



Bylaws  
Hinton Ringette Association  
Box 5017 Hinton, Alberta T7V 1X3

1. NAME

These Bylaws relate to the general conduct of the affairs of the Hinton Ringette Association, a society incorporated under the Societies Act and referred to herein, as the "Association".

2. MEMBERSHIP

- 2.1 Players will be drawn from the recreation area served by the Town of Hinton and surrounding areas.
- 2.2 Any person wishing to hold executive office in the Association or act as coach, manager or trainer must be a member in good standing for the current year and shall be open to all, irrespective of creed, profession or color.
- 2.3 Each player in good standing under the age of eighteen (18) years is represented by their parent or legal guardian as a Member of the Association.
- 2.4 Each player in good standing over the age of eighteen (18) years is a Member of the Association. Players over the age of eighteen (18) still living at home may be represented by their parent or legal guardian as a Member of the Association.
- 2.5 To be in good standing, a player must be registered with the Association and the player's fees must not be in arrears.
- 2.6 The Association shall not be responsible for any damages, injury, or loss of property to any member, guest or visitor.
- 2.7 Registration fees will be reviewed annually.
- 2.8 A player must have reached four (4) years of age by December 31<sup>st</sup> of that year.
- 2.9 Honorary Membership in the Association may be conferred upon an individual by a simple majority vote at a General Meeting. Such memberships are intended to recognize individuals with specialized skills, and are valid for one year. By their very nature, Honorary Memberships are intended to be limited in number. An Honorary Member has the same rights and privileges as a Member.

3. TERMINATION OF MEMBERSHIP

- 3.1 Any member may resign from the Association at any time, by notifying a Member of the Executive in writing. However, the membership fee may be refunded according to the Association's standing Refund Policy.
- 3.2 Any Member, who, in the opinion of the Board, fails to maintain an acceptable standard of conduct may be asked by the Board to resign. The membership fee may be refunded as per the Association Refund Policy.
- 3.3 Any Member who fails to comply with the By-laws or regulations of the Association may be asked by the Board to resign. The membership fee may be refunded as per the Association Refund Policy.
- 3.4 Any Member who has been requested to resign may appear before the Board, provided he or she makes their wish known within seven (7) days of being requested to resign.

4. AFFILIATION

- 4.1 The Hinton Ringette Association shall be affiliated with Ringette Canada and Ringette Alberta, and shall pay the required dues.

5. ZONE

- 5.1 The Hinton Ringette Association shall be a member of Ringette Alberta as the Zone 5 League.

6. DUTIES OF BOARD OF DIRECTORS/EXECUTIVE

- 6.1 The general management of the Association shall be an Executive/Board of Directors consisting of President, Past-President, Vice-President, Secretary, Treasurer, and a minimum of three (3) other board members, elected each year at the annual general meeting. No officer shall receive any remuneration for his/her services. The officers shall hold a term for not more than five (5) consecutive years under the same title.

- 6.2 The officers of the Association may be removed from office for any cause which the Association may deem reasonable. This is voted upon at a Special Meeting by two thirds of the total membership in good standing.

- 6.3 The Board of Directors, subject to the By-laws of directions given it by majority vote at any meeting properly called and constituted shall assume full responsibility for the operation of the Association. It shall enforce adherence to the By-laws and other directives deemed essential to the health of the organization. It shall act as a protect committee and be responsible for administrating any warranted disciplinary action.

- 6.4 The Board of Directors shall be responsible to the General membership, and shall have full control of the management of the Association within limits of the by-laws, to serve the best interest of the majority of the members.

- 6.5 The total welfare of the players shall be paramount in the governing of the Association.

- 6.6 The Board may, from time to time, issue various regulations concerning the management of the Association, and all or any team connected thereto, to ensure that the purpose of the Association is adhered to.

- 6.7 The Board of Directors of the Association shall be elected at the Association's Annual General Meeting and shall hold office for a maximum of five (5) years, commencing after the Annual General Meeting.

- 6.8 Should a vacancy occur during the year, the Board shall be empowered to appoint a member of the Association to fill the spot for the balance of the term of the office.

- 6.9 The Board may appoint any member of the Association to serve on a committee or assist with one of its members in the operation of the Association or any project sponsored by the Association.

- 6.10 Only Members of the Board may vote at an Executive meeting.

- 6.11 The Executive and its directors shall attend all General and Executive meetings called when possible.

7. BOARD OF DIRECTORS/EXECUTIVE

7.1 President

- a) Shall be a member of all committees.

- b) He/She shall preside at all meetings of the Association, and the Executive. In his/her absence the Vice-President shall preside, or in the absence both a member of the Executive appointed by the President shall preside.
- c) Shall have signing authority on all cheques issued by the Association.
- d) Shall attend or be represented at the Zone 5 meetings when able.
- e) Must be a member of the Association for at least one year prior to election to the office.
- f) Shall call all General and Executive Meetings.
- g) Shall attend Ringette Alberta General Meetings when able.
- h) Shall keep all other records pertaining to the General Administration of the Association.

7.2 Vice-President

- a) Shall perform the duties of the President in his absence.
- b) Shall have signing authority on all cheques issued by the Association.
- c) Shall study the Association by-laws and ensure they are followed.

7.3 Past President

- a) Shall be the immediate past President.
- b) Shall attend all meetings of the Executive and the Association.

7.4 Secretary

- a) Shall attend all meetings of the Executive and Association, and keep accurate minutes of each.
- b) Shall arrange for a replacement in his/her absence.
- c) Shall have charge of all correspondence of the Association and its committees and shall maintain a record of all members and players.
- d) Shall record attendance at all meetings.
- e) Shall distribute the minutes of the last Executive and General meeting at each meeting.
- f) Shall post nominations for Executive positions on the Ringette board in the Hinton Recreation Centre, fourteen (14) days prior to the Annual General Meeting.
- g) Shall send a list of the Association's Executive, including names and phone numbers to the Town of Hinton, Recreation Department.

7.5 Treasurer

- a) Shall receive all monies paid to the Association and shall be responsible for its deposit in whatever bank the Executive may direct.
- b) Shall properly account for the funds of the Association, and keep such books/records as may be required for such purpose.
- c) Shall present a full detailed accounting of receipts and disbursements to the executive when required.
- d) Shall prepare for the submission all documents required by the Alberta Gaming Commission to keep the Association's Gaming License current.

- e) Shall be responsible for ensuring the Association's Society License is filed as required.
- f) Shall prepare for the submission to the members at all General meetings a financial statement of the Association.
- g) The books, accounts and record, of the Treasurer shall be audited annually by any two duly appointed members of the Association or by any accountant by July 1<sup>st</sup>.
- h) Shall sign all cheques issued by the Association.
- i) May 31<sup>st</sup> of each year shall be the end of fiscal year of the Association.
- j) The Treasurer, will be responsible for the preparation of the proposed budget for the upcoming year.
- k) Shall pick up the Association's mail and distribute accordingly at least once per week during peak season.

#### 7.6 Ice Convener

- a) Shall ensure that fair distribution of the allotted ice time among all teams involved.
- b) Shall meet with the Town of Hinton, Recreation Department and negotiate time slots and quantity of ice allotment where need be.
- c) Shall book ice time for tournaments, clinics, league games, etc.
- d) Shall ensure that all ice that is no longer required during regular season is cancelled as per the Town of Hinton, Recreation Department's Cancellation Policy.

#### 7.7 Fundraising Director

- a) Shall solicit sponsors for the Association.
- b) Shall form a committee from the members of the Association to deal with the matters relating to fund-raising.
- c) Shall oversee the committee through raffles, tournament souvenirs, bottle drives and other means in aid of reducing the cost of Ringette to the members of the Association.
- d) Shall oversee the committee, the proper collection/accounting of all funds raised.
- e) Shall provide the Treasurer with a detailed record of all monies raised and supply the record to the Treasurer.
- f) Shall co-ordinate fund-raising events so team projects don't overlap.

#### 7.8 Tournament Director

- a) Shall ensure local tournament dates are booked and known throughout Ringette Alberta.
- b) Shall form a committee from the members of the Association to deal with the matters pertaining to our own tournament operation.
- c) Shall work in conjunction with the Ice Convener in arranging specific ice time slots for tournaments.
- d) Shall work in conjunction with the Referee in Chief in arranging Referees for all Tournament games.

- e) Shall be or appoint a chairman of tournaments.

7.9 Referee in Chief

- a) Shall select and assign referees to all games and tournaments.
- b) Shall supervise all referees and exercise control over their activities as Ringette official.
- c) Shall recommend courses of training and/or conduct such training for referees to ensure a sufficient number of qualified persons to act as referees.
- d) Shall approve all payments of referees.
- e) Shall maintain and provide to the treasurer a detailed record of all monies expended in support of the position of Referee-in-Chief.
- f) Ensure all new regulations and changes are brought to the coaches and referees attention.

7.10 Promotions and Publicity Director

- a) Shall make arrangement for team pictures.
- b) Shall organize and/or form a committee to organize any promotional activities decided upon by the Board.
- c) Shall be responsible for promoting Ringette in the local news media.
- d) Shall coordinate representatives from each team to submit stories, games, results, etc. to be featured in the local media, newspaper and radio.
- e) Shall keep each team public relations representative informed for deadlines to the media.
- f) Shall ensure each team is equally promoted publicly to the best of his/her ability.

7.11 Coach Liaison

- a) Shall meet prior to all Executive meetings with all coaches/managers of each team as required to bring forth concerns, recommendations, approvals, etc. from said parties for review to the Executive.
- b) Shall organize and submit applications for Coaches Clinics overseeing organizations thereof when required as directed by the Executive.

7.12 Equipment Manager

- a) Shall inspect all equipment to ensure it is in proper condition.
- b) Shall examine all first aid kits to keep them well stocked on a weekly basis during regular season play.
- c) An inventory of equipment / uniforms is to be done at the beginning/end and the end of each season and a report submitted to the Board.

7.13 Statistician/Registrar

- a) Shall collect and keep records and submit game stats to Zone 5 after each game is played.
- b) Shall be responsible for distributing stats to applicable teams for league playoff standing and information for playoff protocol.

- c) Shall register and ensure upkeep of registration for members within Ringette Alberta.

7.14 Non Board Member – Team Manager

- a) Shall give budget plan to Treasurer by November 1<sup>st</sup>.
- b) Shall coordinate teams to submit stories, game results, etc. to be featured in the local newspaper and radio.
- c) Shall contact league teams prior to games to ensure details and keep members informed.
- d) Shall make arrangement for team to attend tournaments.

8. MEETINGS

8.1 General and Special Meetings

- a) An Annual General Meeting shall be held no later than the end of April every year.
- b) There should be one Annual General Meeting held every year.
- c) A quorum at a general or special meeting shall be five (5) members, who are eligible to vote by being members in good standing.
- d) The president must call a Special/General Meeting upon a receipt of a written request, signed by at least three (3) members of the Association.
- e) The President may call an emergency Special meeting at any time.
- f) Notice of annual and Special meetings shall be given via the use of telephone, public media, email and website when possible, local news papers and posters in public places, no less than two (2) weeks prior to the date of the meeting. A public ad must run two (2) consecutive weeks prior to the General meeting.
- g) The executive shall be elected from the members of the Association at an Annual General Meeting. Only members in good standing are eligible to cast ballots to elect officers or to vote on any issue.
- h) Nominations for position of the executive shall be accepted from the floor
- i) If a quorum of five people at a Special/General Meeting is not available, a 100% majority vote by the executive present will carry a motion.
- j) A meeting between the new and old executive shall be held within sixty (60) days of the election, at which time transitions will take place.
- k) Only items appearing on the agenda will be dealt with at the Annual General Meeting.

8.2 Executive Meetings

- a) Executive meetings shall be held on a regular basis to ensure the efficient operation of the Association. The President may call any executive meeting when he/she deems it necessary.
- b) A special meeting of the Executive shall be called when any three members of the Executive make a request in writing to the President.



- c) A quorum of the executive will be five (5) members of the Board. If a quorum of five (5) is unavailable, a 100% majority vote by the Executive present will carry a motion.
- d) An Executive Meeting must be held prior to each General Meeting.
- e) All Executive members are requested to notify the Secretary or an Executive member if they are unable to attend an Executive or General Meeting.
- f) Voting shall be made by a show of hands, and a simple majority will serve a motion.
- g) Executive positions being shared by two or more people are entitled to one vote. The people sharing the position must agree on who carries the vote when more than one of them is present at a meeting. If they cannot agree, the position's vote cannot be cast.

9. VOTING AT GENERAL MEETINGS

- a) Each player and Executive Member in good standing is entitled to vote at any General meeting, provided that he/she is present at the time the vote is taken.
- b) Instances where a family unit has more players than parents or guardians, provided that at least one parent or guardian is present at the meeting, other non-voting adults may be given the family's remaining votes by the family member(s) present. This is the only form of proxy voting allowed.
- c) Voting shall be made by a secret ballot for election of Executives.

10. GENERAL

- a) Proposed amendments to the By-laws may only be presented at a General Meeting after reasonable notice has been given of the intent of making a proposed amendment.
- b) All books and records maintained by the treasurer may be examined by any member, at any time, upon given reasonable notice to the Executive, who shall arrange with the Treasurer to make them available at a time satisfactory to all concerned.
- c) An amendment to the By-laws must be approved by at least 75% of the members who are in attendance at the meeting as long as a minimum of a quorum of the membership is in attendance.
- d) Elected and/or appointed members of the Executive shall not receive remuneration for the discharge of their respective duties in relation to the Association or its various activities or projects. Approved incurred expenses for the operation of the Association shall be paid by the Association.
- e) All expense accounts will be turned in every Executive meeting. All expenses will require written explanation.
- f) Player's registration shall be the responsibility of the new Executive.
- g) Complaints and/or protests related to the Association, players, teams, games, referees, or any part of the operation of any of the foregoing, must be in writing and signed by the person or persons making such



submission. It shall be presented to the President or Secretary or mailed to the Association as soon as possible after the alleged incident. All such submissions will be acknowledged in writing to show receipt.

- h) All Association cheques are to be signed by the Treasurer, and co-signed by either the President or Vice-President. Note – all cheques are to have dual signatures.
- i) Expenditures to the maximum of \$100.00 may be approved by persons with cheque signing authority. Expenditures over \$100.00 must be approved by a quorum of the Executive at an Executive meeting.

11. DRESS

- a) All ringette players must be appropriately dressed with protective equipment before participating in any activity on the ice surface.
- b) All coaching, assistant staff or helpers under the age of eighteen (18) will wear full equipment on the ice.
- c) All coaching, assistant staff and helpers over the age of eighteen (18) must wear a helmet on the ice.

12. FUNDRAISING

- a) For the purpose of carrying out its objectives, the Association may participate in approved fundraising activities (such as but not limited to sales, draws, casinos, etc.). Members immediate or extended family members or invited guests may work any approved fundraising event.

13. BORROWING

- a) For the purpose of carrying out its objectives, the Association may raise or secure the payment of money in such a manner as it deems fit, but this power shall be exercised only under the authority of the Association, and in no case without the sanction of a special resolution of the Association.

14. DISSOLUTION

- a) Should the Association cease to operate, the Association will forward all funds and assets to Ringette Alberta. General account funds will be used as Ringette Alberta sees fit. Gaming monies will be used for activities designated under the gaming regulations.

15. BYLAWS

- a) The bylaws may be rescinded or added to by a special resolution passed by a majority of not less than 75% of such members entitled to vote as are present, at a General meeting of which one month's written notice specifying the intention to propose the resolution as special resolution has been duly given.

This Bylaw rescinds all other Hinton Ringette Association By-laws or Amendments thereto.