

## THE RED DEER RINGETTE ASSOCIATION

### BYLAWS

Adopted at AGM on April 13, 2010

#### 100 MEMBERSHIP

- 101 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.
- 102 The Executive Committee may grant membership to any individual taking an active role in the Association.
- 103 Resignation of any member can be achieved by said member forwarding either written or verbal notice to a member of the Executive Committee advising of his/her resignation
- 104 Each member shall be entitled to one vote at meetings of the Association.
- 105 No member shall be personally responsible for any debts or acts of the Association.
- 106 Members may be suspended or expelled from the Association by a majority vote of the Executive Committee.
- 107 The Association shall maintain good standing and affiliation with Ringette Alberta and shall observe all such rules and regulations by which it is governed.
- 108 The Association shall maintain good standing and affiliation in other organizations that may from time to time be required. Such organizations may include, but are not limited to, the Zone 4 Ringette Association and the Black Gold League.

#### 200 MEETINGS OF THE ASSOCIATION

- 201 An Annual General Meeting of the Association shall be held on or before April 30 of each year at a time and place determined by the Executive Committee. Notification of the date and details of the Annual General Meeting will be posted on the Association's website, [www.reddeerringette.com](http://www.reddeerringette.com), at least 30 days prior to the scheduled meeting date.
- 202 The purpose of the Annual General Meeting shall be to elect the Executive Committee and to conduct the general business of the Association.
- 203 A report by the Treasurer must be presented at each Annual General Meeting.
- 204 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 at [www.reddeerringette.com](http://www.reddeerringette.com).
- 205 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 30 members of the Association.

- 206 Fifteen (15) members of the Association shall constitute a quorum at any meeting of the Association, including the Annual General Meeting and any Special Meeting.
- 207 Voting will be accomplished by a show of hands. Only members in attendance at the meeting are entitled to vote, no voting by proxy permitted. If requested and agreed to by a majority of the members present, voting may occur by a closed ballot.
- 208 A majority vote of the members present at an Association Meeting is required for a motion to pass and to elect the Executive Committee.
- 209 At the Annual General Meeting or a Special Meeting called for the purpose of amending the Association bylaw, by way of a special resolution, a 75 percent majority vote is required to amend or change the "Bylaws" of the Association.
- 210 One month's notice to the Association's secretary must be given, which includes the specific amendment, to enable any amendment's to be made to the Bylaws.
- 211 All proposed amendments will be posted on the Association website as soon as possible.

**300 THE EXECUTIVE COMMITTEE**

- 301 The Executive Committee shall be elected by the members of the Association for a one-year term.
- 302 All members of the Association are eligible to be elected to the Executive Committee. All nominations must be received by the Association secretary one month prior to the Annual General Meeting (AGM). All nominations will be posted on the website as soon as possible.
- 303 The Executive Committee members shall be:
  - President
  - Vice-President
  - Second Vice-President (from Bunny/Novice)
  - Secretary
  - Treasurer
  - Registrar
  - The Immediate Past President
- 304 Only the elected members of the Executive Committee and the Immediate Past President shall be allowed to vote at meetings of the Executive Committee.
- 305 The Immediate Past President is an automatic member of the Executive Committee. If the Immediate Past President declines to sit on the Executive Committee, then a third Director at Large shall be elected.
- 306 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.
- 307 The Executive Committee may replace any member of the Executive Committee who resigns or is removed. That Executive position will be filled at the next Annual General Meeting or Special Meeting of the Association.

- 308 Meetings of the Executive Committee shall be open to all members of the Association.
- 309 When an issue arises that may be of a personal, private, financial or confidential nature to any player, coach or member of the Association, the President may determine that the meeting be held “in camera” with only the required members of the Executive Committee in attendance.
- 310 The Executive Committee shall meet at least eight (8) times per year.
- 311 Three (3) members of the Executive Committee shall constitute a quorum.
- 312 All Executive Committee member positions are considered as volunteer positions with no person holding such position to receive pay for his/her service to the Association.

**400 DUTIES OF THE EXECUTIVE COMMITTEE**

401 The Executive Committee shall be responsible to the Members and shall have full control and management of the Association within the limits of the bylaws to serve the best interests of the Members.

402 The Executive Committee will manage the day-to-day operations of the Association in accordance with policies and procedures as outlined in the Association Operations Manual. The Operations Manual can be updated at any time by the Executive Committee.

403 President

The President shall call and preside at all meetings of the Association and the Executive Committee.

Shall be an ex-officio member of all committees.

Shall have signing authority on all cheques issued by the Association.

404 Vice-President

Shall perform all duties in the absence of or at the request of the President.

Shall assist the President in carrying out the duties of that office.

Shall have signing authority on all cheques issued by the Association.

405 Secretary

Shall record and keep all minutes of Association and Executive Committee Meetings. Once prepared, all Association meeting minutes to be posted on the Association’s website at [www.reddeerringette.com](http://www.reddeerringette.com).

Shall, with the Treasurer, fulfill all requirements of the Societies Act.

Shall be responsible for all correspondence of the Association.

Shall have signing authority on all cheques issued by the Association.

**406** Treasurer

The treasurer shall be responsible for all monies paid to the Association and shall make all disbursements as authorized.

Shall have signing authority on all cheques issued by the Association

Shall, with the Secretary, fulfill all requirements contained in the Societies Act.

Shall present an accounting of receipts and disbursements to the Executive Committee when required.

Shall prepare for submission to the members at the Annual General Meeting, a financial report of the Association.

Shall prepare and present Annual Financial Statements to the Executive Committee  
The Annual Financial Statements, books, accounts and records of the Treasurer shall be audited by any two duly appointed members of the Association, following their presentation to the Executive Committee.

The Treasurer, with the direction of the Executive Committee, will be responsible for the preparation of an annual budget, to be approved by the Executive Committee for each year.

**500 DIRECTORS**

501 The Executive Committee may appoint up to 15 directors to assist in the operation and management of the Association. The directors will report at each Executive Committee Meeting, but are not voting members of the Executive Committee.

502 The Directors appointed may be, but are not limited to, the following:

Registrar, Ice Allocation, Referee Scheduling, Referee in Chief, Black Gold League Representative, Tournament, Coaching, Bunny/Novice, Evaluations, Equipment, Sponsorship, Marketing, Zone 4 Representative.

503 The duties of each Director and their responsibilities shall be set out in the Operations Manual.

504 Any appointed director who does not fulfill the duties of his/her position may be removed from said position by a majority vote of the Executive Committee at an Executive Committee meeting.

505 All Directors' positions are considered as volunteer positions with no person holding such position to receive pay for his/her service to the Association.

**600 POLICIES AND PROCEDURES**

601 The Executive Committee shall approve such Policies and Procedures as may be required from time to time that it considers necessary for the operation of the Association. All Policies and Procedures approved by the Executive Committee must be documented in the Operations Manual.

602 Such rules shall be consistent with the Bylaws of the Association or the Societies Act.

**700 FINANCES**

701 The Association does not have the authority to borrow money.

702 The Association will not be adopting a society seal.

703 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.

704 All cheques and disbursements must be signed by two of the designated members of the Executive Committee.

705 All payments in excess of \$5,000.00 must be approved in advance by the Executive Committee.

706 Any member of the Association has the right to inspect the books and records of the Association. Such inspection will occur at a regularly scheduled Executive Committee meeting and shall be accomplished by way of a written request to the President or Vice President of the Association to inspect the books. This request must be received at least 14 days prior to the next regularly scheduled Executive Committee meeting.

707 The fiscal year of the Association shall be August 1 to July 31.

708 If the Association is dissolved, any surplus assets shall be transferred to Ringette Alberta.