

BYLAWS OF THE MEDICINE HAT RINGETTE ASSOCIATION



The Societies Act

An Application for Incorporation was created on May 29, 1988 and received by the Office of the Registrar of Companies of the Province of Alberta on June 1, 1988. The Medicine Hat Ringette Association was registered with number 503833527 as a society under the Societies Act, on June 1, 1988.

**The Societies Act
Bylaws of the
Medicine Hat Ringette Association**

1 – SOCIETY NAME

100. **Society Name**

The name of the Society is **THE MEDICINE HAT RINGETTE ASSOCIATION.**

2 – DEFINITIONS AND INTERPRETATION

200. **Association**

Association shall mean The Medicine Hat Ringette Association.

201. **Player**

Player shall mean each individual who plays Ringette and has registered with and been accepted by the Association.

202. **Annual General Meeting**

Annual General Meeting shall mean the Annual General Meeting of the Members.

203. **Special Meeting**

Special Meeting shall mean any meeting of the Members that is not the Annual General Meeting or an Executive Meeting.

204. **Meeting**

Meeting shall mean any Annual General Meeting or Special Meeting of the Members.

205. **Resolution**

Resolution shall mean a motion that was moved and seconded.

206. **Due Notice**

Due Notice shall mean that sufficient information about the item or event has been given through at least two of the following media:

- a. The Association Website;
- b. At least one of the local newspapers;
- c. Email to appropriate individuals; or
- d. Written letter to appropriate individuals.

207. **Special Resolution**

Special Resolution shall mean a Resolution passed at a Meeting:

- a. Of which not less than 30 days Due Notice has been given specifying the intention of the Resolution, and
- b. By a vote of not less than 75% of the Members thereat entitled to vote at the Meeting.

208. **The Executive**

The Executive shall mean all of the Executive Members together.

209. **Executive Meeting**

Executive Meeting shall mean a meeting of the Executive.

210. **In Writing**

In Writing shall mean electronic or hardcopy, hand written or typewritten.

211. **Member Data**

Member Data shall mean information about a Member required or deemed necessary or beneficial to the Association for management of the affairs of the Association.

212. **Player Data**

Player Data shall mean information about a Player required or deemed necessary or beneficial to the Association for management of the affairs of the Association.

213. **Arrears**

Arrears shall mean 10% or greater of an amount due to the Association has not been paid by the date specified.

214. **Zone 1**

Zone 1 shall mean Zone 1 as defined by Alberta Sport Recreation Parks and Wildlife Foundation or other zone as defined by Ringette Alberta.

215. **In Camera**

In Camera shall mean a closed session with Executive Members only.

216. **Executive Members**

Executive Members of the Association – shall mean and consist of each elected officer of the Executive.

2.17 **Act**

Act shall mean the Societies Act of Alberta and the regulations thereto or its successor or replacement legislation.

3 – MEMBERSHIP300. **Membership Categories**

The categories of Membership are as follows:

- a. The parents or guardians of one or more Players who will not be 18 years of age by December 31st in that calendar year;
- b. A Player who will be at least 18 years of age by December 31st in that calendar year;
- c. A person elected as an Executive Member;
- d. A person selected or appointed by the Executive to fulfill an administrative role for the Association; and
- e. A person selected or appointed by the Executive or selected by the Members associated with a team to fulfill a Team Personnel (**see 1000**).

301. **Member**

A Member of the Association is a person:

- a. Of whom it can be said to falls into at least one of the Membership Categories (**see 300**);
- b. Whose Membership Fee is paid in full;
- c. Abides by the Code of Conduct of the Association.

302. **Membership Fee**

The Membership Fee, if any, in the Association shall be determined, from time to time, by the Members at a Meeting and may be described by one or more component fees.

303. **Paid in Full**

Paid in Full means that full payment has been made or an acceptably post-dated cheque written for the Membership Fee by the date determined by the Association.

304. **Withdrawal**

Any Member wishing to withdraw from membership may do so upon notice in writing to the Executive through the Registrar of the Association.

305. **Suspension on Financial Grounds**

If any Member is in arrears for fees or penalties for any fiscal year, the Member and any Players they are financially responsible for shall be automatically suspended and shall thereafter be entitled to no membership privileges or powers in the Association. The suspension ends when the arrears have been paid in full to the Association.

306. **Suspension of Membership**

The membership of any Member may, at the discretion of the majority of the Executive, be suspended with or without conditions, for any cause that the Executive deems reasonable. The duration of a suspension shall be at the discretion of the majority of the Executive.

307. **Cancellation of Membership**

The membership of any Member may be cancelled only through the Special Resolution process (**see 207**). Presentation of the Special Resolution at the Meeting cannot include the name of the Member. The Member cannot be present at the meeting. The Executive will inform the Member of the results of the vote in writing within 48 hours of adjournment of the meeting. Cancelled memberships cannot be reinstated.

4 – MEETINGS400. **Business**

The Business the Association shall conduct at its General Meeting includes, but is not necessarily limited to:

- a) Present the financial statements of the Association;
- b) Present the reports of the Executive Members;
- c) Determine the person or persons who will perform the audit (**see 1100**) for the ensuing year;
- d) Elect new Executive Members.

In the event that any of the above items is not presented at the General Meeting, the Executive will call a Special Meeting at the General Meeting to address the missing items.

401. **Annual General Meeting**

The Annual General Meeting shall be held prior to the 30th day of April in each and every calendar year, at such time and place as the Executive shall fix unless 30 days Due Notice is given

before the 30th day of April for the deferral of the date of the Annual General Meeting. A deferred Annual General Meeting shall be held before the 30th day of June of the same year.

402. **Special Meetings**

The President of the Association shall convene a Special Meeting within 30 days of receipt of a petition setting forth the reason for calling the Special Meeting. The petition must be signed by at least one fifth of the Members eligible to vote at the Special Meeting. Special Meetings may also be called from time to time as deemed necessary by the Executive.

403. **Notice**

At least 30 days Due Notice stating the time and place shall be given for the Annual General Meeting. At least ten days advance Due Notice stating the time, place, and purpose shall be given for Special Meetings. (See 206 Due Notice for the type of Notice to be used for notification of membership meetings.)

5 – PROCEEDINGS AT MEETINGS

500. **Quorum**

No business shall be transacted at any Meeting unless at least seven Members are present at the meeting, at least three of which must be Executive Members (see 800), one of those which must be the President or Vice President.

501. **Right to Vote**

Every Member present at a Meeting shall be entitled to one vote on any issue for which a vote is called.

502. **Proxies**

A proxy may not vote.

503. **Resolutions**

At any Meeting a Resolution shall be carried in the event of a simple majority of votes unless the Resolution is a Special Resolution.

504. **Vote by Show of Hands**

At any Meeting, a Resolution voted upon at the Meeting shall be decided on a show of hands, unless a ballot is, before or on the declaration of the result of the show of hands, demanded by at least one Member present.

6 – EXECUTIVE MEETINGS**600. Number of Meetings**

Executive Meetings shall be held as often as may be required, but at least once every three months, and shall be called at the discretion of the President of the Association. An Executive Meeting will also be called by the President of the Association on receipt of a request from any two Executive Members provided the request is in writing and states the purpose of the business to be dealt with. Executive Meetings shall be open to all Members. In camera meetings will be called at the discretion of the Executive.

601. Notice

At least three days advance verbal or written notice shall be given to each Executive Member for an Executive Meeting.

602. Waiver of Notice

An Executive Meeting may be held without notice if a quorum is present provided, however, that any business transactions at such meeting shall be null and void unless ratified at the next called Executive Meeting. That Executive Meeting with proper Notice (see 601) must be called within seven days of the Executive Meeting held under waiver of notice.

7 – PROCEEDINGS AT EXECUTIVE MEETINGS**700. Quorum**

No business shall be transacted at any Executive Meeting unless at least five Executive members entitled to vote at an Executive Meeting are present at the Executive Meeting, one of which must be the President or a Vice President.

701. Right to Vote

Every Executive Member entitled to vote at an Executive Meeting present at an Executive Meeting shall be entitled to one vote on any issue for which a vote is called.

702. Proxies

A proxy may not vote.

703. Resolutions

Except as provided for otherwise by these Bylaws, at an Executive Meeting, a Resolution shall be carried in the event of a simple majority of votes.

704. **Vote by Show of Hands**

At an Executive Meeting, a Resolution voted upon at the Executive Meeting shall be decided on a show of hands.

8 – EXECUTIVE MEMBERS800. **Executive Members**

The Executive of the Association shall be made up of:

- a) The following elected officers, who have voting power at Executive Meetings:
 - i. President;
 - ii. Vice President of Administration;
 - iii. Vice President of Operations;
 - iv. Secretary;
 - v. Treasurer;
 - vi. Registrar;
 - vii. Scheduler Director;
 - viii. Public Relations Director;
 - ix. Ways and Means Director; and
 - x. Athletic Development Director.
- b) The following appointed coordinators who have no voting power and report to the appropriate director or Association as needed:
 - i. Coordinators reporting to the Scheduler Director are Tournament and Referee in Chief;
 - ii. Coordinators reporting to Public Relations Director are Publicity and Marketing;
 - iii. Coordinators reporting to Ways and Means Director are Casino, Bingo and Sponsorship;
 - iv. Coordinators reporting the Athletic Development Director are Equipment/Attire, Tiering, and Coaching.

Structure is as follows:

President

Past President

Vice President of Operations

Ways and Means Director

-Casino coordinator

-Bingo coordinator

-Sponsorship coordinator

Athletic Development Director

- Equipment/Attire coordinator
- Tiering coordinator
- Coaching coordinator

Vice President of Administration**Scheduler Director**

- Tournament coordinator
- Referee in Chief coordinator

Public Relations Director

- Publicity coordinator
- Marketing coordinator

Secretary**Treasurer****Registrar**801. **Election**

The Executive will be established by election from the Members at an Annual General Meeting.

802. **Term**

The term for each position on Executive shall be two years. The terms of elected Executive will be staggered by electing half the Executives at each Annual General Meeting as follows:

Even Numbered Years:

President
VP of Administration
Treasurer
Scheduler
Ways and Means Director

Odd Numbered Years:

VP of Operations
Secretary
Registrar
Public Relations Director
Athletic Director

803. Vacancies

Any Executive Member position vacant shall be filled by Executive appointment until the next Meeting where the office shall be filled by election for the balance of the term.

804. Removal from Office

An Executive Member, including any coordinator, may, upon the passage of a Resolution at an Executive Meeting by not less than 75% of the Executive thereat entitled to vote at the Executive Meeting, be removed from office for any cause that the Association may deem reasonable.

805. Directors

The Directors of the Association shall consist of the elected officers of the Association (see 800 a).

9 – POWERS AND DUTIES OF EXECUTIVE MEMBERS**900. General Powers**

Except as otherwise provided in the Act or these Bylaws, the Executive shall have full control and management of the affairs of the Association and may delegate any of its powers, duties and functions.

The Executive will make and amend policies, rules and operating procedures for managing the affairs of the Association in accordance with the Act and these Bylaws, will ensure members adhere to these policies, rules and operating procedures and will ensure directions from Meetings are carried out.

The Executive may make policies and procedures relating to the discipline of the Members and participants in the Association's programs and will have the authority to discipline Members and participants in accordance with such policies and procedures.

The Executive may make policies and procedures relating to the management of disputes within the Association and all disputes will be dealt with in accordance with such policies and procedures.

The Executive may employ or engage under contract such individuals as it deems necessary to carry out work of the Association, provided that any employee of the Association or contractor to the Association will not have voting rights as a Member of the Association.

The Executive may borrow money upon the credit of the Association as it deems necessary.

901. **General Duties**

It is the duty of all Executive Members to:

- a. Carry out their responsibilities to the Association as interpreted by the individuals of the Executive;
- b. Represent the Players and act in their best interest;
- c. Perform any other duties for the betterment of the Association; and
- d. Attend scheduled Executive Meetings.

902. **President**

It is the additional duty of the ***President*** to:

- a. Act as Chairman at all Meetings and Executive Meetings;
- b. Exercise general supervision over the affairs of the Association;
- c. Be a signing authority, together with the Treasurer, for the Association depository account(s); and
- d. Ensure that Due Notice is given for all Meeting and Executive Meetings as required.

903. **Past President**

It is the additional duty of the past president to:

- a. Support/advise new President and assist in any way needed as they make the transition into executive

904. **Vice President of Administration**

It is the additional duty of the ***Vice-President of Administration*** to:

- a. When the President is not able, attend meetings or fulfill the role of President;
- b. Oversee and assist the Public Relations Director and Ways and Means Director; and
- c. Be responsible for maintenance of Bylaws and policies and procedures of the Association.

905. **Vice President of Operations**

It is the additional duty of the ***Vice-President of Operations*** to:

- a. Act as Chairman at all Meetings and Executive Meetings in the absence of the President;
- b. Carry out duties as requested by the President;
- c. When the President and Vice President of Administration are not able to attend meetings or fulfill the role of President;
- d. Oversee and assist the Scheduler and Athletic Development Coordinator; and
- e. Be responsible for adjudicating formal complaints and grievances.

906. **Secretary**

It is the additional duty of the **Secretary** to:

- a. Attend all Meeting and Executive Meetings and record accurate minutes of those Meetings; and
- b. Maintain files as records appropriate for the operation of the Association.

907. **Treasurer**

It is the additional duty of the **Treasurer** to:

- a. Be a signing authority of the Association depository account(s) together with the President;
- b. Properly account for all funds of the Association and keep such books and records as may be directed;
- c. Pay all legitimate bills received by the Association;
- d. Prepare budgets yearly or as requested by the President;
- e. Supply a report on the financial status of the Association at all Executive Meetings;
- f. Ensure the Association's annual return and any Special Resolution or required notices, returns or resolutions are filed with the appropriate authority in accordance with the Act;
- g. Make the books and financial records available at Annual General Meeting for any Member to view; and
- h. Receive all money paid to the Association and be responsible for the deposit of that money into the Association's depository account(s).

908. **Registrar**

It is the additional duty of the **Registrar** to:

- a. Keep a record of Member Data for all Members;
- b. Collect all fees or penalties assessed the Members;
- c. Keep a record of Player Data for all Players and register them with Ringette Alberta using the method prescribed by Ringette Alberta; and
- d. Ensure that all fees assessed to Players are collected.

909. **Scheduler Director**

It is the additional duty of the **Scheduler Director** to:

- a. Coordinate ice allocation for the Association; and
- b. Oversee and assist the Tournament and Referee in Chief Coordinators as well as Zone 1, 2, 3 and U10 division scheduling.

910. **Public Relations Director**

It is the additional duty of the ***Public Relations Director*** to:

- a. Facilitate and promote the activities of the Association externally; and
- b. Oversee and assist the Publicity and Marketing Coordinators; and
- c. Facilitate and maintain volunteer master list.

911. **Ways and Means Director**

It is the additional duty of the ***Ways and Means Director*** to:

- a. Recruit and assign sponsors; and
- b. Oversee and assist the Casino and Bingo Coordinators.

912. **Athletic Development Director**

It is the additional duty of ***the Athletic Development Director*** to:

- a. Responsible for any tiering committee; and
- b. Overseeing and assist the Equipment/Attire, Tiering and Coaching Coordinators.

913. **Tournament Coordinator**

It is the duty of the ***Tournament Coordinator*** to:

- a. Chair and oversee any tournament committee for the purpose of hosting the Ed Horvath Tournament(s) or any other tournament(s); and
- b. Report to the Scheduler Director and Association as needed.

914. **Referee in Chief Coordinator**

It is the duty of the ***Referee in Chief Coordinator*** to:

- a. Oversee all matters pertaining to referees; and
- b. Report to the Scheduler Director and Association as needed.

915. **Publicity Coordinator**

It is the duty of the ***Publicity Coordinator*** to:

- a. Facilitate and promote the activities of the Association externally; and
- b. Report to the Public Relations Director and Association as needed.

916. **Marketing Coordinator**

It is the duty of the ***Marketing Coordinator*** to:

- a. Promote marketing events for the Association as needed; and
- b. Report to the Public Relations Director and Association as needed.

917. **Casino Coordinator**

It is the duty of the ***Casino Coordinator*** to:

- a. Oversee all matters pertaining to the Casino;
- b. Liaison between the casino organization and the Association;
- c. Ensure all filings are completed with Alberta Gaming and Liquor Commission or its successor or replacement;
- d. Ensure the Association is in compliance with Alberta Gaming and Liquor Commission or its successor or replacement; and
- e. Report to the Ways and Means Director and Association as needed.

918. **Bingo Coordinator**

It is the duty of the ***Bingo Coordinator*** to:

- a. Liaison between the bingo organization and the Association;
- b. Ensure all filings are completed with Alberta Gaming and Liquor Commission or its successor or replacement;
- c. Ensure the Association is in compliance with Alberta Gaming and Liquor Commission or its successor or replacement; and
- d. Report to the Ways and Means Director and Association as needed.

919. **Sponsorship Coordinator**

It is the duty of the ***Sponsorship Coordinator*** to:

- a. Work with potential sponsors and coordinate sponsorship and advertising opportunities;
- b. Report to the Ways and Means Director and Association as needed.

920. **Equipment/Attire Coordinator**

It is the duty of the ***Equipment/Attire Coordinator*** to:

- a. Organize, distribute and maintain equipment owned by the Association; and
- b. Report to the Athletic Development Director and Association as needed.

921. **Coaching Coordinator**

It is the duty of the ***Coaching Coordinator*** to:

- a. Oversee all coaching matters for the Association; and
- b. Report to the Athletic Development Director and Association as needed.

922. **Tiering Coordinator**

It is the duty of the tiering coordinator to:

- a. Work closely with the scheduler, ref in chief and equipment executive members in order to plan, organize and carry-out pre-season evaluation skill sessions; and
- b. Gather a list of approved evaluators; and
- c. Be present at all on-ice skills and games; and
- d. Assist with Division Coordinators; and
- e. Report to the Athletic Development Director and Association as needed.

10 – TEAM PERSONNEL1000. **Team Personnel**

Team Personnel are any Members involved in the instruction, care or supervision of Players, or in the operation of the team. Team Personnel include, but is not necessarily limited to, specific ***Team Staff*** as defined and prescribed by Ringette Alberta.

1001. **Selection of Team Staff**

Members can become Team Staff only if they:

- a. Meet the minimum skill requirements prescribed by the Association;
- b. Meet the security requirements prescribed by the Association; and
- c. Are approved by a majority of the Executive or other process the Executive deems appropriate.

1002. **Removal of Team Staff**

Team Staff may, at the discretion of the majority of the Executive, be removed from their involvement with the team (s) that they are involved with for any cause that the Executive deems reasonable. The conditions of the removal shall be at the discretion of the majority of the Executive.

11 – AUDITING/ANNUAL RETURN1100. **General**

A duly qualified accountant or two Members elected as auditors at a Meeting shall audit the books, accounts, and records of the Association and prepare an audited financial statement for the Association at least once each year.

1101. Timing

A complete and proper statement of the standing of the books for the previous year shall be submitted to an Executive Meeting within six months of the fiscal year end and at the next following Annual General Meeting.

1102. Fiscal Year

The fiscal year of the Association in each year shall be April 1st to March 31st.

1103. Inspection

The books and records of the Association may be inspected by any Member at the Annual General Meeting or at any other time upon arranging a time satisfactory to the officer or officers of the Executive having charge of such books and records. Each Executive Member shall at all times have access to such books and records.

12 – BORROWING POWERS**1200. Borrowing**

For the purpose of carrying out its objectives, the Association may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the Association, and in no case shall debentures be issued without the sanction of a Special Resolution.

13 – GENERAL**1300. Principal Office**

The principal office for the transaction of business of the Association is as fixed and located by the Executive in the Province of Alberta. The Executive may at any time or from time to time change the location of the principal office from one location to another in the Province of Alberta.

1301. Amendment

These By-Laws may be rescinded, altered, amended or added to by a Special Resolution of the Association.

1302. Seal

The seal of the Association will be in the custody of the Association and will be used as deemed necessary.

1303. Liability

No Member shall, in their individual capacity, be liable for any debt of the Association.

1304. **Remuneration**

Unless authorized at a Meeting, no Member shall receive any remuneration for their services.

1305. **Filings**

The Treasurer of the Association shall file every notice, return or Resolution required to be filed under the Act with the appropriate authority.

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