

SUNDERLAND RINGETTE ASSOCIATION CONSTITUTION AND BY-LAWS

Revised June 2020

ARTICLE 1: NAME

- A. The name of the Organization shall be the Sunderland Ringette Association, otherwise known as SRA.

ARTICLE 2: OBJECTIVES

- A. To organize, develop, and administer ringette competition in the town of Sunderland and the surrounding communities in North Durham and the City of Kawartha Lakes.
- B. To provide an opportunity for every eligible player to play ringette in the town of Sunderland and the surrounding communities in North Durham and the City of Kawartha Lakes.
- C. To promote the game of ringette, teach fair play and sportsmanship, and improve skills in the town of Sunderland and the surrounding communities in North Durham and the City of Kawartha Lakes.
- D. To develop and encourage community spirit in the town of Sunderland and the surrounding communities in North Durham and the City of Kawartha Lakes.
- E. To ensure all members receive adequate direction, guidance and supervision, and have the opportunity to present and have their views heard.
- F. To support and develop volunteers in a positive environment.
- G. The SRA shall function without any personal gains for its members. Any profits or other contributions shall be used in promoting its objectives.

ARTICLE 3: MEMBERSHIP

- A. Members shall reside within the prescribed boundaries as set by the Ontario Ringette Association (ORA) and honour all releases and transfers, as set by the ORA.
- B. The membership shall consist of:
- Registered players
 - Coaches, managers, trainers and officials
 - Parents/guardians of players
 - Executive members

- C. Members must agree to abide by and comply with this Constitution, Player, Parent and/or Bench Staff Code of Conduct, and rules of play of the ORA.

ARTICLE 4: REGISTRATION

- A. All players must pay an annual registration fee established by the Executive prior to registration each year.
- B. Bench staff and managers shall be approved by the Executive.
- C. Registration fees **may be** refunded for any reason after the registration closing date of June 30th, and before September 1st.
A \$50 non-refundable administration fee shall be withheld by the SRA for families withdrawing registration for any circumstance other than illness or injury within that time period.
- D. Registration fees **shall not be** refunded after September 1st, except for medical reasons certified in writing by a Doctor or as approved by the Executive.
A \$50 non-refundable administration fee shall be withheld by the SRA should fees be refunded after September 1st, for any reason. A \$50 fee will apply if fees for the second half are not paid by
- E. In addition to the regular registration fee, a post-dated cheque, for an amount to be determined by the executive, may be required as a fund-raising deposit at the time of registration. If required, this deposit shall be forfeited by the family or player should the family or player not wish to fulfil their fundraising commitment.

ARTICLE 5: EXECUTIVE MEMBERS

- A. The Executive shall consist of the following officers and directors, eighteen (18) years of age or older to vote, elected at the Annual General Meeting of the SRA and shall hold office for the length of time stated below:
- President – 2 year term, up for renewal on even years
 - Vice-President – 1 year term
 - Immediate Past President
 - Treasurer – 2 year term, up for renewal on odd years
 - Secretary – 2 year term, up for renewal on even years
 - League Representative – 1 year term
 - Director(s) of Website – 2 year term, up for renewal on odd years
 - Director(s) of Registration – 2 year term, up for renewal on even years
 - Director(s) of Officials (Refs and Time Keepers) – 2 year term, up for renewal on odd years

- Director(s) of Ice Scheduling – 2 year term, up for renewal on odd years
 - Director(s) of Equipment – 2 year term, up for renewal on odd years
 - Director(s) of Media – 1 year term
 - Director(s) of Fundraising and Sponsorship – 2 year term, up for renewal on even years
 - Director(s) at Large – 1 year term, option to renew for a second year with the approval of the executive. This role shall not be held for more than two years consecutively.
- B. Duties of new executive to be assumed May 1st.
- C. Executive members must maintain a minimum meeting attendance of 50% at any given time throughout their term.

ARTICLE 6: DUTIES OF THE EXECUTIVE

- A. The Executive shall have control of the affairs of the SRA and shall have the power to fill any vacancies that may occur in the Executive, however caused, either from qualified members of the SRA mid-year, or at the next AGM of members.
- B. Shall control the finances and discharge all SRA business tabled and accepted before a quorum of its members. The presence of fifty percent (50%) plus one (1) of the Executive members shall constitute a quorum for meetings or email votes and shall include two of the following: President, Vice President, Secretary, Treasurer, or Registrar.
- C. Shall hold regular meetings every four (4) to eight (8) weeks, during the months of September to March inclusive, as well as additional meetings as necessary.
- D. May appoint Ad Hoc committees from executive officers, directors, or SRA members throughout the season as necessary.
- E. Shall provide adequate liability insurance for each player, coach, manager, trainer, and official of the SRA.
- F. Shall adhere to the Code of Conduct Policy outlined by Ringette Canada. Any violations will be subject to disciplinary action and will be dealt with on a case by case basis.
- G. Shall be responsible for team selection.
- H. Shall ensure that all coaches and on-ice coaching assistants wear a protective helmet while on the ice.

ARTICLE 7: PRESIDENTIAL DUTIES

- A. The President shall preside over all meetings of the Executive with the usual privileges of office.

- B. In cases where an immediate decision is required, the President may make the decision subject to the approval of the Executive at its next meeting.
- C. Shall vote only to break a tie.
- D. The President may ask for a motion, but may not make or second a motion.
- E. Shall be responsible for distribution of all communications from ORA and other Associations to the appropriate Executive members.
- F. May co-sign cheques signed by the Treasurer.
- G. Shall be an honorary member of all committees.

ARTICLE 8: VICE-PRESIDENTAL DUTIES

- A. The Vice-President shall assist the President, and in the absence or at the request of the President, shall perform the duties and exercise the powers of the President.
- B. When acting as President, either in the absence or at the request of the President, shall not vote, except to break a tie.
- C. Should the position of President become vacant for any reason, the Vice-President shall perform the duties of the President until the next Annual General Meeting.

ARTICLE 9: IMMEDIATE PAST PRESIDENT

- A. The Immediate Past President shall act in an advisory capacity to the new Executive when required, and shall perform any duties assigned by the President.
- B. Shall be a full voting member of the Executive.

ARTICLE 10: TREASURER

- A. The Treasurer shall be responsible for all SRA funds.
- B. Shall have at least two years of experience on the executive prior to qualifying for the position of Treasurer or be voted in unanimously by the executive.
- C. Shall pay all SRA expenses and accounts, wherever possible by cheque, co-signed by the President or Secretary.
- D. Shall maintain account(s) at a Bank, Trust Company or other recognized financial institution and ensure that all SRA funds are deposited to the account(s) and that all SRA payments are made from the account(s).
- E. Shall provide an update of the SRA's financial status at monthly Executive meetings.

- F. Shall prepare a budget to be approved by the Executive, prior to the Executive setting registration fees.
- G. Shall prepare and submit all financial reports and submissions for grants as may be required.
- H. Shall prepare and present an Annual Financial Statement for the Annual General Meeting.

ARTICLE 11: SECRETARY

- A. The Secretary shall maintain accurate records of all meetings.
- B. Shall distribute minutes of Executive meetings to all Executive members and team representatives. The Secretary shall also send the Executive minutes to any other member, upon request.
- C. Shall hold possession of SRA binder, and add to it as necessary.
- D. Shall notify each member of the Executive of the time and place of each Executive meeting at least 48 hours in advance of each meeting, and shall provide an agenda for the meeting.
- E. Shall update SRA By-Laws as additions or changes are voted on throughout the year.
- F. Shall notify all members of the SRA, at least one week in advance, of the Annual General Meeting.
- G. May co-sign cheques signed by the Treasurer.

ARTICLE 12: LEAGUE REPRESENTATIVE

- A. The League Representative shall attend league meetings as a representative of the SRA.
- B. Shall vote and motion on behalf of the SRA at league meetings and report back to Executive any pertinent information.
- C. Shall be responsible for submitting Out of Age forms, game ice and team blackout dates to the OCRRL.
- D. Shall advocate team placements in the league after consultations with coaches of SRA teams.

ARTICLE 13: DIRECTOR(S) OF WEBSITE

- A. The Director(s) of Website shall be responsible for the development and maintenance of the SRA website.

ARTICLE 14: DIRECTOR(S) OF REGISTRATION

- A. The Director(s) of Registration shall be responsible for player, coach, manager, trainer, and official's registration within the SRA, and shall maintain a register of all players.
- B. Shall ensure the associated ORA fees are forwarded to the Treasurer for payment.
- C. Shall register all SRA players with the ORA, and prepare and submit an accurate summary of all

registration certificates as per ORA directives.

ARTICLE 15: DIRECTOR(S) OF OFFICIALS (REFEREES AND TIMEKEEPERS)

- A. The Director(s) of Officials shall be responsible for the scheduling of referees for all home games.
- B. Shall co-ordinate training and instruction for referees, and shall arrange for evaluations of referees, as needed.
- C. Must have completed the Level 1 Referees Clinic.
- D. Shall be responsible for scheduling timekeepers and shot-clock operators for each home game.
- E. Shall maintain a log and report the hours worked of all officials to the Treasurer for payment at the end of each month

ARTICLE 16: DIRECTOR(S) OF ICE SCHEDULING

- A. The Director(s) of Ice Scheduling shall be responsible for allocation of equal ice time to all teams for practice, games, power skating, and tournaments.
- B. Shall be the liaison between the Township of Brock and the SRA for ice scheduling purposes.
- C. Shall bring any major ice scheduling changes to the Executive prior to confirming with the Township.
- D. Shall be the contact person(s) for all re-scheduling of games and practices.
- E. Shall ensure ice charged for is ice actually used.

ARTICLE 17: DIRECTOR(S) OF EQUIPMENT

- A. The Director(s) of Equipment shall be responsible for all equipment and ensuring that it is inventoried and distributed prior to the start of the ringette season and returned to storage in good repair at the end of the ringette season.
- B. Shall be responsible for the purchase of new or replacement equipment as needed and within a budget set by the Executive.
- C. Shall ensure adequate game sheets are ordered and on hand.
- D. Shall be the liaison between equipment and apparel suppliers and SRA.

ARTICLE 18: DIRECTOR(S) OF MEDIA

- A. The Director(s) of Media shall be responsible for maintaining SRA statistics.
- B. Shall be responsible for providing local newspapers with game and tournament results as provided by the various teams.

- C. Shall be responsible for promotion and media releases for the SRA.
- D. Shall update SRA social media pages or profiles.

ARTICLE 19: DIRECTOR(S) OF FUNDRAISING

- A. The Director(s) of Fundraising shall co-ordinate the fundraising activities of the SRA.
- B. Shall maintain records of fundraising proceeds and expenses.

ARTICLE 20: DIRECTOR(S) OF SPONSORSHIP

- A The Director(s) of Sponsorships shall seek team and SRA sponsors.
- B. Shall ensure sponsors receive recognition on jerseys or in the SRA display cabinet according to sponsorship agreement.
- C. Shall ensure team sponsors receive game schedule for team sponsored.
- D. Shall ensure all sponsors receive a letter of appreciation from the SRA.

ARTICLE 21: DIRECTOR(S) AT LARGE

- A. The Director(s) at Large shall be available to perform any duties assigned by the President, or may volunteer to take on other responsibilities as they arise to aid in fulfilling the objectives of the SRA.
- B. Shall be a full voting member of the Executive.
- C. Shall be limited to two (2) members.

ARTICLE 22: EXECUTIVE MEETING

- A. Executive meetings shall be scheduled at the meeting before, and may also be held at the request of three or more Executive members or the President.
- B. The Executive may, at any meeting, pass such By-Laws as they deem necessary for the betterment of the SRA during the current season. They shall remain in force only until the next Annual General Meeting and then be ratified as Constitutional Amendments or rejected.
- C. Executive meetings will be open to all SRA members who wish to attend, but shall be closed to the public except by invitation of the board.

ARTICLE 23: ANNUAL GENERAL MEETING

- A. The Annual General Meeting of the SRA shall be held on or before May 1st each year.

- B. Amendments to the Constitution shall only be made at the Annual General Meeting.
- C. Notice of proposed amendments must be filed with the Secretary of the SRA at least four (4) weeks prior to the Annual General Meeting. Proposed amendments shall be distributed to the membership at least one (1) week prior to the Annual General Meeting. Proposed amendments shall also be available to the membership at the Annual General Meeting, prior to the commencement of the meeting.
- D. The order of Business at the Annual General Meeting shall be as follows:
- (1) Reading and adoption of the minutes of previous Annual General Meeting
 - (2) Treasurer's financial report
 - (3) The President's report
 - (4) Consideration of amendments and alterations to the Constitution and By-Laws
 - (5) General business
 - (6) Hand over the chair to Immediate Past President
 - (7) Motion to open Nominations and slate of candidates presented by the Immediate Past President
 - (8) Nominations from the floor
 - (9) General elections
 - (10) Installation of new Executive
 - (11) Dissolution of present Executive
 - (12) Adjournment
- E. After presenting his/her slate of candidates, the Immediate Past President shall list the available open positions, one at a time, in the order listed in Article 5 (A). As each position is listed, he/she shall make note of all nominees presented by the floor for said opening.
- F. Nominations of candidates do not require a second.
- G. After nominations have been presented from the floor and nominations are closed, the Immediate Past President shall conduct the Election of the Executive.
- Lone nominees for an officer position shall be elected if majority voice vote or show of hands is for.
 - If there are multiple nominees for an officer position, the Immediate Past President shall state each candidate in order of nomination. Election shall be decided by majority vote:
 - i. by voice vote with each eligible member stating the name of their choice of candidate

after all nominees are listed, or
ii. by show of hands as nominees are being listed.

- Lone nominees for a director position shall be elected if majority voice vote or show of hands is for.
- Multiple candidates may be elected to share a director position, but shall be elected one at a time in order of nomination by majority voice votes or show of hands is for.

H. Only SRA members as per Article 3, in attendance at the AGM, eighteen (18) years of age and over shall be deemed eligible voting members.

ARTICLE 24: ONTARIO RINGETTE ASSOCIATION ANNUAL GENERAL MEETING

A. A member of the SRA may attend the Ontario Ringette Association Annual General Meeting to cast its ballot, with the Executive's approval.

ARTICLE 25: DISSOLUTION

A. In the event of dissolution of the SRA, all of its remaining assets, after payment of liabilities, shall be distributed to the Agnes Jacks Scholarship Awards Program of Ringette Canada.

BY-LAWS OF THE SUNDERLAND RINGETTE ASSOCIATION
Updated June 2020

ARTICLE 1: PLAYERS

- A. Only players in good standing with the SRA shall be allowed on the ice.
- B. Players shall follow the SRA Player Code of Conduct. Failure to do so may result in disciplinary action.
- B. Shall abide by the Fair Play Policy set out by the ORA Sport Development guidelines.
- C. All players in the U19 division and below must wear shoulder pads while on the ice.

ARTICLE 2: BENCH STAFF

- A. All bench staff members must be up to date with qualifications for their specific role according to ORA guidelines.
- B. A maximum of five (5) non-players may make up the bench staff, and one must be female over the age of eighteen (18) and not a player on the team.
- C. Shall play every player as equally as possible as per the Fair Ice Policy, Section 7 of the ORA Sport Development guidelines.
- D. Shall ensure that mandatory equipment, as prescribed by Ringette Canada, be worn by all players while on the ice.
- E. Shall relay any unresolved complaint concerning a player, coach, referee, or spectator to the President of the SRA.
- F. Either the head coach or an assistant coach must attend a mandatory rule change clinic if it is a rule change year.
- G. Shall provide SRA with a Criminal Information Request every 5 years, and is required to sign an offence declaration in the interim.
- H. Shall relay all ice cancellations for any reason to the Director(s) of Ice Scheduler.

- I. Shall follow the SRA Bench Staff Code of Conduct. Failure to do so may result in suspension or dismissal.

ARTICLE 3: REFEREES

- A. Must complete Level 1 Officiating Clinic at minimum to referee a game.
- B. Must be fourteen (14) years of age or older.
- C. Shall relay any unresolved complaint pertaining to a player, spectator, coach, or referee to the Referee-In-Chief.
- D. Shall be responsible for the control of any game he/she is refereeing as outlined in the ORA Official Handbook and the official rules.

ARTICLE 4: CLOTHING

- A. SRA colours are black, white, and red.
- B. Jerseys are supplied by the SRA.
- C. Ringette pants and off-ice clothing are not supplied by the SRA, and each player is responsible for purchasing their own. Black with red and white stripe, or all black ringette pants are required for all players aged U12 and above.
- D. Players may display name bars on jerseys at the bottom only, and should use black bar on white jersey and white bar on black jersey.
- E. Team jerseys may be kept by the players or by a team designate (coach or parent) throughout the season.
- F. The coach must provide a list of player names and corresponding numbers to the Director of Equipment at the beginning of the season, and return the jerseys to the Director of Equipment before or at the banquet at the end of the season, complete, clean and folded in the bin.
- G. The vendor used by the SRA for off-ice clothing (jackets, warm-up pants, sweatshirts, track pants, t-shirts, hats etc. will be chosen by the executive. Items are available for sizing and ordering at the annual BBQ.
- H. Each player is responsible for ordering and paying for their off-ice clothing, either at the BBQ or throughout the season.