



## Constitution and By-laws, Paris Ringette Association

### ARTICLE 1

#### NAME

1. The Association shall be known as the Paris Ringette Association hereinafter to be referred to as the Association.

### ARTICLE 2

#### AIMS AND OBJECTIVES

1. To promote, administer and develop the game of Ringette.
2. To teach fair play and sportsmanship with emphasis on the enhancement of good character and citizenship.
3. To provide entertainment and fun for the participant.
4. To provide an opportunity for all players desiring to participate in the sport of Ringette, regardless of their level of play (i.e. recreational or competitive), giving due consideration to their individual capabilities and interests.
5. To supervise and direct its members, including the players, coaches, officials, parents and spectators.
6. To ensure that all members have the opportunity to present their views and have them heard.
7. To provide support and opportunity to players, coaches, officials, and administrators to improve their skills.
8. To actively promote, adhere to, and support the objectives and policies of the provincial and national associations for Ringette.

### ARTICLE 3

#### MEMBERSHIP

1. Membership in the Association shall be open to all players living within the geographic boundaries of the Town of Paris and surrounding areas.
2. Players from outside these boundaries shall be accepted if openings are available in the program and if the Provincial Association's current and closest rule has been followed.

### ARTICLE 4

#### BOARD OF DIRECTORS

1. The Board of Directors of the Association shall consist of the following Officers: President, Vice-President, Secretary, Treasurer and Past-President, plus the following Directors: Referee-in-Chief, Registrar, Coaching Coordinator, Director of Player Development, Equipment Manager, Publicity Director, Fund-Raising Director, Tournament Director, Sponsorship Director, and Ice Coordinator.
2. All directors shall be eighteen years of age or over. No Director may act as coach, trainer, or manager of any house league team unless approved by the Board of Directors.

### ARTICLE 5

#### BOARD OF DIRECTORS – POWERS AND DUTIES

1. The Board of Directors shall have the control of the affairs of the Association and shall have power to amend the regulations.
2. The Board of Directors shall appoint both standing and ad hoc committees and shall have the terms of reference, providing these shall be within the aims and objectives, and not contrary to the Constitution.
3. Vacancies on the Board of Directors, however caused, shall be filled by the Board of Directors from the qualified members of the Association if they shall see fit to do so. Otherwise, such vacancies shall be filled at the next annual general meeting of members.

## ARTICLE 6

### OFFICERS – POWERS AND DUTIES

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

2. (a) The President shall:

- Preside at all Board of Directors and Executive Committee meetings
- Prepare an agenda for all such meeting
- Exercise the power and authority of the Association Board of Directors in cases of emergency, subject to ratification by the entire Board at the next meeting.
- Be the official spokesman for the Association
- Be charged with the general management and supervision of the affairs and operations of the Association
- Be an ex-officio member of all standing and ad hoc committees
- Co-sign cheques signed by the Treasurer
- Not vote except in the case of a tie, where he/she shall cast the deciding vote
- Ensure that all officers and directors perform their duties

(b) The Vice-President shall:

- Perform the duties of the President in his/her absence or at his/her request and he/she shall then have all the powers and rights of the President
- Has no right to vote when acting as president, except in the case of a tie
- Assist the President in performing his/her duties and may hold the position of chairman or an ad hoc or any standing committee
- Perform other duties as assigned
- In the absence of the President, co-sign cheques signed by the Treasurer

(c) The Secretary shall:

- Issue notice of all meetings
- Maintain records of proceedings and meetings
- Ensure that all correspondence is attended to, keep an accurate record of all business transactions of the Board of Directors. He/She shall also have custody of all documents and records, except financial, pertaining to the affairs of the Association
- Be the official liaison between the Association and provincial Ringette association and ensure that all correspondence is brought before the Association Board of Directors
- Perform other duties as assigned
- Be a full voting member of the Board of Directors

(d) The Treasurer shall:

- Pay all accounts by cheque, signed by him/herself and one of either the President or Vice-President
- Keep complete and accurate records of accounts in which shall be recorded all receipts and disbursements of the Association and report at all regular annual general meetings
- Be a full voting member of the Board of Directors

(e) The Past-President shall:

- Carry out all duties assigned by the Board of Directors and act as an advisor to the Board of Directors
- Be a full voting member of the Board of Directors

## ARTICLE 7

### DIRECTORS AND THEIR DUTIES

1. The directors of the Association shall be Referee-in-Chief, Registrar, Coaching Coordinator, Player Development Director, Public Relations Director, Equipment Manager, Fund-raising Director, Tournament Director, Sponsorship Director, and Ice Coordinator

2 (a) The Referee-in-Chief shall:

- Attend all Board of Director meetings
- Be responsible for all officials in the Association including the advancement of their skill levels
- Be responsible for minor officials (timekeepers and scorekeepers), including advancement of skill levels
- Be responsible for scheduling officials
- Perform other duties as assigned
- Be a full voting member of the Board of Directors

(b) The Registrar shall:

- Organize registrations in September of each year and be responsible for making all necessary arrangements
- Be the sole keeper of waiting lists of each age group and be responsible for placing of players from this list onto a house league team
- Register all players with provincial association and Ringette Canada
- Perform other duties as assigned
- Be a full voting member of the Board of Directors

(c) The Coaching Coordinator shall:

- Act on behalf of coaches' concerns, complaints or protests in all divisions
- Be responsible for the advancement of skill level of all coaches
- Coordinate all clinics available from the provincial association for skill development
- Be a full voting member of the Board of Directors
- Ensure all Associations coaches are qualified
- Ensure all coaches have police checks completed
- Follow up to ensure that coaches post game and tournament results as required
- Ensure that all coaches have and understand the coaches handbook

(d) The Player Development Director shall:

- Act on behalf of players' concerns, complaints or protests in all divisions
- Represent every player in all matters pertaining to suspensions or expulsions
- Be responsible to coordinate the player's clinics, skill level development clinics, and tests available from the provincial association or Ringette Canada
- Be a full voting member of the Board of Directors

(e) The Public Relations Director shall:

- Be responsible for the creation and distribution of the Associations newsletter
- Be responsible for media release, and advertising
- Promote other programs such as "Come Try Ringette", Learn to Skate, AAA games, etc
- Assist in organizing the Associations Tournament
- Perform other duties as assigned
- Be a full voting member of the Board of Directors

(f) The Equipment Manager shall:

- Be responsible for all equipment of the Association
- Purchase equipment as approved in the budget
- Be responsible for the equipment education of all coaches, parents and players
- Perform other duties as assigned
- Be a full voting member of the Board of Directors

(g) The Fund-Raising Director shall:

- Be responsible for all Associations promotions and fundraising events
- Be responsible for creation and management of a sub fundraising committee
- Communicate to all members to coordinate fundraising activities
- Assist in organizing the Associations Tournament
- Perform other duties as assigned
- Be a full voting member of the Board of Directors

(h) The Tournament Director shall:

- Be responsible for the organization of the Associations Tournament
- Be responsible for the Southern Region Tournament when hosted by the Association
- Be responsible for the creation and management of a sub tournament committee
- Be responsible for establishing the tournament schedule and coordinating with the Ref-in-Chief to ensure adequate official coverage
- Be responsible to organizing and manning the tournament registration table
- Perform other duties as assigned
- Be a full voting member of the Board of Directors

(i) The Sponsorship Director shall:

- Be responsible for yearly sponsorships
- Maintain relations with current sponsors
- Establish new sponsors
- Assist in organizing the Associations Tournament
- Perform other duties as assigned
- Be a full voting member of the Board of Directors

(j) The Ice Coordinator shall:

- Be responsible for managing the Associations assigned ice times
- Reserve sufficient ice with the County of Brant to meet the needs of the Association
- Submit planned ice requirements to the County of Brant for the Associations Tournament
- Schedule all special events
- Resolve any scheduling conflicts as they arise
- Cancel ice not being used by the Association
- Maintain a master schedule and forward a copy to all coaches
- Perform other duties as assigned
- Be a full voting member of the Board of Directors

(k) The Webmaster shall:

- Maintain the Associations website to keep all information current
- Perform other duties as assigned
- Be a full voting member of the Board of Directors

## ARTICLE 8

### ELECTION OF OFFICERS AND DIRECTORS

1. Prior to the Annual General Meeting, the Board of Directors shall be responsible of putting forth a slate of candidates willing to run for each position.
2. All Officers and Directors shall then be elected by secret ballot for a term of one (1) year at the Annual General Meeting.
3. To be elected, a volunteer must be present at the Annual General Meeting or give written permission to the nominating committee to let their name remain.
4. No proxy vote shall be recognized.
5. All members of the Board of Directors and all members of the Association in good standing shall have one vote.

## ARTICLE 9

### STANDING COMMITTEES

1. The Standing Committees of the Association shall be the
  - (a) Appeals Committee
  - (b) Division Committee

## ARTICLE 10

### AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

1. The Constitution of the Association shall not be amended except at the Annual General Meeting 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 Annual General Meeting and he/she shall provide copies of the proposed revisions to all those to vote at such a meeting.
2. The By-laws of the organization may be amended by two-thirds vote of the members at the Annual General Meeting or a special meeting called for this purpose.

### BY-LAW 1

1. The Annual General Meeting shall be held at such a place on such a date and at such an hour as the Association Board of Directors shall determine each year, provided that such Annual General Meeting shall be held not later than the 31<sup>st</sup> of May. At least a seven days notice of meeting shall be given to all members in good standing.
2. The order of business at the AGM shall be as follows:
  - Call to Order
  - Adoption of Minutes of Previous Annual Meeting and subsequent General Meetings
  - Business arising from the Minutes
  - The President's report
  - The Treasurer's report and financial statement
  - Appointment of the Auditor
  - The Registrar's report
  - Other Board of Directors and Committee reports
  - Constitution and By-law amendments
  - Election of new Board of Directors
  - New Business
  - Adjournment

### BY-LAW 2

1. Each player shall pay fees based on requirements as determined on an annual basis by the Board of Directors

### BY-LAW 3

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