

SPRINGFIELD RINGETTE ASSOCIATION



CONSTITUTION & BYLAWS

April 2017

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- a) This organization shall be known as the Springfield Ringette Association (SRA).
- 1. Name** b) The annual cycle for the SRA is from May 1st to April 30th of each year with annual financial statements prepared for the year ended April 30th.

2. Objective

- a) To provide safe, organized opportunities for youth in Springfield to play Ringette.
- b) To develop sportsmanship, values, fair play, game skills and ringette knowledge.
- c) To abide by the rules and guidelines of Ringette Manitoba, Ringette Canada, Eastman Ringette Association and the Oakbank Community Club (OBCC) to the extent these rules and guidelines pertain to the SRA.

3. Board Composition

The Board shall be comprised of an Executive Committee and a Standing Committee and any other committees the Board deems necessary.

The Executive Committee shall consist of the following (see Appendix 1 for duties):

- a) President
- b) Past---President
- c) Vice---President
- d) Treasurer
- e) Secretary
- f) Registrar
- g) Player Development Chairperson
- h) Ice Scheduler

The Standing Committees shall consist of the following (see Appendix 1 for duties):

- a) Corporate Sponsorship Chairperson
- b) Fundraising Chairperson
- c) Merchandise Chairperson
- d) Tournament Chairperson
- e) Equipment Chairperson
- f) Coaching Development Chairperson
- g) Referee Scheduler
- h) Minor Officials Scheduler
- i) Communications Coordinator
- j) Ringette 4U Coordinator

4. Term of Office

- a) Executive Committee members shall hold office for a period of two years.
- b) An Executive Committee member may assume no more than two consecutive terms provided however, that this provision may be suspended by a two-thirds (2/3) vote at the Annual Meeting or at a special meeting held for this purpose. Failing a two-thirds vote to the contrary, an Executive Committee position may again be held following a one-year absence from this Committee.
- c) Standing Committee members shall hold office for a period of two years.
- d) A Standing Committee member may assume no more than two consecutive terms however, this provision may be suspended by a two-thirds (2/3) vote at the Annual Meeting or at a special meeting held for this purpose. A member may belong to the Standing Committee in an alternate position at the conclusion of any two-year term.
- e) Each term of office for Executive Committee and Standing Committee members shall commence the next immediate day after the SRA AGM with the lapsed term members providing all materials, paperwork, instruction and guidance until September 1st.

5. Election of Committee Members

- a) Committee positions will be elected by two-thirds (2/3) vote of the Voting Members present at the SRA Annual General Meeting (AGM) to be held following the conclusion of each Ringette season and no later than June 30th of each year.
- b) Voting Members shall register with the Secretary prior to the start of the AGM in order to be eligible to cast a ballot regarding Election of Committee Members.
- c) All Committee Members shall then be elected by secret ballot as conducted by the Secretary.
- d) Any office not filled by election at the Annual Meeting shall be filled by appointment by the Executive Committee as outlined in section 8.

6. Duties and Powers of the Executive Committee Members

During the term of office these members shall administer all affairs of the SRA and conduct its business to the best of their abilities and without limiting the generality of the foregoing, its duties shall include:

- a) filling any vacancies that may occur within the Executive or Standing Committees
- b) the determination of fees for the program
- c) the registration process of all players
- d) the selection of coaching staff in consultation with the Coaching Development Chair
- e) the appointment of committees as may be required from time to time to carry on the business of the SRA
- f) the conduct of all competitions and home tournaments

- g) the passing of all Bylaws and Special Rules required for the administration of the SRA
- h) the hearing and determination of protests
- i) the disciplining and or suspension of any SRA member, coach or player for such period of time as it deems advisable as well as and subsequent lifting of any such suspension

7. Duties and Powers of the Standing Committee Members

During the term of office these members shall administer affairs of the SRA related to the positions described in the attached appendix.

8. Vacancies

- a) If a member does not fulfill their required responsibilities, or misses three (3) consecutive meetings of the Executive, they may be removed from their positions by a two---thirds (2/3) majority vote of the remaining Executive Committee members.
- b) The Executive has the power to fill vacancies on an interim basis prior to the next AGM by a two---thirds (2/3) majority vote of the remaining Executive Committee members.

9. Meetings

- a) Meetings shall be held monthly or on an as needed basis at the discretion of the Executive and/or at the request of at least 5 voting members.
- b) Notice of all meetings of the SRA shall be posted in such a manner that the Executive and Standing Committee members have sufficient advance notice. Notice of all meetings to be communicated with team representatives and membership via email or posting to SRA website.
- c) The Annual General Meeting of the SRA shall be held at the call of the President at the end of each Ringette season and in no later than June 30th of each year.
- d) In matters of procedure Roberts Rules of Order shall apply to all meetings.
- e) Quorum for meeting shall be achieved when two---thirds (2/3) of the Executive members are present.
- f) All members of the Board shall submit a report of their current activities in writing for every board meeting; whether they are able to attend or not.
- g) Coaches (a minimum of one per team playing out of SRA for the season) must attend 1 board meeting per season half in addition to the mandatory coaches meeting and AGM.
- h) Each team playing out of SRA for the season shall name a team representative to attend the SRA board meetings and facilitate communication between the SRA board and team. SRA executive board members cannot sit as team representatives.
- i) First portion of meeting for general membership. After membership portion completed board member only portion will continue.

10. Bylaws and Special Rules

Any Bylaws or Special Rules may be amended at an Executive, General or Special Meeting of the SRA by two---thirds (2/3) majority of members present and voting.

11. Amendment of the Constitution

This Constitution can be amended at an Annual General Meeting of the SRA by two---thirds majority of the Voting Members present provided that fourteen (14) days written notice has been given prior to the meeting and approved by the SRA Executive.

12. Annual General Meeting

- a) Only Voting Members of SRA in good standing may vote and be elected at the Annual General Meeting.
- b) The order of business at the AGM shall be as follows:
 - a. Call to Order
 - b. Adoption of Minutes of Previous Meeting
 - c. Business Arising out of Minutes
 - d. The President's Report
 - e. The Treasurer's Report and Financial Statements
 - f. The Registrar's Report
 - g. Standing Committee Reports:
 - i. Fundraising Chairperson's Report
 - ii. Corporate Sponsorship Report
 - iii. Merchandise Report
 - iv. Tournament Report
 - v. Equipment Report
 - vi. Coaching & Player Development Report
 - vii. Referee Scheduler Report
 - viii. Timekeeper/Scorekeeper Report
 - ix. Ice Scheduler Report
 - x. Website Developer Report
 - h. Election of SRA Executive and Standing Committee Members
 - i. New Business
 - j. Adjournment

13. Members

Voting Members in good standing are defined as:

- a) a parent/guardian representing a player currently registered in the SRA program who is not under suspension and
- b) An adult volunteer of game official who has participated in the current calendar year with the SRA Program and resides in the SRA Catchment Area.

14. Fees

- a) Fees will be set by the Registrar in consultation with the Executive Committee and any other members of the Standing Committee as this Committee sees fit to include.
- b) Fees shall be set no later than [June 30th] of each year.

15. Dissolution

- a) In the event of dissolution or wind up of the SRA, all remaining assets, after payment of all liabilities, shall be distributed to the OBCC.
- b) If, in the event this cannot be accomplished for any reason whatsoever, any remaining assets shall be distributed as determined by the Executive to one or more recognized organizations in Canada whose objectives are similar to those of this Association.

Appendix 1 --- Duties

Executive Committee Members Duties

a) President

- i. act as a signing officer for the SRA
- ii. call and preside at all meetings
- iii. exercise powers of the Executive in emergency situations
- iv. sit on all committees as ex-officio voting member
- v. sit on the OBCC board, or appoint another Executive Member, as the SRA liaison
- vi. form a nomination committee one month prior to the Annual General Meeting, and
- vii. in the event of a tie, cast the deciding vote

b) Past President

- i. role shall be that of the immediate past president
- ii. shall assist the Executive in rendering decisions based on prior knowledge
- iii. exercises a vote as a standing member of the Committee

c) Vice-President

- i. act as a signing officer for the SRA
- ii. assume any duty of the President in his/her absence
- iii. sit on any committee so designated by the President
- iv. exercises a vote as a standing member of the Committee

d) Treasurer

- i. act as a signing officer for the SRA
- ii. ensure directions at financial institution require two signatories for all cheques drawn on SRA accounts
- iii. update the signatories with SRA's financial institution annually after elections as needed
- iv. deposit funds to the SRA bank accounts as so directed by the Executive
- v. complete monthly bank reconciliations which are submitted regularly to the Executive for approval
- vi. maintain accurate and timely accounting of all transactions of the SRA
- vii. prepare budgets for the SRA for each registration period
- viii. in association with the Registrar and the President, set fees for each registration period
- ix. present up-to-date financial reports of the SRA at each meeting for presentation to the Executive and Standing Committee members
- x. exercise a vote as a standing member of the Committee
- xi. prepare annual financial statements for SRA and OBCC

e) Secretary

- i. issue notices of all meetings
- ii. record and distribute minutes of all meetings
- iii. under the guidance of the President, conduct all correspondence of the SRA
- iv. act as a signing officer for the SRA in the absence of the Treasurer or the President
- v. ensure all Executive and Standing Committee Members are provided with access to the SRA Constitution at the beginning of each term
- vi. exercise a vote as a standing member of the Committee

f) Registrar

- i. set dates and arrange facilities for registration
- ii. in association with the Treasurer and the President in set fees for each registration period
- iii. manage all correspondence with Manitoba Ringette Association and any and all Ringette leagues the SRA competes with regards to player rosters and coaching requirements
- iv. work closely with the Coaching & Player Development Chairperson on correspondence related to coaching requirements as noted in item iii) above
- v. may elect two or more co-registrars to manage registration needs
- vi. exercise a vote as a standing member of the Committee
- vii. responsible for the registration process (Online or in-person)

g) Player Development Chairperson

- i. coordinate Come Try Ringette events, Skills and Conditioning Camps, Buddy Skates and other similar events
- ii. obtain necessary RM clinicians and sanctions for such events described above as required
- iii. exercises a vote as a standing member of the Committee

h) Ice Scheduler

- i. act as liaison between SRA and OBCC in determining ice requests for SRA,
- ii. reschedule all necessary ice times due to cancellations or conflicts,
- iii. arrange to offer for sale any ice not able to be used by SRA for which SRA has committed payment, and
- iv. adhere to budget as set out for each season.
- v. Exercises a vote as a standing member of the Committee

Standing Committee Members Duties

a) Corporate Sponsorship Chairperson

- i. work with the President and the Treasurer in developing budgets for each season

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- ii. develop coordinated programs for discussion with businesses wishing to support SRA programming
 - iii. report on results to the Board on a timely basis
 - iv. exercise a vote as a standing member of the Committee

b) Fundraising Chairperson

- i. ensure adequate fundraising options are available to support the SRA budget (this position is not a team fundraising position, but rather supports fundraising options for the Association as a whole)
- ii. work closely with the President and the Treasurer in fundraising initiatives
- iii. organize all fundraising efforts of the SRA
- iv. provide a financial report on results of all fundraising efforts to the Executive on a timely basis following each fundraising effort
- v. provide annual financial report for the SRA AGM
- vi. may elect two or more members to assist fundraising efforts
- vii. exercise a vote as a standing member of the Committee

c) Merchandise Chairperson

- i. develop program of Ringette apparel for sale by the SRA
- ii. monitor all SRA logo items prepared either for sale or for gifting (by teams to players) to ensure appropriate use of SRA logo
- iii. exercise a vote as a standing member of the Committee

d) Tournament Chairperson

- i. coordinate planning of all SRA tournaments in conjunction with team tournament reps
- ii. set all SRA tournament rules
- iii. coordinate and approve all tournament brochures
- iv. work closely with Corporate Sponsorship Rep regarding business sponsorship opportunities at SRA tournaments
- v. arrange for tournament officials in conjunction with Referee Scheduler
- vi. coordinate necessary sanctions with Ringette Manitoba
- vii. coordinate team and player awards, if necessary, in consultation with Merchandise Chairperson
- viii. may elect two or more co-chairs to manage each tournament's needs
- ix. exercise a vote as a standing member of the Committee

e) Equipment Chairperson

- i. maintain control over all SRA equipment
- ii. ensure coaches are provided with necessary equipment and jerseys at beginning of season
- iii. prepare properly equipped First Aid kits to all teams
- iv. ensure all equipment returned at end of season
- v. responsible for ordering of new equipment
- vi. ensure all equipment is marked "Property of SRA"
- vii. advise President and Treasurer of equipment needs for budgeting purposes
- viii. exercise a vote as a standing member of the Committee

f) Coaching Development Chairperson

- i. set a sub-committee to review coaching applications and annual coach selection
- ii. ensure all coaches have or obtain required training
- iii. analyze annual coaching evaluations to provide summarized, confidential report to Executive for evaluation and final selection
- iv. liaison between individual team Parent Representatives and Executive Committee on all complaints or grievances related to SRA coaches
- v. may collect coaching applications but may not be involved in coaching selection decisions for age groups which they have immediate family members involved
- vi. exercise a vote as a standing member of the Committee

g) Referee Scheduler

- i. work closely with Ice Scheduler and Minor Officials Scheduler to coordinate scheduling of referees for all home league games according to level, experience and age of the referee
- ii. work closely with Tournament Chairperson to coordinate referees for all SRA sponsored tournaments
- iii. work closely with the SRA Treasurer to ensure referees are paid both for services and mileage in a timely manner
- iv. attempt to minimize travel costs where possible by booking referees to officiate multiple games where possible
- v. act as a signing officer for the SRA
- vi. adhere to budget set by Executive for referee costs
- vii. exercise a vote as a standing member of the Committee

h) Minor Officials Scheduler

- i. work closely with the Ice Scheduler and Referee Scheduler to coordinate scheduling of minor officials for all SRA home league games
- ii. work closely with the Tournament Chairperson to coordinate scheduling of all minor officials for SRA sponsored tournaments, as required
- iii. work closely with the SRA Treasurer to ensure that minor officials are paid for services and mileage in a timely manner
- iv. attempt to minimize travel costs where possible by booking minor officials for multiple games where possible
- v. adhere to budget set by Executive for minor official costs
- vi. exercise a vote as a standing member of the Committee

i) Communications Coordinator

- i. manage all aspects of social and media relations, including the development of key messages and the creation of media material with the assistance of the Executive.
- ii. work to ensure consistency of branding and messaging for all communications.

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- iii. oversee the communications and promotional activities of Springfield Ringette, including print and online materials.
 - iv. monitor and identify new opportunities to promote the Springfield Ringette Association

- v. compile and oversee print publications, including brochures, newsletters, annual reports and promotional materials
- vi. coordinate the promotion of events for Springfield Ringette Association
- vii. create content for the website and social media streams, focusing on Facebook and Gmail
- viii. liaise with team managers to gather accurate and timely information
- ix. ensure photographs of events and patrons as well as maintain a file of waived images for use in various mediums
- x. Continuously review and update the website to ensure information is current
- xi. Write or edit copy as needed
- xii. exercise a vote as a standing member of the Committee

j) Ringette 4U Chairperson

- i. act as a liaison between SRA and the Eastman Ringette Association with respect to R4U
- ii. act as a liaison between SRA and the Ringette Manitoba (RM), as required
- iii. ensure the SRA is delivering the R4U program as sanctioned by the RM
- iv. be the main SRA point of contact for Springfield R4U team(s). This includes, but is not limited to:
 - a. following up on program inquiries
 - b. communicating with squad(s) to ensure that on-ice volunteers have the appropriate R4U coaching certifications
 - c. communicating with squad(s) managers to ensure that they are provided with program information and attend mandatory RM/ERA information sessions
 - d. work with SRA equipment manager to ensure squad(s) have jerseys, rings and goalie stick(s) in a timely manner
 - e. work with SRA ice scheduler to ensure appropriate ice times are provided to meet the needs of the R4U program”
- v. exercise a vote as a standing member of the Committee

Appendix 2 --- By Laws

The Eastman Ringette Association By---Laws shall act as guidance for the SRA in the interim until such time as the SRA passes its own By---Laws.

Appendix 3 – Special Rules, Policies and Procedures

1.2009.01

The Treasurer shall, on an annual basis following fall registration, prepare a budget for the period ending August 31st of the following calendar year. The budget shall be prepared in collaboration with the President, the Registrar and any other members of the SRA Board as is necessary. The budget shall outline proposed spending for items including, but not limited to: Ice Costs, Referee Costs, Development, Equipment, Fundraising, Merchandise, Tournaments and any other necessary activities required to operate the SRA for the fiscal year in question. The budget will be presented to the Board Executive at the Treasurer's earliest opportunity following fall registration for 2/3 approval of the Executive in accordance with section 9 of the Constitution.

2.2009.01

All expenditures of the SRA not previously approved by the budget process as outlined in 1.2009.01 shall be subject to review by the Board Executive before incurred and shall be subject to a 2/3 approval of the Executive as outlined in section 9 of the Constitution.

3.2010.01

The SRA shall annually set a budget for equipment replenishment and renewal. The SRA Equipment Manager will review the existing equipment and will repair, replace and/or purchase new equipment as needed. The SRA shall provide teams with goalie equipment to use at the beginning of each season. If any goalie equipment provided is unsatisfactory to a parent, coach or player, alternative equipment can be purchased at the expense of the parent, coach or player.

3.2012.01

The SRA shall provide refunds after registration for all fees associated with the Springfield Ringette Association (SRA). Any fees paid to other organizations on a player's behalf that are not refundable to the SRA will also not be refunded to the player. Refunds may be pro-rated for any portion of the season completed by the player **up to and including January 2. This is subject to board approval.**

5.2016.04

SRA will conduct yearly registration strictly via an on-line registration process. **In the event the online registration method fails, alternative registration methods will be accepted on a case by case basis.** Fees and payment structure may vary yearly. Fees are to be paid by the set deadlines for that season, and for the option the player chooses (full payment by first date, or installment payments by specified dates).

If any family becomes in arrears at **any** time during the payment structure, this situation must be rectified within one week of the date of arrears notice. If this is not rectified by this period, this family will be deemed “not in good standing” with SRA. The head coach(es) will be notified and that player(s) will be not able to participate on ice until payment has been received/confirmed by SRA.

Any player who is transferred out of the SRA cachement will still pay their **full** fees to SRA for their registration. The fees required by the transferred association will be forwarded by the SRA Treasurer. Any difference of monies will be returned to the transferred family, minus a \$30.00 administration fee. If the SRA player who has been transferred out of the SRA cachement and playing with another association chooses to pay their fees by installments and they fall into arrears with their installment payments, SRA will contact this family and ask that it be rectified with one week. If the family has still not forwarded payment, SRA will then contact the **appropriate organization(s)**. It will be requested that this player(s)' name will be removed from the team's official roster, which will result in an ineligible player who cannot legally play until all funds are paid.

All registrations (season and any camps) are subject to a \$30.00 administration fee. For any player who has registered and voluntarily withdraws for any reason, all monies (minus this registration fee) will be returned if withdrawal occurs **on or prior to September 1** of that current season. Any withdrawals occurring from **September 2** onwards of the current season are non-refundable. **With the exception of any players being affected by an amalgamation process, refunds will be provided.** The administration fee is non-refundable at any point.

SRA works very closely with the Oakbank Community Club (OBCC). As part of SRA's working agreement with OBCC, every family registered with SRA must either complete one full canteen shift OR buyout one canteen shift. Families are responsible for attending the canteen sign-up nights to choose their shift and to provide a canteen bond cheque. These sign-up nights are advertised by OBCC. If the family does not attend either of the sign up evenings, the OBCC coordinator will contact the family and will assign a shift. If the family does not show up for their chosen/assigned canteen shift, their bond cheque will be cashed. If the event that a family does not choose a canteen shift and the OBCC coordinator cannot make positive contact with a family by February 1 of the current season, the OBCC penalty fee will be passed along and assigned to this family. This player(s) will be unable to register the following season until this fee is paid along with the next season's registration cost.