

The Red Deer Ringette Association BYLAWS

Adopted:

SECTION 1 – GENERAL

- (1) The name of the Society shall be The Red Deer Ringette Association.
- (2) These Bylaws relate to the general conduct of the affairs of The Red Deer Ringette Association, a society incorporated under the *Societies Act*, RSA 2000, Chapter S-14.
- (3) The registered office of the Association is located in the province of Alberta and will be posted on the Association website.

SECTION 2 – DEFINITIONS

- (1) “Act” means the *Societies Act* of Alberta.
- (2) “Association” means the Red Deer Ringette Association.
- (3) “Bylaws” mean the governing document that outlines the internal rules of the Association and how it ought to be governed.
- (4) “Committee” means a functional group led by a member of the Executive Committee that has a specific purpose as stated within its Terms of Reference.
- (5) “Executive Committee” means the Board of Directors of the Association composed of the positions stated under Section 7.
- (6) “Ex-Officio” means a by virtue of one’s position.
- (7) “In camera” means a discussion to be held in private by those who are present during the meeting. A motion must be approved by the Majority in order to move a discussion In camera.
- (8) “Majority” means more than 50% of the voting members present.
- (9) “Member” means an individual who has met the qualifications listed under Section 3.2.
- (10) “Officer” means a Member of the Executive Committee.

SECTION 3 – MEMBERSHIP

- (1) The Members of the Association shall be the parents or guardians of players under 18 years of age who are registered in the Association and players who are over the age of 18 years and who are registered in the Association.
- (2) For an individual to become a Member, the following requirements must be met:
 - (a) an Association-prescribed application is completed and submitted;
 - (b) they are in good standing if they are returning; and
 - (c) dues have been paid as prescribed in the Policy approved by the Executive Committee.
- (3) A Member in good standing means that they have:
 - (a) not ceased to be a Member;
 - (b) not been suspended or expelled by the Executive Committee as per section 3.8;
 - (c) no restrictions or sanctions imposed against them;
 - (d) completed and remitted all documents as required by the Association;
 - (e) complied with the bylaws, policies, and rules of the Association; and
 - (f) paid all required membership fees.
- (4) The Executive Committee may grant membership to a community member. A community member is an individual wanting to take an active role in the Association and is considered a Member.
- (5) Resignation of any Member can be achieved by forwarding a written notice to a member of the Executive Committee advising of their resignation.
 - (a) The Executive Committee will consider refunds on a case-by-case basis.
- (6) Each Member shall be entitled to vote at meetings of the Association.
 - (a) A player who is 18 years or older is entitled to vote at all meetings of the Members.
 - (b) A player who is younger than 18 years old may have one vote exercised at meetings of Members by a parent or guardian.
- (7) No Member shall be personally responsible for any debts or acts of the Association.
- (8) A Member may be suspended or expelled from the Association by a Majority Vote of the Executive Committee.

SECTION 4 – AFFILIATIONS

- (1) The Association shall maintain good standing and affiliation with Ringette Alberta and shall observe all such rules and regulations by which it is governed.

SECTION 5 – MEETINGS OF THE ASSOCIATION

(1) Annual General Meeting

- (a) The Annual General Meeting of the Association shall be held on or before April 30 of each year at each time and place determined by the Executive Committee.
- (b) Notification of the date and details of the Annual General Meeting will be posted on the Association's website at least 30 days prior to the scheduled meeting date.
- (c) The purpose of the Annual General Meeting shall be to elect the Executive Committee and to conduct the general business of the Association.
- (d) A report by the Treasurer must be presented at each Annual General Meeting.

(2) Special Meeting

- (a) The Executive Committee may call a Special Meeting of the Association at any time, provided at least 2 weeks' (14 days') notice of said meeting is provided to the membership. Notice of a Special Meeting to be posted on the Association's website.
- (b) A Special Meeting of the Association must be called by the Executive Committee upon receipt of a petition requesting such a meeting and outlining the reason for such a meeting that is signed by thirty (30) Members of the Association.

(3) Quorum

- (a) Fifteen (15) Voting Members of the Association as per s. 3.6 shall constitute a quorum at any meeting of the Association, including the Annual General Meeting and at any Special meeting.

(4) Voting

- (a) Voting will be accomplished by a show of hands. Only Members in attendance at the meeting are entitled to vote, no voting by proxy is permitted. If requested and agreed to by a Majority of the Members present, voting may occur by a closed ballot.
- (b) A Majority vote of the Members present at an Association Meeting is required for a motion to pass.

- (5) Should this Bylaw or any policy of the Association be silent on a process to carry through with a meeting, the President shall defer to Robert's Rules of Order for guidance.

SECTION 6 – ELECTION OF OFFICERS

- (1) All Members of the Association are eligible to be elected to the Executive Committee.
 - (a) All nominations must be received by the Association Secretary one (1) month prior to the Annual General Meeting.

- (b) The names of candidates will be posted on the website as soon as possible ahead of the Annual General Meeting.
 - (c) Only one (1) family member is permitted to serve on the Executive Committee. Family members are individuals who are blood relatives, related by marriage, or are legal guardians.
- (2) Members of the Executive Committee shall be of the age of majority in the province of Alberta. Other qualifications for members of the Executive Committee of this Association shall be as follows:
- (a) Member in good standing or a Community Member;
 - (b) no criminal records;
 - (c) no financial investments or known conflicts of interest with the Association; and
 - (d) a sincere interest in the welfare of children and families.
- (3) Election of Officers shall be conducted via closed ballots.
- (4) The Executive Committee shall be elected by the Members of the Association for a two-year term.
- (5) Executive Committee members are to be elected in staggered terms:
- (a) Odd-year Election: President, Vice President Administration, and Registrar.
 - (b) Even-year Election: Vice President Operations, Secretary, and Treasurer.

SECTION 7 – THE EXECUTIVE COMMITTEE

- (1) The Executive Committee members shall be:
- (a) President;
 - (b) Past President (Immediate);
 - (c) Vice President Operations;
 - (d) Vice President Administration;
 - (e) Secretary;
 - (f) Treasurer; and
 - (g) Registrar.
- (2) Only the elected members of the Executive Committee shall be allowed to vote at meetings of the Executive Committee.
- (3) The Immediate Past President is an Ex-Officio member of the Executive Committee and is not an elected official of the Association.
- (a) The Immediate Past President shall only have a vote in the event of a tie.
- (4) Any member of the Executive Committee may be removed by a Majority vote of the Members of the Association at an Annual General Meeting or at a Special Meeting of the Association.

- (5) Should a vacancy occur, the Executive Committee shall determine how to ensure continuity of responsibilities. The Executive Committee may choose to:
 - (a) appoint a Member on an interim basis;
 - (b) call for nominations for the vacant positions and for an election to be held during a Special Meeting; or
 - (c) divide the duties and responsibilities between the remaining members of the Executive Committee.
- (6) Meetings of the Executive Committee shall be open to all members of the Association.
 - (a) Members in attendance are not permitted to speak unless recognized by the President.
 - (b) Meeting minutes are made available to the Membership.
 - (c) Meetings of the Executive Committee may be conducted virtually. A link to the virtual meeting room shall be provided to any Member upon request.
- (7) The Executive Committee shall meet at least eight (8) times per year.
- (8) The President shall call a special meeting of the Executive Committee if three (3) or more members of the Executive Committee request it. Attempts must be made to provide members of the Executive Committee sufficient notice ahead of the meeting.
- (9) Four (4) members of the Executive Committee shall constitute a quorum.
- (10) When an issue arises that may be of a personal, private, financial or confidential nature to any player, coach, or Member of the Association that must be discussed during an Executive Committee meeting, the President may determine that the meeting be held In Camera with only the voting members of the Executive Committee in attendance.
- (11) All members of the Executive Committee are considered to be volunteers. No person holding an Executive Committee position is eligible to receive pay for their service to the Association.
- (12) Duties of the Executive Committee
 - (a) The Executive Committee shall:
 - (i) be accountable to the Members and serve with their best interest in mind.
 - (ii) control and manage the operations of the Association within the limits set under this Bylaw.
 - (iii) adhere to applicable Association policies, including the Code of Conduct.
 - (iv) approve its policies and procedures in alignment with pertinent legislation and any regulatory bodies the Association must adhere to.
 - (v) appoint two members of the Association to conduct a review of the Annual Financial Statements.

- (b) The President shall:
 - (i) be the official spokesperson for the Association.
 - (ii) call and preside all meetings of the Association and the Executive Committee.
 - (iii) be an Ex-officio member of all committees.
 - (iv) be a signing authority on all cheques issued by the Association.
 - (v) take on the role of the Past-President upon the election of a new President.
- (c) The Vice President Operations shall:
 - (i) perform the duties in the absence of or at the request of the President.
 - (ii) assist the President in carrying out the duties of that office.
 - (iii) be a signing authority on all cheques issued by the Association.
- (d) The Past-President (Immediate) shall:
 - (i) perform duties at the request of the President.
 - (ii) assist the President in carrying out the duties of that office.
 - (iii) support the Executive Committee by providing historical context on matters that may be helpful in making decisions.
 - (iv) be an Ex-officio member of all committees.
- (e) The Vice President Administration shall:
 - (i) perform all duties at the request of the President.
 - (ii) assist the President in carrying out the duties of that office.
 - (iii) be a signing authority on all cheques issued by the Association.
- (f) The Secretary shall:
 - (i) record, keep, maintain, and circulate all minutes of the Association and Executive Committee Meetings.
 - (ii) with the Treasurer and Registrar, fulfill all requirements of the Act.
 - (iii) be responsible for all correspondence of the Association.
 - (iv) be a signing authority on all cheques issued by the Association.
- (g) The Treasurer shall:
 - (i) be responsible for all monies paid to the Association and make disbursements as authorized.
 - (ii) With the Secretary and the Registrar, fulfill all requirements of the Act.
 - (iii) be a signing authority on all cheques issued by the Association.
 - (iv) present an accounting of receipts and disbursements to the Executive Committee on a quarterly basis.
 - (v) prepare a financial report of the Association to be presented to members at the Annual General Meeting.
 - (vi) prepare and present the Annual Financial Statements to the Executive Committee.
 - (vii) prepare and present an annual budget to the Executive Committee for adoption.
- (h) The Registrar shall:
 - (i) be responsible for all registration duties within the Association including, but not limited to, ensuring information is accurate and current and that all data and information complies with any privacy legislation.
 - (ii) with the Secretary and the Treasurer, fulfill all requirements of the Act.

(iii) be a signing authority on all cheques issued by the Association.

SECTION 8 – DIRECTORS

- (1) The Executive Committee may appoint directors to assist in the operation and management of the Association. They may be appointed to the following positions:
 - (a) Referee Scheduling;
 - (b) Referee in Chief;
 - (c) Black Gold League Representative;
 - (d) Tournament;
 - (e) Coaching;
 - (f) Division Directors;
 - (g) Evaluations;
 - (h) Equipment;
 - (i) Sponsorship;
 - (j) Marketing; or
 - (k) Zone 4 Representative.
- (2) Directors shall attend each Executive Committee Meetings and may be asked to provide an operational report.
- (3) Directors are not voting members of the Executive Committee.
- (4) The duties and responsibilities of each director shall be provided either through a job description or via a policy, as approved by the Executive Committee.
- (5) Should a director fail to fulfill their duties and responsibilities, the Executive Committee may relieve said director from their duties by a Majority vote during an Executive Committee meeting.
- (6) All directors are considered to be volunteers. No person holding a director position should receive pay for their service to the Association.

SECTION 9 – FINANCES

- (1) The fiscal year of the Association shall be from August 1 to July 31.
- (2) The Association does not have the authority to borrow money.
- (3) All monies paid to the Association shall be deposited in its name in a bank account at a Chartered Bank or other banking institution providing banking services.
- (4) All cheques and disbursements with a value of \$1,500 must be signed by one of the designated members of the Executive Committee.

- (5) Expenses not budgeted for in excess of \$5,000 must be approved by the Executive Committee.
- (6) Any Member of the Association has the right to inspect the books and records of the Association.
 - (a) A request to inspect the books and records must be submitted to the President or Treasurer.
 - (b) Such a request must be received at least 14 days prior to the next scheduled Executive Committee meeting. If the request did not meet this deadline, the request shall be accommodated at the next scheduled Executive Committee meeting.
 - (c) Such inspection must occur at a scheduled Executive Committee meeting.
- (7) The Financial Statement prepared by the Treasurer shall be audited by any two duly appointed members of the Association following its presentation to the Executive Committee.
- (8) The Association does not possess nor use a corporate seal.

SECTION 10 – DISSOLUTION

- (1) The Association may be dissolved in accordance with the Act.
- (2) Upon dissolution, surplus funds and assets after paying all obligations shall be transferred to Ringette Alberta.

SECTION 11 – INDEMNIFICATION

- (1) The Association indemnifies each member of the Executive Committee against all costs or charges that result from any act done in their role for the Association.
- (2) The Association does not protect any member of the Executive Committee for acts of fraud, dishonesty, or bad faith.

SECTION 12 – REVISIONS TO BYLAWS

- (1) Any changes to the Bylaws shall be approved by a majority vote of at least three-quarters (3/4) of the Members present at an Annual General Meeting or Special Meeting.
- (2) Changes to the Bylaws shall be posted on the Association website ahead of the scheduled Annual General Meeting or Special Meeting.