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# **By-Laws**

**Lethbridge Ringette Association**

**Last Revision April 2018**

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## **BYLAWS**

### **A. Bylaw 1 – Name**

1. The association shall be known as the Lethbridge Ringette Association; hereinafter to be referred to as LRA.

### **B. Bylaw 2 – Membership**

1. A member shall be a player, parent/guardian of a player, official, or any other individual who volunteers their time on behalf of the LRA.
2. Membership in the LRA shall be open to all players living within Lethbridge and area. Players from outside these boundaries shall be accepted if openings are available in the program according to the Ringette Alberta residency clause.
3. Any member wishing to withdraw from the LRA during the season shall inform the Board in writing.
4. Those appointed by the President to sit on any standing committee, and approved by the Board

### **C. Bylaw 3 – Board of Directors**

1. The Board of Directors of the LRA shall consist of the following officers: President, Vice-President, Secretary, Treasurer and Past-President plus the following directors: Registrar, Referee-in-Chief, Director of Fundraising, Director of Equipment, Director of Promotions, Director of Tournaments, Director of Ice Administration, Director of Player Development, Director of Coaching, Director of Information Technology, and Director of Sport Development.
2. All directors shall be eighteen years or more of age.
3. The responsibilities of the Executive and duties of the officers shall be defined in the Bylaws of the LRA.
4. The Board will have up to four (4) Members at Large, with participation encouraged from members at age divisions currently under-represented on the Board
5. The Board of Directors shall have control of the affairs of the LRA and shall have power to amend the regulations of the LRA.
6. Vacancies on the Board of Directors, however caused, shall be filled by the Board of Directors from the qualified members of the LRA if they shall see fit to do so. Otherwise such vacancies shall be filled at the annual general meeting of members.

7. The Board may vote to dismiss any member of the Board of Directors for failure to fulfill their duties as defined in the LRA Bylaws, or a failure to maintain the standards as outlined in the LRA Code of Conduct. The dismissal requires a vote of a  $\frac{2}{3}$  majority of members of the Board of Directors at any Board meeting.

#### **D. Bylaw 4 – Election of Officers and Directors**

1. Six weeks prior to the Annual General Meeting(AGM) the Board of Directors shall give notice to the membership
  - a) the call for members for the nomination committee
  - b) the call for members for the Board of Directors
  - c) the dates all nominations will close
  - d) the date, time, and place of the AGM
2. The call for members of the Nomination Committee shall close two weeks after the notice was given.
3. The call for nominations for new Board members shall close ten days prior to the AGM.

If no candidate steps forward for any open positions, then nominations from the floor for those positions will be accepted during the AGM
4. Four weeks prior to the AGM the Board of Directors shall select by way of vote from the list of volunteers, three members to sit on the Nomination Committee. The Nomination Committee is responsible to compile a list of volunteer members for each position that will become open.
5. The list of candidates will be made available to the membership one week prior to the AGM.
6. All officers and directors shall then be elected by secret ballot for a term two years at the LRA AGM. A call for nominations of all positions at the end of their term will go out to the entire association. No officer or director should serve more than three consecutive terms, unless no replacement has volunteered for his/her position. Any outgoing Director or Officer shall make themselves reasonably available to the new Director or Officer for a minimum period of three months to assist training and mentoring.
7. Proxy votes will be accepted by the President and Secretary in a sealed envelope with the name and signature of the voter and the details of the vote. (i.e. in favor of a new board member). The President or Secretary will at no time indicate the identity of the proxy voter and destroy the proxy vote immediately after the close of the AGM.
8. Each member of the Board of Directors and any member of the LRA present shall have one vote.
9. Members must vote on a motion to destroy all ballots.

## **E. Bylaw 5 – Standing Committees**

1. All members of standing committees shall be approved by the board by majority vote. Standing committees have no authority other than to make recommendations to the Board for approval.
2. The Standing Committees of the LRA are as follows:
  - a) Appeals Committee
    - Consists of Referee-in-Chief, Vice-President and an appointed Board member.
    - Any concerns or disputed in regards to the bylaws or policies shall be directed to this committee who will bring recommendations to the Board.
  - b) Tournament Committee
    - Consists of Director of Tournaments, Vice-President, and 1 or 2 volunteer member co-directors. The Committee shall also require 2 representatives from each team as appointed by the Director of Tournaments.
  - c) Budget Committee
    - Consists of Treasurer, President, and other appointed Board Members to recommend the budget for the Board of Directors.
  - d) Team Selection and Player Evaluation Committee
    - Consists of Director of Player Development and two other qualified Board or LRA Members as appointed by the Board.
    - Any Team Selection and Player Evaluation Committee member with a conflict of interest in the issue at hand will be temporarily replaced by a board member that has no conflict of interest in that issue.
  - e) Promotions Committee
    - Consists of Director of Promotions and a minimum of 2 other members.

## **F. Bylaw 6 – Amendments to the Constitution and Bylaws**

1. The constitution of the LRA shall not be amended except at the AGM 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 days prior to the AGM and they shall make available copies of the proposed revisions to all those entitled to vote at such a meeting.

2. The Bylaws of the organization may be amended by two-thirds (2/3) vote of the members at the AGM, or a special meeting called for this purpose.

**G. Bylaw 7 – Annual General Meeting (AGM)**

1. The AGM shall be held at such a place on such a date and at such an hour as the LRA Board of Directors shall determine each year, provided that such an AGM shall not be held later than the thirty-first (31) of May. At least six weeks notice shall be given to all members in good standing.
2. For the purpose of voting on resolutions at the AGM, each member present shall have one vote.
3. The order of business at the AGM shall be as follows:
  - Call to Order
  - Adoption of minutes of the previous AGM and general meetings held since the previous AGM.
  - Business arising out of the minutes
  - The President's Report
  - The Treasurer's Report
  - The Registrar's Report
  - Balance of Directors' and Committee Reports
  - Constitution and Bylaw Amendments
  - Election of Board Members as required to fill positions
  - New business
  - Adjournment

## **I. Bylaw 8 – Powers and Duties of Officers**

1. The Officers of the LRA shall be President, Vice-President, Secretary, Treasurer, and Past-President.

2. Officers:

### **a) President**

- Shall attend board meetings.
- Shall preside at all Board of Directors and Executive Committee meetings.
- Shall exercise the power and authority of the LRA Board of Directors in cases of emergency but subject to ratification by the entire Board at the next meeting.
- Shall be the official spokesperson for the LRA.
- Shall be charged with the general management and supervision of the affairs and operations of the LRA.
- Shall be an ex-officio member of all standing and ad-hoc committees.
- Shall co-sign cheques signed by the Treasurer and Secretary
- Shall not vote except in the case of a tie where they shall cast the deciding vote.
- Shall ensure that all officers and directors perform their duties.
- Shall be the official liaison between the Provincial Ringette Association, and the LRA, ensuring that all correspondence is brought before the LRA Board of Directors.

### **b) Vice-President**

- Shall attend board meetings.
- Shall assume the role of President if this post is vacated prior to the end of the President's term, or at the end of the President's term.
- Shall perform the duties of the president in their absence or at their request and shall then have all the powers and rights of the president.
- When acting as President shall not have the right to vote except in the case of a tie.

- Shall assist the President in performing his duties and may hold the position of Chairperson of any ad-hoc or any standing committee.
- Shall perform other duties as assigned.
- Shall be responsible to work with and support all LRA fundraising.

**c) Secretary**

- Shall attend board meetings.
- Shall issue notice of all meetings.
- Shall maintain records of proceedings and meetings.
- Shall ensure that all correspondence is attended to and brought before the Board of Directors.
- Keep an accurate record of all business transactions of the Board of Directors.
- Shall have custody of all documents and records, except financial, pertaining to the affairs of the LRA.
- In the absence of the President may co-sign cheques signed by the treasurer.
- Record attendance at all meetings.
- Be responsible for distribution of minutes of all Association meetings to Board of Directors one (1) week prior to meeting date. Once approved, will post minutes to LRA website for all members to inspect and/or review.
- Prepare agenda and distribute to Board of Directors prior to meeting date.
- Arrange for a replacement in their absence
- Shall provide to new members LRA Constitution and Bylaws, LRA Policy and Procedures, Zone 1 Policy and Procedures and Alberta Rules and Operating Procedures.



#### **d) Treasurer**

- Shall attend board meetings.
- Shall sign and pay all accounts by cheque, co-signed by one of either the President or Secretary.
- Shall keep complete and accurate records of accounts in which shall be recorded all receipts and disbursements of the LRA and report same at all regular and annual meetings.
- Shall prepare and present the financial statement at the annual general meeting and have books available for an audit by two members-at-large at year-end.
- Shall chair Budget Committee in preparing budget recommendations for next year.
- Shall oversee financial dealings with all subcommittees.
- Shall agree to review the association's financial books and records within one week of a request from any member, in the presence of another officer of the Board.
- In conjunction with the Director of Fundraising and Director of Tournaments, shall ensure all fundraising activities within the LRA comply with Alberta Gaming and Liquor Commission requirements.

#### **e) Past-President**

- Shall attend board meetings.
- Shall carry out all duties assigned by the Board of Directors and act as advisor to the Board of Directors.
- Shall be the designated Representative for the LRA with the Zone 1-2 league and Calgary Ringette League, or designated to another Board member.
- 
- Shall be Chairperson of the nominating committee for election of the Board of Directors.
- Shall be a full voting member of the Board of Directors.

### **3. Directors and Their Duties:**

#### **a) Registrar**

- Shall attend board meetings.

- Registrar shall be responsible for making all necessary registration arrangements for players, team staff, and Board of Directors.
- Shall register all players, team staff, and appropriate Board of Directors with the Provincial Association and Ringette Canada.
- Shall communicate with Ringette Alberta in regard to listing LRA tournament(s) on the Ringette Alberta website.
- Shall be responsible for email notification of registration to all members.
- Responsible for collection of registration financial obligations.
- Maintain updated list of team players and team staff.
- Provide Board Members with a list of all players upon registration closing.

**b) Referee-in-Chief**

- Shall attend board meetings.
- Shall be responsible for all officials in the LRA including the advancement of their skill levels.
- Organize referee clinics.
- Shall be responsible for the scheduling of officials.
- Shall handle all officiating disagreements arising from regular LRA hosted games.
- Set up evaluations for officials in the LRA.
- Approve all payments for referees.
- Ensure all new regulations and changes are brought to coaches and referee's attention.
- Responsible for setting up shot clock training for appropriate divisions.

**c) Director of Equipment**

- Shall attend board meetings.
- Shall be responsible for all equipment and uniforms of the LRA.

- Shall purchase new uniforms or equipment as required for replacement or new teams with approval from the Board of Directors.
- Shall be responsible for the cleaning, maintaining and repairing of equipment and uniforms whenever required.
- Provide Board of Directors with an inventory of equipment and proposed equipment replacement plans.
- Responsible to allocate equipment to teams at the beginning of the season and to ensure equipment is returned at end of season.

#### **d) Director of Fundraising**

- Shall attend board meetings.
- Shall ensure that sufficient volunteers are present for bingos.
- Shall act as the representative for the LRA at all Winners Bingo Association meetings.
- Shall organize and distribute bingo schedules to team managers.
- Shall provide bingo schedule to web master for LRA website
- Shall form a subcommittee to assist in other fundraising activities within the LRA.
- Shall ensure there are sufficient volunteers present for LRA Casino duties.

#### **e) Director of Coaching**

- Shall attend board meetings.
- Call for applications to fill coaching positions and designate coaching groups for each team
- Be available to all coaches to discuss ice allocation, player issues, coaching requirements, etc.
- Assist with the development of the LRA practice schedules.
- Promote the use of LRA and Ringette Alberta resources.
- Organize the setup of coaching clinics.

- Assist in the resolution of team problems and act as a liaison with team managers.
- Ensure safe and healthy practices are being conducted.
- Direct team managers to the Zone 1-2 and Calgary Ringette League contact lists
- Ensure team staff qualifications are complete as per Ringette Alberta and LRA policies and communicate information to LRA registrar.
- Collect criminal record checks of all Team Personnel.

#### **f) Director of Promotions**

- Shall attend board meetings.
- Chair the Promotions Committee meetings.
- Shall be responsible for promoting the LRA in the community through a variety of sources and events.
- Shall act as the liaison between the LRA and the media.
- Coordinate advertising for LRA registration and LRA hosted tournaments in conjunction with Registrar and Tournament Director.
- Shall organize all Come Try Ringette events for the LRA.
- Shall be responsible for administration of the LRA's presence on social media.
- Shall make arrangements for team photos and present proposed dates to the Board who will vote to determine when annual LRA photos will occur.

#### **g) Director of Tournaments**

- Shall attend board meetings.
- Chair tournament committee meetings.
- Shall communicate with interested teams.
- Responsible for setting up tournament schedules.
- Shall apply for Ringette Alberta sanctioning and file necessary reports.

- Shall provide event financial report.
- Shall be listed as tournament contact.

#### **h) Director of Ice Administration**

- Shall attend board meetings.
- Shall oversee the administration of LRA ice booking contracts (acquisitions, revisions, and cancellations) with the City of Lethbridge and Vulcan.
- Assist with the development of LRA Practice schedules.
- Shall attend the City of Lethbridge ice user's meetings.
- Shall advise Zone 1-2, Calgary Ringette League and Ringette Alberta schedulers of all available game ice, playdown ice, and provincial championship ice.
- Shall advise the Referee-in-Chief of game bookings regarding leagues or other events (e.g. exhibition games) requiring LRA Referees.
- Shall review all tournament schedules and advise of any improvements to maximize ice usage, flood schedule, or ice slot cancellations to which could provide any cost savings.
- Responsible for requesting ice for special functions (clinics, provincials, benefit games, tournaments, etc.)
- Responsible for providing the City of Lethbridge and Vulcan with game and practice schedules to ensure dressing rooms are appropriately assigned.
- Responsible for providing City of Lethbridge and Vulcan with game schedule to ensure concessions are available at home games

#### **i) Director of Player Development**

- Shall attend board meetings
- Shall coordinate development including: Power Skating Sessions, Goalie development clinics, General skills clinics
- Shall chair the Player Evaluation and Team Selection committee
- Shall assist with the development of the LRA Practice schedules.
- Shall manage player/team selection process as per LRA Policy

- Shall manage player movement as per LRA Policy
- Shall set up and run the conditioning camp in early September

#### **j) Director of Sport Development**

- Shall monitor and assess the efficacy of the associations program structure/best practices
- Shall ensure fairness and excellence in the associations programming in ringette
- Shall monitor implementation of Long Term Athletic Development in the association as a whole.
- Shall promote continual Association program improvement
- Shall ensure optimal development of coaches and athletes of all ages, interests and abilities

#### **l) Director of Information Technology**

- Shall attend Board Meetings
- 
- Shall be responsible for maintenance of the LRA website
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- Shall ensure the domain name [www.lethbridgeringette.ca](http://www.lethbridgeringette.ca) is renewed as required
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- Shall manage Association and team communication software for the LRA and be the liaison to company of current LRA software.
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- Shall manage ice scheduling software for the LRA and co-ordinate with Director of Ice Administration to liaison with company of current ice scheduling software and importing/exporting data formats.
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- Shall assist the Registrar with registration and roster creation on current LRA software.
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- Shall be responsible to distribution of Association wide emails and announcements, and/or designate to another Board member
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- Shall be responsible for updating and maintaining @Lethbridgeringette.ca email addresses
- 
- Shall be a liaison with any Director requiring IT assistance.

### **I) Member-at-Large**

- Shall attend Board meetings
- 
- Shall be a Director of the LRA Board without portfolio
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- Shall have all voting rights accorded to other Board members
- 
- Shall have a term of 1-2 years
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- Is encouraged to consider nomination for a role of Officer or Director with portfolio by the end of their term.
- 
- May serve on standing committees or ad-hoc committees as appointed by the President and approved by the Board.

### **J. Bylaw 9 – Fees**

1. Each player shall pay fees based upon requirements as determined by the Board of Directors as noted on the yearly registration web-page.
2. Failure to meet financial obligations by date noted on registration form will result in immediate suspension of practice and game privileges and the member not being in good standing in LRA.
3. If fees are outstanding after the payment deadline, re-instatement of the player will not be accepted until full cash payment is made to the Registrar for outstanding fees.

### **K. Bylaw 10 – Quorum**

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

### **L. Bylaw 11 – Sponsorship and Fundraising**

1. All sponsorship money and donations shall be made payable to the LRA and it will be up to the Board of Directors to distribute money according to the sponsors' wishes and to team needs.
2. All funds raised by a team for their own need stay with that team to be spent during the playing year.

### **M. Bylaw 12 - Audits**

1. The books, accounts, and records of the Treasurer shall be audited at least once a year by a duly qualified accountant or two board members of the LRA, appointed for that purpose. The auditor(s), at

the Annual General Meeting of the LRA, shall submit a complete and proper statement of the standings of the books for the previous year.

**N. Bylaw 13 – Remuneration**

1. Unless authorized at the AGM and after notice of it shall have been given, no officer of the LRA shall receive any remuneration for their services.

**O. Bylaw 14 – Borrowing**

1. For the purpose of carrying out its objectives, the LRA may borrow, raise, or secure a payment for money in such manner that it thinks fit, but this power shall be exercised only under the authority of the LRA, and in no case without the sanction of an extraordinary resolution of the LRA.

**P. Bylaw 15 – Fiscal Year**

1. The fiscal year of the LRA is August 1<sup>st</sup> to July 31<sup>st</sup>, unless otherwise determined by the Board of Directors.