeting of the Board, the Board members present may proceed with the business of the meeting, even if a quorum is not present throughout the meeting.
- 7.7. No motion can be passed without a quorum of  $\frac{1}{2}$  plus one.
- 7.8. Officers and Directors shall refrain from voting on any matters involving a conflict of interest.
  - a) If a conflict of interest arises pertaining to any Officer or Director, that member must withdraw from the meeting.
- 7.9. Anyone may appear before the FRA Board provided he/she requests to be placed on the agenda through prior written notice to the President.

**ARTICLE VIII**

**8. MEETINGS OF MEMBERS:**

**ANNUAL GENERAL MEETING**

- 8.1. The Annual General Meeting shall be held within sixty days of April 30<sup>th</sup> of each calendar year;
- 8.2. The Annual General Meeting shall be held at the head office of the Corporation or at a time and place determined by the Board by ordinary resolution;
- 8.3. Unless specified otherwise meetings of the Members shall be conducted according to the Democratic Rules of Order (current edition);
- 8.4. General Meetings of the Members shall be conducted by a formal chair.
- 8.5. The Board shall present to the Members in attendance at each Annual General Meeting comparative financial statements relating to the immediately preceding financial year, the report of the Public Accountant and any further information respecting the financial position of the Association;
- 8.6. The documents outlined in Article 8.5 shall be approved by ordinary resolution of the members at the AGM.

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- 8.7. The Annual General Meeting may elect members to serve on the Board.
- 8.8. The order of business at the Annual General Meeting shall be as follows:
- a) Call to order
  - b) Adoption of Minutes from Previous Annual General Meeting
  - c) Business arising out of those minutes
  - d) The Treasurer's Report
  - e) The Registrar's Report
  - f) The President's Address
  - g) Constitution and By-law amendments
  - h) Election of Officers and Directors
  - i) Adjournment

### **SPECIAL MEETINGS**

- 8.9. A special meeting of the Members may be called at any time by Ordinary Resolution of the Board or upon the written requisition of ten percent (10%) or more of the Members for any purpose connected with the affairs of the FRA that does not fall within the exceptions listed in the Act or is otherwise inconsistent with the Act, within twenty-one (21) days from the date of the deposit of the requisition.

## **ARTICLE IX**

### **9. ELECTION OF OFFICERS AND DIRECTORS:**

- 9.1. Eligibility for nomination for Officers and Directors, an individual must:
- a) Be a member in good standing as described under Article 4.7 of these By-laws.
  - b) Be an individual (not a corporation)
  - c) Be eighteen (18) years of age or older;
  - d) Not have been declared incapable under the laws of a Canadian province or territory or by a court outside Canada;
  - e) Not be convicted of certain fraud or trust related criminal offences;
  - f) Not have the status of bankrupt;
  - g) Exercise the care, diligence and skill that a reasonably careful person would exercise in similar circumstances;
  - h) Act honestly and in good faith to serve the best interests of the Forest Ringette Association.
- 9.2. The Board will issue a call for nominations from the membership using any means of communication. The call of nominations will state the method which the nominations are to be made and the requirement(s) of the position(s) and the deadline for submission.
- 9.3. Nominations will be accepted from the floor at the Annual Meeting



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- 9.4. All Officers and Directors shall be elected by a secret ballot at the FRA Annual General Meeting.
- 9.5. No proxy vote shall be recognized.
- 9.6. All Members of the Board and all members in good standing shall have one vote.
- 9.7. Officers will be elected by majority vote of the members in attendance at the Annual General Meeting in accordance with the following:
  - a) One Valid Nomination – Winner declared by ordinary resolution.
  - b) Two or More Valid Nominations – The nominee(s) receiving the greatest number of votes and Ordinary Resolution will be elected. In the case of a tie, the nominee receiving the fewest votes will be deleted from the list of nominees and a second vote will be conducted. If there continues to be a tie, the nominee receiving the fewest votes will be deleted from the list of nominees until a winner is declared. If there continues to be a tie then the winner will be declared by a coin flip.
- 9.8. Directors will be elected by majority vote of the members in attendance at the Annual General Meeting in accordance with the following:
  - a) Equal Number of Valid Nominations to Vacant Positions – Winners declared by Ordinary Resolution.
  - b) More Valid Nominations than Vacant Positions – The nominee(s) receiving the greatest number of votes and Ordinary Resolution will be elected. In the case of a tie, the nominee receiving the fewest votes will be deleted from the list of nominees and a second vote will be conducted. If there continues to be a tie and more nominees than positions, the nominee receiving the fewest votes will be deleted from the list of nominees until there remains the appropriate number of nominees for the position(s) or until a winner is declared. If there continues to be a tie then the winner(s) will be declared by coin flip.
- 9.9. In the event that the annual meeting does not elect members to the Board, the existing Board shall fill these positions until a by-election is held at a later date to fill these positions.
- 9.10. To ensure the continuity and protect the future of the FRA, at the AGM, during the election of Officers and Directors, no more than one-half (1/2) of the existing positions in the FRA may be filled by new members. In the event that there are more than one-half of the positions vacant, the President may postpone the election of Officers and Directors.

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**ARTICLE X**

**10. TERMS & APPOINTMENTS FOR OFFICERS AND DIRECTORS**

- 10.1.** Officers and Directors shall be elected for a period of two years in order to obtain continuity during the Annual General Meeting, therefore Officers and Directors will be elected as per:
- a)** Even numbered years; Vice-President, Secretary, Registrar and Directors 2, 4 & 6 with their terms ending in the even numbered years.
  - b)** Odd numbered years; President, Treasurer and Directors 1, 3 & 5 with their terms ending in the odd numbered years.
- 10.2.** Board Members may only serve a maximum of two consecutive terms or until their successors have been duly elected or appointed in accordance with the By-laws. However, if there are no other candidates, then the incumbent may hold that position for another full term or until such time as another person is found.
- 10.3.** The term of office for the immediate Past President shall be one year

**ARTICLE XI**

**11. RESIGNATION AND REMOVAL OF OFFICERS AND DIRECTORS:**

- 11.1.** Resignation – an Officer or Director may resign from the Board at any time by presenting a written notice of resignation to the Board. This resignation will become effective on the date the Board accepts the request.
- 11.2.** Where an Officer or Director who is subject to a disciplinary investigation or action of the FRA resigns, that Officer or Director will nonetheless be subject to any sanctions or consequences resulting from the disciplinary investigation or action.
- 11.3.** Vacate Office – the office of any Officer or Director will be vacated automatically if they:
- a)** Without reasonable explanation as determined by the Board, fails to attend three (3) consecutive meetings of the Board;
  - b)** Is found by a court to be of unsound mind;
  - c)** Becomes an employee or contractor of the FRA; or
  - d)** Upon the Officer's or Director's death.
- 11.4.** Removal – An Officer or Director may be removed by Special Resolution of the Board or by Special Resolution of the Members in a meeting, provided the Officer or Director has been given notice of and the opportunity to be present and to be heard at the meeting where such a Special Resolution is put to a vote.
- 11.5.** Vacancies on the Board, however caused, may be filled by the Board from the qualified members of the FRA if they see fit to do so. Otherwise such vacancies shall be filled at the next Annual General Meeting.

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- 11.6. Any vacant position of the Board shall be filled by majority vote of the Officers and Directors who may, appoint a person to fill the position. The appointed person shall hold office until the scheduled end mandate.
- 11.7. Where the position of the past president becomes vacant in accordance with Article 10.3 of these By-laws the position will remain vacant until a newly qualified past president exists.

### ARTICLE XII

#### **12. AMENDMENTS TO THE CONSTITUTION AND BY-LAWS:**

- 12.1. The Constitution of the FRA shall not be amended except at the Annual General Meeting (A.G.M) by majority vote of the members present.
- 12.2. Notice of the proposed amendments shall be submitted 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.
  - a) Said proposals may only be moved in person at the Annual General Meeting.
- 12.3. By-laws can be instituted, amended or repealed by resolution of the Board for the betterment of Forest Ringette.
  - a) By-law changes are effective for the current playing season only.
  - b) By-laws instituted, amended or repealed by resolution of the Board shall be submitted at the next Annual General Meeting or a special meeting called for this purpose, and the members may confirm, reject or amend the by-law permanently.
- 12.4. Members entitled to vote at the Annual General Meeting may make proposals to make, amend or repeal a by-law in accordance with the Act.

### ARTICLE XIII

#### **13. FINANCE AND MANAGEMENT OF THE FRA**

##### **FISCAL YEAR**

- 13.1. The fiscal year for the FRA shall be from May 1st to April 31st.

##### **BANKING**

- 13.2. The banking business of the FRA will be conducted at such financial institution as the Board may determine.

##### **INCOME**

- 13.3. The Board shall prepare a budget indicating anticipated revenues and expenses for the coming fiscal year.
- 13.4. Any expenditures exceeding the forecast must be approved by a majority vote of the Board.

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- 13.5. The Association's income shall be obtained from Member fees, private and public grants, publications, and from any other appropriate sources subject to the approval of the Board, which in turn have power to make expenditures for the purpose of furthering the objectives of the Association.
- 13.6. The annual fee for Members and individual participants will be set by the Board as part of the budget setting process, and may be different for each group.
- 13.7. Individual participants will pay only one registration fee if they are registered in two or more groups, which fee will be the greater of the appropriate fees.
- 13.8. The individual participant registration fees are remitted to Forest Ringette Association and may be paid in installments as determined by the Board.

### **DISBURSEMENTS**

- 13.9. All FRA disbursements shall be made over the signatures of two(2) of the following three (3) persons except in a position where a conflict of interest may arise, at which time a 4<sup>th</sup> signing authority shall be designated by the President:
  - a) President
  - b) Vice President
  - c) Treasurer

### **REMUNERATIONS TO FRA**

- 13.10. All cheques/payments to the Association shall be made payable to "Forest Ringette Association".
- 13.11. All fees and assessments will be set by the Board and payable to Forest Ringette Association.
- 13.12. The Board shall prepare and issue revised financial statements, or otherwise inform the Members whenever the Public Accountant informs them of an error or misstatement in a financial statement.

### **BOOKS AND RECORDS**

- 13.13. The necessary books and records of the Association required by these By-laws or by applicable law will be necessarily and properly kept. The books and records include, but are not limited to:
  - a) The Corporation's articles, By-laws and policies;
  - b) The minutes of meetings of the Members and of any committee of Members;
  - c) The resolutions of the members and of any committee of members;
  - d) The minutes of meetings of the Board or any committee of the Board;
  - e) The resolutions of the Board and of any committee of the Board;
  - f) A register of Officers;
  - g) A register of Directors;
  - h) A register of Members; and
  - i) Account records adequate to enable the Board to ascertain the financial position of the FRA on a quarterly basis.

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**13.14.** The Board minutes and records of the Association will not be available to the general membership of the Association but will be available to the Board, each of whom shall receive a copy of such minutes. All other books and records will be available for viewing at the head office of the Association in accordance with the Act.

### **SIGNING AUTHORITY**

**13.15.** The Association may acquire, lease, sell, or otherwise dispose of securities, lands, buildings, or other property, or any right or interest therein, for such consideration and upon such terms and conditions as the Board may determine.

**13.16.** All contracts, agreements, deeds, leases, mortgages, charges, conveyances, transfers and assignments of property, leases and discharges for payment of money or other obligations, conveyances, transfers and assignments of shares, stocks, bonds, debentures, or other securities, agencies, powers of attorney, instruments of proxy, voting certificates, returns, documents, reports, or any other instruments in writing to be executed by the FRA will be executed by two (2) signatures and one will be at least an Officer or other individuals, as designated by the Board. In addition, the Board may direct a manner in which the person or persons by whom any particular instrument or class of instruments may or will be signed.

**13.17.** All financial instruments and contracts with a value larger than \$1,000 must be signed by two (2) Officers or other individuals as designated by the Board that hold the signing authority of the FRA

**13.18.** Notwithstanding the Articles, the Board does not have power to issue a debt obligation or trust indenture unless a Special Resolution has been approved at a Special or Annual Member meeting by the Voting Members; nor to delegate any borrowing powers conferred on it.

### **ARTICLE XIV**

#### **14. REMUNERATION OF MEMBERS:**

**14.1.** Officers, Directors, Coaches and Volunteers shall not receive remuneration for their services, but shall be entitled to be reimbursed for their traveling and other expenses incurred in the course of engaging in their role on behalf of the FRA as per Board approval.

### **ARTICLE XV**

#### **15. INDEMNIFICATION OF OFFICERS AND DIRECTORS:**

**15.1.** Subject to the provisions of these By-laws and the Act, the Association will indemnify and hold harmless out of the funds of the Association each Officer, Director, their heirs, successors, executors and administrators from and against

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any and all claims, demands, actions or costs which may arise or be incurred as a result of occupying the position or performing the duties of an Officer or Director.

- 15.2. The FRA will not indemnify an Officer or Director or any other person for acts of fraud, dishonesty, unlawful conduct, or bad faith.
- 15.3. The FRA will, at all times, maintain in force such Officers and Directors liability insurance as may be approved by the Board.

### ARTICLE XVI

#### **16. DISSOLUTION OF THE FRA:**

- 16.1. Upon the winding up or dissolution of the FRA, the assets which remain after payment of all costs, charges and expenses that are properly incurred in the winding up shall be distributed to:
  - a) A charitable organization, registered charity or registered charities within the Municipality of Lambton Shores and surrounding area, as defined in the Income Tax Act (Canada), as determined by the Board of Directors of the FRA at the time of winding up or dissolution.
- 16.2. This provision shall be unalterable.

### ARTICLE XVII

#### **17. FUNDAMENTAL CHANGES:**

- 17.1. Under the jurisdiction of the *Ontario Not-for-Profits Corporations Act*, a Special Resolution of all Members (whether voting or non-voting) is required to make the following fundamental changes to the By-laws or articles of the Corporation. Fundamental Changes are defined as follows:
  - a) Change the Corporation's name;
  - b) Add, change or remove any restriction on the activities that the Corporation may carry on;
  - c) Create a new category of Members;
  - d) Change a condition required for being a Member;
  - e) Change the designation of any category of Members or add, change or remove any rights and conditions of such a category;
  - f) Divide any category of Members into two or more categories and fix the rights and conditions of each category;
  - g) Add, change or remove a provision respecting the transfer of a membership;
  - h) Increase or decrease the number of, or minimum or maximum number of, Directors;
  - i) Change the purpose of the corporation;
  - j) Change to whom the property remaining on liquidation after the discharge of any liabilities of the Corporation is to be distributed;

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- k) Change the manner of giving notice to Members entitled to vote at a meeting of Members;
- l) Change the method of voting Members not in attendance at a meeting of the Members; or
- m) Add, change or remove any other provision that is permitted by the Act.

**ARTICLE XVIII**

**18.ADOPTION OF BY-LAWS:  
RATIFICATION**

**18.1.** These By-laws were ratified by a Resolution vote of the Members of the FRA at a meeting duly called and held on June 19, 2018, effective July 24, 2018.

**REPEAL OF PRIOR BY-LAWS**

**18.2.** In ratifying these By-laws, the Members of the FRA repeal all prior By-laws of the Corporation provided that such repeal does not impair the validity of any action done pursuant to the repealed By-laws.

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Appendix A

**DUTIES OF OFFICERS AND DIRECTORS**

1. The officers of the FRA shall be president, vice-president, secretary, treasurer, registrar and past president.
2. **President:**
  - a. Shall call and preside as the chair at all board of directors and executive committee meetings;
  - b. Shall prepare an agenda for all such meetings;
  - c. Shall reserve the board room for meetings;
  - d. Shall be one of the signing officers;
  - e. Shall be charged with the general management and supervision of the affairs and operations of the FRA;
  - f. Shall be an ex-officio member on all committees with the right to vote;
  - g. Shall submit a written report if unable to attend board meeting;
  - h. Shall be responsible for ensuring that all administrative procedures and communications are carried out;
  - i. Shall ensure that all Officers and Directors perform their duties;
  - j. Shall be responsible for ensuring that the FRA and its members adhere to the policies as laid down by Ringette Canada, Ontario Ringette Association, Western Region Ringette Association and the Western Region Ringette League;
  - k. Shall assist the treasurer and the vice-president with the budget;
  - l. Shall attend or appoint a representative to attend WORL meetings, WORL annual general meeting, or any other WRRRA meetings that may be held and maintain contact with all associations concerned with ringette;
  - m. Shall attend or appoint a representative to attend WRRL meetings, and WRRL annual general meeting and maintain contact with all associations concerned with ringette;
  - n. Shall be familiar with the constitution and by-laws, and shall strive to ensure that the business of the FRA is conducted in accordance with them;
  - o. Shall ensure that all members of the board are given copies of the constitution, By-laws, policies and democratic rules of order (current addition) and that the coaching coordinators are given a copy of ORA Coaching Development policy.
  - p. Shall prepare a report for the AGM.



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### **3. Vice-President:**

- a. Shall perform the duties of the president in his/her absence, or at his/her request and shall then have all the powers and rights of the president;
- b. Shall assist the president in performing his/her duties and may hold the position of Advisor or Chairman on any committee;
- c. Shall be one of the signing officers;
- d. Shall attend any WRRRA meetings in the absence of the president or their representative;
- e. Shall co-ordinate the preparation of the association's annual programs, including assisting the treasurer in budget preparations;
- f. Shall ensure that a written report is submitted if unable to attend executive meetings;
- g. Shall be familiar with any grant programs and prepare submissions for grants to the Provincial Government;
- h. Shall chair the sponsorship committee, responsible for soliciting new sponsors and renewing sponsors before the start of the new season, and the collection of monies from same;
- i. Shall ensure team pictures and letters of thanks are sent out to the sponsors at the close of the season and ensure sponsors are aware of FRA activities and functions;
- j. Shall be responsible to act as a public relations officer.

### **4. Secretary:**

- a. Shall attend all Board and Executive meetings and record, type and distribute minutes to all members, before the next monthly meeting;
- b. Shall conduct and ensure all correspondence is attended to for the FRA;
- c. Shall have custody of all documents and records, except financial, pertaining to the affairs of the FRA;
- d. Shall issue notice of all meetings and forward prepared agendas on behalf of the president;
- e. Shall submit a written report if unable to attend executive meetings;
- f. Shall keep a roll of all members and their offices;
- g. Shall ensure that written notice of the annual general meeting shall be given not less than fourteen (14) days before the date of the meeting;
- h. Shall assist the president ensuring that all executive members have up to date copies of the constitution, by-laws, polices and democratic rules of order (current edition);
- i. Shall perform other duties as assigned.

## BY-LAWS OF THE FOREST RINGETTE ASSOCIATION

### 5. Treasurer:

- a. Shall be one of the signing officers;
- b. Shall pay all accounts by cheque, signed by him/herself and one other of the officers, president or vice-president;
- c. Shall collect and deposit all monies belonging to the FRA in such bank as the Board may select and keep a record of same;
- d. Shall keep complete and accurate records of accounts in which shall be recorded all receipts and disbursements of the FRA and;
- e. Shall submit a report at all regular meetings and a written financial report at the annual general meeting;
- f. Shall prepare the annual budget in cooperation with the president and the vice-president;
- g. Shall communicate regularly with the vice-president re: status of sponsorships;
- h. Shall communicate regularly with ice scheduler re: status of ice times purchased;
- i. Shall assist with fund raising, ensure that individual team fundraising be authorized;
- j. Shall preform other duties as required by the board.

### 6. Registrar:

- a. Shall be responsible for making all the necessary arrangements for player registrations and dates to be held twice annually;
- b. Shall be the sole keeper of any waiting lists for each age division;
- c. Shall be responsible for registering each player with the Provincial Association and Ringette Canada;
- d. Shall be responsible for the completion of player and team registrations. All forms to be completed by dates specified by ORA, Ringette Canada and Western Region Ringette Association;
- e. Shall ensure that all players, coaches and managers are properly registered with ORA;
- f. Shall be responsible for ensuring that all players are registered in their appropriate age categories with a photocopy of their proof of birth, or valid government identification (excluding health card) as proof of age;
- g. Shall be responsible for registering any new player with ORA as soon as possible after the deadline, so that injury insurance is in effect before the player participates in ringette;
- h. Shall provide a copy of the master list of all players to the coaching coordinators and shall keep a copy of the team registrations on file for future reference;

## BY-LAWS OF THE FOREST RINGETTE ASSOCIATION

- i. Shall make copies of the constitution and by-laws, as well as the policies of FRA, available for perusal at designated registration times.
- 7. Past President:**
- a. Shall act as an advisor to the Board and assist the president;
  - b. Shall serve an ex-officio member on any committees with the right to vote;
  - c. Shall carry out any duties assigned by the board of directors;
  - d. Shall be a full voting member of the board of directors.
- 8. Directors:**
- a. Shall attend all Board meetings;
  - b. Shall sit on any program, standing or ad-hoc committee as determined by the board;
  - c. Shall preform duties as required by the board.