

# Interlake Ringette Association

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## Constitution and By-Laws

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# Introduction

## 1. Overview

The Interlake Ringette Association (IRA) is a local Ringette association registered as a full member of the Manitoba Ringette Association and has agreed to abide by the by-laws and policies and procedures established by the Manitoba Ringette Association.

The IRA is governed by a board of elected representatives throughout the Interlake region of Manitoba.

## 2. Boundaries

The boundaries of the IRA, as defined by the Manitoba Ringette Association, are currently defined as:

- East Boundary: Hwy. 9 including area to Red River.
- West Boundary: Hwy. 6 including area to Lake Manitoba, Southwest corner of Hwy. 227 and Hwy. 430.
- South Boundary: Perimeter Hwy. at #9, west to Hwy. 221, north to Hwy. 248 to connect with Hwy. 6.
- North Boundary: Hwy. 328.

A map of these boundaries can be found in Appendix 1 – Interlake Ringette Association Boundaries.

## 3. Definition

### 3.01 Constitution

The constitution of the IRA outlines the following:

- Name of the Association
- Mission Statement and Goals

### 3.02 By-Laws

The By-laws of the Interlake Ringette Association relate to the conduct and governance of the affairs of the Interlake Ringette Association, referred to as IRA in these By-laws.

### 3.03 Policy Guide

The Operating Policies of the IRA is located in a separate document and contain the approach under which the IRA delivers on its mission statement and goals.

# Constitution of the Interlake Ringette Association

## 1. Name of the Association

The name of the Association will be Interlake Ringette Association (hereinafter referred to as IRA).

## 2. Mission Statement, Goals and Objectives

The mission statement, Goals and Objectives of IRA are:

- To promote, develop and govern the sport of Ringette in the Interlake Region.
- To provide support and the appropriate level of competition for every player, coach, and team participating in the sport within the Interlake Region.
- To promote and develop friendships and sportsmanship at all levels of Ringette with the Interlake Region in a safe, fair and bully-free environment.
- To attempt keeping the operating costs feasible for local community members.
- To encourage coaches, other team staff and referees to pursue further development and training in the sport of ringette through clinics, workshops and collaboration between coaches and other staff.

# Interlake Ringette Association By-Laws

## Article 1 – General

### 1.1 Purpose

These By-laws relate to the general conduct of the affairs of the Interlake Ringette Association, a full member of the Manitoba Ringette Association and referred to as IRA in these By-laws.

### 1.2 Definitions: The following terms are defined for the purpose of these By-laws

- (a) Board – the collective group of positions currently holding office under the IRA By-laws.
- (b) Board Member – an individual who is elected to the IRA Board and holds one of the Board positions: President, Vice-President, Treasurer, Secretary, Coaching, Player Development, Referee in Chief, Winnipeg Ringette League (WRL) Representatives, Publicity, Games and Tournaments, Registrar (two positions), Ice Convenor (two positions), R4U (two positions), Open Rep and Members at Large.

Collectively, the Board Members are responsible for the administrative tasks of the IRA as well as their specific duties and responsibilities of their office.

- (c) Constitution – A statement comprising IRA's purpose
- (d) Member, player, or parent of a player under the age of eighteen (18), who resides within the boundaries of the Interlake Region and are currently registered and in good standing with the Manitoba Ringette Association.

### 1.3 Interpretation

Words stating the singular shall include the plural and vice-versa, and words stating the male gender shall include the female gender as well.

### 1.4 Ruling on By-Laws

The Members of the IRA Board shall have the authority to interpret any provision of these By-laws which is contradictory, ambiguous or unclear.

### 1.5 No Gain for Members

IRA will be carried on without the purpose of gain for its Members and any profits or other accreditations to the IRA will be used in promoting its objects.

### 1.6 Conduct of Meetings

Unless otherwise specified in these By-laws, meetings of the Members and meetings of the Board will be conducted according to the Roberts Rules of Order (current edition).

## Article 2 – Meetings of Members

### 2.1 Annual General Meeting

IRA will hold an Annual General Meeting (AGM) on such a date, time, and place as determined by the Board provided the AGM is held prior to the Manitoba Ringette Association AGM, but no later than May 31<sup>st</sup> of each year which is a month after the IRA fiscal year end of April 30<sup>th</sup>.

### 2.2 Notice

Written notice of the AGM will be given to all Members at least thirty (30) days prior to the date of the meeting. Notice will contain a proposed agenda and reasonable information to permit Members to make informed decisions. Notice can be through standard or electronic mail formats.

### 2.3 Agenda

Agenda for the AGM will at least include:

- a) Call to Order
- b) Establishment of Quorum
- c) Approval of Agenda
- d) Review and adoption of minutes from previous AGM
- e) WRL AGM report
- f) Reports from all IRA Executives
- g) Report from Treasurer
- h) New Business
- i) Elections of new Board Members
- j) Adjournment

### 2.4 New Business

Any Member who wishes to have new business placed on the agenda of the AGM will give written notice to the Secretary and the President at least twenty-one (21) days prior to the AGM.

### 2.5 Quorum

The voting Members that are present at the AGM will decide each issue by simple majority of 50% + 1.

### Voting at meetings of members

### 2.6 Voting Privileges

Every IRA member in attendance who must be of legal voting age, shall be entitled to one vote.

### 2.7 Proxy Voting

There will be no proxy voting.

### 2.8 Determination of Votes

Votes will be determined by a show of hands or orally unless a secret or recorded ballot is requested by the majority of voting members.

## Article 3 – Governance

### Composition of the Board

#### 3.1 Board Members

##### Executive Officers:

President  
Vice-President  
Past President (non-voting)  
Secretary  
Treasurer

##### Directors:

Referee in Chief  
Publicity  
Games and Tournaments  
Coaching  
Player Development  
R4U Representative A  
R4U Representative B  
WRL Representative  
AA Representative  
Registrar  
Ice Convenor  
Open Rep

##### Additional Members:

Members at Large (2)

### Appointment of IRA Board

#### 3.2 Eligibility

Any individual who is eighteen (18) years of age or older who is a player, parent of a player under the age of eighteen (18), current ringette coach/manager, or active referee who resides within the boundaries of the Interlake Region and are currently registered and in good standing with the Manitoba Ringette Association may be nominated for election as a Member of the IRA Board. Should no candidate meet these requirements said position will be vacated.

With respect to the role of President only, if the position is vacated the meetings will be chaired by past president (for one year only) with all rights and privileges of the president and then if position remains unfilled, the meetings will be chaired by the Vice-President.

#### 3.3 Nominations

Nominations may be made for any vacant or expiring position during the AGM by any Member present. Nomination must be seconded and accepted by the nominee. If the nominee is not present, they must

have presented a written statement of agreement to the Board prior to the AGM to be considered a valid nomination.

### 3.4 Positions Held

An individual may hold no more than two (2) positions on the Board. Should a person hold two (2) positions, they shall still have one vote.

### 3.5 Incumbents

Individuals currently on the Board wishing to be re-elected are not subject to nomination but must declare their desire to remain in their position for another term at the AGM. Their name will then be included in the list of candidates for election.

### 3.6 Election

The election of Executive Officers, Directors (except for the Past President) will take place annually at the AGM as follows:

(a) AGM held in odd calendar years (E.G. 2015, 2017, 2019, etc.)

President

Publicity

Secretary

AA Convenor

Player Development

Registrar

Ice Convenor

Ringette 4U Representative A

(b) AGM held in even calendar years (E.G. 2016, 2018, 2020, etc.)

Vice-President

Coaching

WRL Representative

Treasurer

Referee-in-Chief

Ringette 4U Representative B

Games and Tournaments

Open Rep

### 3.7 Decision

Elections will be decided by a majority vote of the Members in accordance with the following:

(a) One valid nomination

Winner declared by acclamation.

(b) Two or more valid nominations

Winner is the nominee receiving the greatest number of votes. 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 than two nominees, the process will be repeated until only two



nominees remain. If there continues to be a tie, the decision will be made between the remaining two nominees by the Board.

### 3.8 Terms

Terms shall be for 2 years, except for Member at Large positions which are one (1) year terms.

Elected Executive Officers and Directors will serve terms of two years to a maximum of two consecutive terms or until their successors have been duly elected or appointed in accordance with these By-laws, unless they resign, are removed from or vacate their office. 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.

The term for the Past-President will be one year.

### 3.9 Members at Large

Up to two (2) Members at Large can be elected annually by the board by a majority vote and will have all the privileges as the rest of the Board members. The position(s) can be removed at any time by the IRA Board through a majority vote.

## Resignation and Removal of Directors

### 3.10 Resignation

A member of the Board may resign at any time by presenting their notice of resignation to the Board. This resignation will become effective upon approval of the Board.

### 3.11 Vacate Office

The office of any member of the Board will be vacated automatically if:

- The Board Member, without approval, fails to attend three (3) consecutive regular Board meetings;
- The Board Member ceases to meet the eligibility requirements in section 3.2

### 3.12 Removal

An elected Board Member may be removed before the expiration of their term provided the Board Member has been given written notice of and the opportunity to be present at a special meeting of the Board. Decision for removal will be based on ordinary resolution of the Board.

## Filling a Vacancy on the Board

### 3.13 Vacancy

Where the position of an elected Board Member becomes vacant for whatever reason the Board may appoint a qualified individual to fill the vacancy until the following AGM.

## Meetings of the Board

### 3.14 Call of Meeting

The meetings of the Board will be held at any time and place as determined by the Board or the President. Any Board Member may request a meeting, but it is the responsibility of the President to call the meeting in accordance with the conditions of these By-laws.

### 3.15 Notice

Written notice, with proposed agenda, served other than by mail, of Board meetings, will be given to all Board Members at least five (5) days prior to the scheduled meeting. No notice of a meeting of the Board is required if all Board Members waive notice, or if members who will not be in attendance consent to the meeting being held in their absence.

### 3.16 Number of Meetings

The Board will be expected to hold a minimum of eight (8) meetings per fiscal year that will meet quorum.

### 3.17 Quorum

At any Board meeting, quorum shall be 50% plus one (1) of the voting Board Members currently holding positions.

### 3.18 Chair

The chair for a Board meeting will be the President, and in the President's absence, the Vice-President. If both the President and Vice-President are absent from the meeting and a quorum is achieved, the Board will appoint a Chair from among the Board Members present to preside over the meeting.

### 3.19 Voting

Each Board Member will receive one vote.

No individual may hold two (2) voting positions on the Board at the same time. If vacant positions force a situation where an individual is performing the duties of more than one voting position, they will have only one vote.

The President (or meeting Chair) shall not move nor second any motion or amendment, nor shall he vote unless there is a tie, then he may cast the deciding vote. The President is not allowed to vote even if he holds another voting position.

### 3.20 Open Meetings

Meetings of the Board will offer open meetings to all IRA Members upon invitation of the Board, otherwise meetings of the Board will be closed.

### 3.21 Electronic Meetings

The President may initiate an electronic meeting when a decision is required prior to the next scheduled Board Meeting.

For electronic meetings, motions require 2/3 of the voting Board Members currently holding office to vote in favour for the motion to pass.

### 3.22 Decision in Lieu of Meetings

If all voting members agree to sign a resolution, it will be as valid as one passed at a meeting. It is not necessary to give notice for a decision in lieu of meeting.

### Powers of the Board

### 3.23 Powers of the Board

Except as otherwise provided in these By-laws, the Board has the powers of the IRA and may delegate any of its powers, duties and functions. The Board shall be vested with the charge and control of IRA and of its affairs, funds and properties.

### 3.24 Managing the Affairs of IRA

The Board may make policies, procedures, and manage the affairs of IRA in accordance with these By-laws.

### 3.25 Discipline

The Board may make policies and procedures relating to discipline of Members and will have the authority to discipline Members in accordance with such policies and procedures.

## Article 4 – Duties and Expectations of Board Members

### 4.1 All Board Members

- Responsible for abiding by the Constitution, By-laws, and Policies and Procedures of the IRA.
- Attend the meetings of the Board.
- Submit a written or verbal report outlining the activities under their responsibility at all Board meetings, if updates are available.
- Provide inputs to the annual budget for the activities under their responsibility.
- Promote a positive image of IRA and Ringette in the community.
- Objectively represent the decisions made by the Board.
- Other duties as outlined by the Board.

### 4.2 Executive Officers

- a) President
  - Preside at all meetings of the Board
  - Call the meetings of the Board
  - Serve as tie breaking vote for all Board meetings as required
  - Sign as the signing officer of the IRA for contractual items
  - Be the official representative of IRA to the MRA
  - Ensure IRA is represented at all applicable MRA and WRL meetings
  - Develop the annual President's report
  - Represent IRA to the media when opportunities exist
  - Be an ex officio member of all committees
- b) Vice-President
  - Assist the President and perform the duties of the President in his absence
- c) Past President

- Serve as mentor and advisor to the Executive Officers
- Chair the election of Executive Officers at the AGM
  - If the Past President is not able to fulfill this role the Board will appoint an alternate
- d) Secretary
  - Keep record of the proceedings at all meetings of the Board
  - Distribute minutes from the Board meetings to all Board members within seven (7) days of the meeting
  - Keep record of electronic meetings
  - Give notice of meetings
  - Conduct general correspondence on behalf of IRA
- e) Treasurer
  - Perform all duties associated with the office of Treasurer
  - Keep the accounts, receive and deposit all funds in an approved chartered financial institution
  - Make disbursements with Executive approval by cheque, signed by the Treasurer and President, or one other appointed Executive Officer
  - Provide financial statements for the annual report
  - Prepare a draft annual budget, if required
  - Provide current financial position at each Board meeting including projected cash position at end of season
  - Responsible for proposing fee schedule for the following season to the Board for approval
  - Collect the Association dues based on the schedule provided by the MRA and provide payment
  - Coordinates any responsibilities of the IRA for participating in the Bingo volunteer requirements

### 4.3 Directors

- a) Referee in Chief
  - Oversee conduct of all timekeepers
  - Act as a contact with the WRL for matters related to all Officials
  - Recruit all minor (timekeepers, shot clock operators) and major officials (referees)
  - Prepare and submit Official's billing as required
  - Ensure shot clocks are available and in good working order for all games as required
- b) Games and Tournaments
  - Responsible for coordination of Provincial and High School Tournaments when assigned to the IRA by the MRA
- c) Publicity
  - Source technology solutions for use by IRA and its Members for team communications
  - Maintain the [www.interlakeringette.com](http://www.interlakeringette.com) website, posting relevant content as provided by IRA Members
  - Develop advertising to promote ringette in the Interlake Region
  - Purchase any promotional materials (i.e. banners) and advertising (i.e. local area newspapers)
- d) Coach Development
  - Design and administer plans to improve the skill of coaching within IRA

- Communicate certification requirements and IRA expectations to all bench staff
- Coordinate coaching clinics as required by MRA
- Support new coaches by directing them to appropriate resources as required
- Coordinate the selection of coaches for the Interlake Ignite A program
- Represent the IRA at all MRA and WRL coaching related meetings
- e) Player Development
  - Design and administer plans to improve the skill level of IRA players
- f) R4U Representatives A and B
  - Oversee the Ringette 4 U program for players registered with IRA
  - Report to the Board any pertinent information about the R4U program
  - Represent the IRA at all R4U related meetings
- g) WRL Representative
  - Represent IRA at WRL meetings
  - Report any pertinent WRL information and correspondence to the Board
  - Prepare and attend the WRL Amalgamation meeting
  - Provides support to the President regarding release requests
  - Corresponds with other associations regarding player releases
  - Provide administrative access for IRA Representatives to the WRL electronic systems as required
- h) AA Representative
  - Represent IRA at the Board Meetings
  - Report to the Board any pertinent information from AA meetings
  - Promote the AA program to age appropriate IRA players
- i) Ice Convenor A and B
  - Attend Special Events meeting in May
  - Ensure that ice required for all teams is booked at the beginning of the year for all games and practices (due in July)
  - Communicates the ice times to all coaches
  - Makes sure all ice that is not needed is given back to the City of Selkirk withing 30 days
  - Works with Tournament Coordinator to book all the ice that is required for tournaments
  - Advises Rink attendants of scheduled games and ow many dressing rooms needed
  - Makes sure invoices are correct and gets payment to the rink
  - Submit special events ice by required date (usually April) for the next season for tournaments, camps and tryouts
- j) Registrar A and B
  - Advertise registration dates in local papers
  - Handle any and all changes to the registration forms for Pre-Season Camp, Regular Season, 3 on 3, and any other types of registration other than tournaments
  - Create spreadsheet to track all registration
  - Contact all those required to complete payment
  - Count money received from registration, fundraising and time payment plans
  - Create rosters and provide them to Ringette MB and WRL
  - Complete all roster changes and notify Ringette MB/WRL as required
  - Respond to any concerns regarding registration process
  - Lead preparation and ratification of registration form with assistance from Treasurer and rest of the board
- k) Open Rep
  - Respond to all Open related inquiries

- Communicate with player aging out of U19 about Open league
- communicate Open team concerns to the IRA board

## Committees

### 4.4 Appointment of Ad-Hoc Committees

The Board may appoint ad-hoc committees as it deems necessary for managing the affairs of IRA and may appoint members of committees, may prescribe the duties of committees and may delegate to any committee any of its powers, duties and functions except where prohibited by the Constitution or these By-laws. An example of such a committee would be the Tryout Committee where duties are as defined by the [Tryout, Evaluation and Seeding Skate Guideline](#).

- a) Committee Members
  - Any individual may be appointed to any committee by the Board. Each committee will contain a minimum of one Board Member
- b) Terms of Reference
  - The Board will establish the operating procedures, scope, function, duration and authority for all committees
- c) Reporting
  - All committees are required to provide status updates to regular Board meetings that will be presented to the Board by the Board Member participating in the committee
- d) Removal
  - The Board may remove any member of any committee at any time

### 4.5 No Remuneration

All Executive Officers, Directors, Members at Large and Committee members will serve their term of office without remuneration except reimbursement of expenses as approved by the Board.

### 4.6 Conflict of Interest

Any Board or committee member who has an interest, or who may be perceived as having an interest, in a proposed contract or transaction with IRA will disclose fully and promptly the nature and extent of such interest to the Board and will refrain from voting, speaking in debate, or otherwise influence the decision on such contract or transaction.

## Article 5 – Finance and Management

### Amendment of By-Laws

#### 5.1 Constitution and Policy Changes

Any voting member of the IRA may propose an amendment to the By-laws and Constitution of the IRA. Proposed changes must be received at least 3 (3) weeks prior to the AGM. No amendments to the By-laws and Constitution of the IRA shall be accepted at any regular IRA meeting.

Proposed constitutional changes must be received 3 weeks prior to the AGM and distributed to the Board via e-mail and posted to the general public on the IRA website.

The proposed amendments must receive a 75% majority vote of the total available members present at the AGM to be affirmative. Upon affirmative vote, any amendments will be effective immediately.

Formatting, spelling or punctuation changes to the constitution may be made without a vote provided it does not change the intent of the section. These changes will be identified at the AGM for members' information.

Policy changes will be assessed based on the process outlined in the Policy and Procedures Manual.

## Finance Management

### 5.2 Fiscal Year

The fiscal year of the IRA will be conducted at a financial institution as the Board designates.

All cheques will be made out to the Interlake Ringette Association and all monies of the IRA will be deposited for safe keeping in one of the IRA's bank accounts and may be withdrawn by ordinary resolution of the Board Members.

### 5.4 Signing Authority

All financial transactions entered by the IRA will be signed by any two of the President, Treasurer or Vice-President. The Board members may authorize other persons to sign on behalf of IRA.

### 5.5 Expenditure Approval

All non-operating expenditures that are completed by the IRA are to be voted and approved by the Board members.

### 5.6 Books and Records

The necessary books and records of the IRA required by these By-Laws or by applicable law will be necessarily and properly kept.



# Appendix 1: Interlake Ringette Association Boundaries

- #3 in MRA Maps (2014-15 MRA Constitution & By-Laws and Operating Policy)

## RURAL BOUNDARIES





