

# Rustico Ringette Association

## Constitution and By-Laws

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## SECTION A. - CONSTITUTION

### **NAME**

The Association shall be known as the Rustico Ringette Association, hereinafter to be referred to as RRA.

### **AIMS AND OBJECTIVES**

To promote, administer and develop the recreational sport of Ringette.

To teach fair play and sportsmanship with emphasis on the enhancement of good character and citizenship.

To provide entertainment and fun for the participants.

To provide competition for all players desiring to participate in the sport of Ringette, giving due consideration to their individual capabilities and interests.

To exercise supervision and direction over its members, including the players, coaches, officials, parents and spectators.

To ensure that all members have the opportunity of presenting and having their views heard.

To provide support and opportunity to players, coaches, officials, and administrators to improve their skills.

To actively promote, adhere to and support the objectives and policies of the Provincial and National Associations for Ringette.

## SECTION B. - BY-LAWS

### 1. MEMBERSHIP

1.1. Membership in RRA shall be open to all players who currently reside in a 50 km radius of the Town of North Rustico.

1.2. All parents or guardians of players are members of the association.

### 2. BOARD OF DIRECTORS

2.1. The Board of Directors of the RRA shall consist of the following Officers:

- President (came up for election in 2021)
- Vice President
- Secretary
- Treasurer

And the following Directors:

- Director of Coaching
- Ice Coordinator
- Director of Fundraising
- Registrar
- Equipment Manager
- Communications Manager
- Referee Coordinator
- Four Members at Large

2.2. All Members of the Board of Directors shall be eighteen or more years of age.

2.3. All terms as a member of the Board of Directors are 2 years. Positions of President, VP, Director of Coaching, Ice Coordinator and Registrar and two at large members will be elected in odd years. Secretary, Treasurer, Director of Fundraising, Equipment Manager, Communications Manager, Referee Coordinator, and the other two members at large, will be elected in even years.

### 3. BOARD OF DIRECTORS - POWERS AND DUTIES

3.1. The Board of Directors shall have control of the affairs of the RRA and shall have power to amend the regulations of the RRA.

3.2. The Board of Directors shall appoint both Standing and Ad hoc Committees, and shall have terms of reference, providing these shall be within the aims and objectives of the Constitution and not contrary to the Constitution.

3.3. Vacancies on the Board of Directors, however caused, shall be filled by the Board of Directors from the qualified members of the RRA if they shall see fit to do so. Otherwise, such vacancies shall be filled at the next Annual General Meeting of members. See point 6.5 for the procedures of filling vacancies.

#### **4. OFFICERS- POWERS AND DUTIES**

4.1. The Officers of the RRA shall be President, Vice President, Treasurer, and Secretary.

4.2. President:

4.2.1. Shall preside at all Board of Directors and Executive Committee meetings.

4.2.2 Shall prepare an agenda for all such meetings.

4.2.3 Shall issue notice of all meetings.

4.2.4 Shall exercise the power and authority of the RRA Board of Directors in cases of emergency but subject to ratification by the entire Board at the next meeting.

4.2.5 Shall be the official spokesperson for the RRA, attending all Ringette PEI meetings, and reporting back to the Board of Directors.

4.2.6 Shall be charged with the general management and supervision of the affairs and operations of the RRA.

4.2.7 Shall co-sign cheques signed by the Treasurer.

4.2.8 Shall not vote except in the case of a tie where he/she shall cast the deciding vote.

4.2.9 Shall ensure that all Officers and Directors perform their duties.

4.2.10 Shall be an official liaison between the Provincial Ringette Association and ensure that all correspondence is brought before the RRA Board of Directors.

4.3. Vice-President:

4.3.1 Shall perform the duties of the President in the President's absence or at the President's request and the Vice President shall then have all the powers and rights of the President.

4.3.2 When acting as President shall not have the right to vote except in the case of a tie.

4.3.3 Shall assist the President in performing the President's duties and may hold the position of Chairperson on an Ad-hoc or any Standing Committee.

4.3.4 Shall perform other duties as assigned.

4.3.5 In the absence of the President, may co-sign cheques signed by the Treasurer.

4.3.6 Shall be the first point of contact for any formal written complaints from members of the RRA and responsible for managing the complaints process.

4.4. Secretary:

4.4.1. Shall maintain records of proceedings and meetings.

4.4.2. Shall ensure that all correspondence is attended to and keep an accurate record of all business transactions of the Board of Directors. Have custody of all documents and records, except financial, pertaining to the affairs of the RRA.

4.4.3. Shall be an official liaison between the Provincial Ringette Association and ensure that all correspondence is brought before the RRA Board of Directors.

4.4.4. Shall perform other duties as assigned.

4.5. Treasurer:

4.5.1. Prior to the beginning of the two-year term, must get a criminal record check.

4.5.2. Shall preside over registration to ensure payment is received and receipts provided.

4.5.3. Shall pay all accounts e-transfer by cheque or e-transfer, authorized by him/herself and one of either the President or Vice-President.

4.5.4. Shall keep complete and accurate records of accounts in which shall be recorded all receipts and disbursements of the RRA and report same at all regular and Annual General meetings.

4.5.5. Shall perform other duties as required.

**5. DIRECTORS – POWERS AND DUTIES**

5.1. Director of Coaching:

5.1.1. Shall receive applications for coaches, assistant coaches, and managers.

5.1.2. Shall appoint coaches, assistant coaches, and managers to teams.

5.1.3. Shall act on behalf of coaches' complaints or protests in all Divisions.

5.1.4 Shall be responsible for the advancement of skill level of all coaches.

5.1.5 Shall coordinate all clinics available from the Provincial Association for skill advancement.

5.1.6 Shall perform other duties as assigned.

5.2. Ice Coordinator

5.2.1. Shall be responsible for scheduling all ice for RRA.

5.2.2. Shall be liaison for renting all ice for RRA.

5.2.3. Shall be responsible for sharing the ice schedule with teams.

5.2.4. Shall perform other duties as assigned.

5.3. Director of Fundraising

5.3.1. Prior to the beginning of the two-year term, must get a criminal record check.

5.3.2. In collaboration with the board, shall determine the extent of fundraising required, and shall oversee all fundraising events.

5.3.3. Shall contact businesses, groups, and individuals within the community to secure sponsorship opportunities.

5.3.4. Shall perform other duties as required.

#### 5.4. Registrar

5.4.1. Registration will be held in September of each year and the Registrar shall be responsible for making all necessary arrangements.

5.4.2. Shall register all players with Provincial Association and Ringette Canada.

5.4.3. Shall perform other duties as assigned.

#### 5.5. Equipment Manager

5.5.1. Shall be responsible for all equipment of the RRA.

5.5.2. Shall purchase equipment as approved in the budget.

5.5.3. Shall distribute all equipment to teams at the beginning of the season, and collect all equipment at the end of the season.

5.5.4. Shall maintain an inventory of all current equipment.

5.5.5. Shall perform other duties as assigned.

#### 5.6 Communications Manager

5.6.1. The control over social media.

5.6.2. To be responsible for all communication to the membership, through the RRA website and email.

#### 5.7 Referee Coordinator

5.7.1. Coordinate Referees for each sanctioned game.

5.7.2. Coordinating payments for referees, in conjunction with the treasurer

#### 5.8 Member at-large

5.8.1. The intent of this role is to allow possible future Officers/Directors insight on how RRA is managed. This role is performed with the intent of, one day, taking on one of these duties.

## **6. ELECTION OF OFFICERS AND DIRECTORS**

6.1. Twenty-eight days prior to the Annual General Meeting, the President shall put out a call for names of individuals from the membership who are willing to run for each vacancy on the board.

6.2. All officers will be elected by the members of the RRA at the AGM.

6.3. No proxy vote shall be recognized.

6.4. All Members of the Board of Directors and all members of the RRA in good standing shall have one vote.

6.6. Nominations will also be accepted from the floor at the AGM.

6.7. Vacant positions can be filled at any point in the year, should an interested candidate become available. This candidate must submit his or her interest in writing to the president, and a vote to appoint or deny the candidate will take place at the next association meeting. The successful candidate will then complete the remainder of the term.

6.8. If you miss three consecutive meetings, you will be considered an inactive member. Discretion will be used to take into consideration extenuating circumstances.

## **7. AMENDMENTS TO THE CONSTITUTION AND BY-LAWS**

7.1. Amendments to the Constitution and By-law of the RRA shall take place at the RRA AGM.

Notice of the proposed amendments shall be given to the Secretary in writing at least twenty-one (21) days prior to the Annual General Meeting and they shall provide copies of the proposed revisions to all those entitled to vote at such a meeting. Two thirds of the vote in agreement are required for such amendments.

## **8. ANNUAL GENERAL MEETING**

8.1. The Annual General Meeting shall be held at such place on such a date and at such an hour as the RRA Board of Directors shall determine each year, provided that such Annual General Meeting shall be held not later than the 30th of June. At least a seven-day notice of the meeting shall be given to all Members in good standing.

8.2. The order of business at the Annual General Meeting shall be as follows:

- Call to order
- Adoption of Minutes of previous Annual Meeting
- Business arising out of the minutes
- The President's Report
- The Treasurer's Report
- The Registrar's Report
- Balance of Board of Directors and Committee Reports

- Constitution and By-Law Amendments
- Election of next year's Board of Directors
- New Business
- Adjournment

## **9. QUORUM**

9.1. The presence of one half of the Officers or Board of Directors plus one shall be necessary to constitute a quorum to conduct the affairs of the association at a meeting of the Executive Committee or Board of Directors, respectively.

## **10. VULNERABLE SECTOR CHECK**

10.1. All coaches and managers should have police clearance letters (aka vulnerable sector check) by December 1st. Police clearance must be completed every three years. This letter must be submitted to the director of coaching for retention.