



Sherwood Park Ringette Association
P.O. Box 3001
Sherwood Park, AB T8H 2T1

SPRA By-Laws (2023)

Article I. Membership

1. Membership in this association shall be comprised of those Ringette players who have paid the prescribed registration fees, their parents or guardians, and interested and active supporters (Including coaches, referees and executive members) who have agreed to abide by and comply with the By-Laws and in house rules of the SPRA.
2. Membership fees and assessments shall be set by resolution of the Executive Committee.
3. Members may resign at any time, either in writing or by telephone.
4. The Executive Committee may, by a 60% majority vote of standing voting Executive members, expel a member for non-payment of fees or contravening the By-Laws or other directives of the SPRA.
5. No member shall receive any remuneration for his/her services, unless authorized at any Executive Committee meeting.
6. All members have the right to attend Executive, general or special meetings.

Article II. Executive Committee

1. The Executive Committee shall represent and manage the affairs of this society.
2. The Executive Committee shall consist of the following directors of the association:
 - a) Voting directors: President, Vice-President, Secretary, Treasurer, and a maximum of 13 additional directors as deemed appropriate by the Executive Committee.
 - b) Non-voting directors: to be held by members as deemed appropriate by the Executive Committee.
3. The Executive Committee shall be elected at the annual general meeting of the Association by a majority vote of 51%.

4. Any office that is vacant may be filled by Executive appointment. Any such appointment must be ratified by the Executive Committee at the next Executive Committee meeting.
5. A person appointed or elected a Director becomes a Director if they were present at the meeting when being appointed or elected, and did not refuse the appointment. They may also become a Director if they were not present at the meeting, but consent in writing to act as a Director before the appointment or election, or within 10 days after the appointment or election.
6. The Executive Committee shall have the authority to interpret sections of the By-Laws or other directives that are unclear to the membership providing that the intent of the provision is maintained.
7. A Director, or an officer failing the obligations of his/her position and to the Association may be removed by a 60% majority vote of all standing voting and non-voting directors of the Executive Committee.
8. Two family members cannot have signing authority while serving concurrently on the Executive Committee.
9. No director, or officer shall receive any remuneration for his/her services unless authorized at an Executive Committee Meeting.

Article III. Duties of Executive Officers

Specific duties of Executive directors not listed below shall be outlined in other directives of the Association.

President:

- a) Call and preside as Chairman at all Executive Committee meetings, general meetings and annual general meetings.
- b) Vote only to break a tie.
- c) In cases where an immediate decision not of a disciplinary nature is required, the President may make the decision.
- d) Be signing authority together with the Treasurer and/or Secretary for the Association bank account.

Immediate Past President:

- a) Act in an advisory capacity.

Vice President:

- a) Perform the duties of the President in his or her absence.
- b) Carry out duties as requested by the President.

Secretary:

- a) Notify each member of the Executive of the time and place of each Executive meeting at least 48 hours in advance, and notify all members of annual general meetings 21 days in advance.
- b) Attend all meetings and record accurate minutes of those meetings.
- c) Maintain files and appropriate records for the operation of the Association.
- d) Be the signing authority with the Treasurer and/ or President for the Association bank account.
- e) Keep the Association Seal if such seal is acquired. All directors will have permission to use the seal.

Treasurer:

- a) Be the signing authority with the Secretary or President for the Association bank account.
- b) Properly account for all funds of the Association and keep such books and records as may be directed.
- c) Pay all expenses of the association and deposit all funds received by the association to the proper bank account.
- d) Prepare budgets yearly, or as requested by the President.
- e) Be prepared to supply a report on the financial status of the association at all Executive meetings.

Article IV. Executive Meetings

1. Quorum for Executive Committee meetings is 50% of the standing voting members of the Executive Committee in personal attendance or via telephone conference call.
2. Executive Committee meetings shall be held as often as required at the discretion of the President, at a minimum of once every 3 months. A meeting may also be called upon request from any 3 Executive Committee members provided the request is in writing and states the purpose of the business.
3. Executive Committee meetings shall be open to all members of the Association.
4. At least 48 hours notice must be given to each Executive Committee member for an Executive Committee meeting. In cases of special Executive meetings, this notice may be waived provided that a quorum is present. Any business transactions or decisions made at such meeting shall be null and void unless ratified at the next Executive Committee meeting, which must be called within 7 days of the meeting held under waiver.
5. Each voting Executive Committee member is entitled to one vote for any issue for which a vote is called. No proxy votes will be accepted. Voting will be done by show of hands, or via telephone conference call if necessary and a resolution will be carried by a simple majority of votes

Article V. Special and General Meetings

1. General meetings may be called by the President. 10 days minimum notice will be given to members via e-mail or website posting.
2. Special Meetings may be called upon request of 3 Executive Committee members or 30% of the members of the association provided the request is in writing and states the purpose of the meeting. Members will be notified 5 days in advance via e-mail or website posting.
3. An annual general meeting, open to the entire membership shall be held prior to April 30th of each year. Members will be notified 21 days in advance via e-mail, website posting, or newspaper advertisement.
4. Voting members for general and special meetings are those members outlined in Article I that are 18 years of age or older. A resolution will be carried by a simple majority of votes, except in the case of a special resolution, where a 3/4 majority vote of those members present will be required. No proxy votes will be accepted. Voting will be done by show of hands or via telephone conference call if necessary.
5. Quorum for general and special meetings consists of 15 association members including 3 voting Executive Committee members, one of which shall be the President or Vice President.
6. Business conducted at the annual general meeting includes, but is not limited to,
 - a) presentation of financial statements of the Association;
 - b) presentation of reports by the Executive Committee;
 - c) consideration of amendments to By-Laws, and other directives of the association; and
 - d) election of Executive Committee members.

Article VI. Auditing

1. The books, accounts, and records of the association shall be audited at least once per year by a duly qualified accountant or by two appointed members of the Association.
2. The books and records of the Association may be inspected by any member of the Association, at a time convenient to the member having charge of such books and records. Each Executive Committee member shall at all times have access to such books.
3. The fiscal year shall be set by the Executive Committee.

Article VII. Borrowing Powers

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

Article VIII. Amendments

1. These By-Laws may be rescinded, amended or added to by a Special Resolution at a general meeting given with 21 days advance notice. A 75% majority vote of those members present will be required.