

CONSTITUTION OF THE TIMMINS RINGETTE ASSOCIATION

ARTICLE 1 - Name

1. The Association shall be known as the Timmins Ringette Association hereinafter to be referred to as the Association.

ARTICLE 2 - Aims and Objectives

1. To promote, administer, and develop the game of Ringette as a not for profit organization. (Amended May 10 2018)
2. To teach fair play and sportsmanship with emphasis on the enhancement of good character and citizenship.
3. To provide entertainment and fun for the participant.
4. To provide an opportunity for all players desiring to participate in the sport of Ringette, regardless of their level of play (i.e. recreational or competitive), giving due consideration to their individual capabilities and interests.
5. To supervise and direct its members, including the players, coaches, officials, parents, and spectators.
6. To ensure that all members have the opportunity to present their views and have them heard.
7. To provide support and opportunity to players, coaches, officials, and administrators to improve their skills.
8. To actively promote, adhere to, and support the objectives and policies of the provincial and national associations for Ringette.

ARTICLE 3 - Membership

1. Membership in the Association shall be open to all players living within the geographic boundaries of Timmins.
2. Players from outside these boundaries shall be accepted if openings are available in the program.

ARTICLE 4 - Board of Directors (Amended April 21st, 2010)

1. The Board of Directors of the Association shall consist of a Standing Executive and a **MAXIMUM OF 12** Directors. The Standing Executive shall consist of the President, Vice-President, Past-President, and Secretary.
A Treasurer shall be appointed by the Board of Directors in a majority vote. The directors shall consist of a Registrar, House League convener, Player development Director, Coaching development Director, Fundraising director, Tournament Director, Competitive convener, Media Director, Ice scheduler, and 3 supportive Director appointed by the board. The board will also appoint 4 managers: Referee in Chief, Equipment Manager, Web Master and Minor Official Manager.
2. All Directors shall be eighteen years of age or over. No Director may act as coach, trainer, or manager of any house league team unless approved by the Board of Directors.

ARTICLE 5 - Board of Directors – Powers and Duties

1. The Board of Directors shall have control of the affairs of the Association and shall have power to amend the regulations.
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 and not contrary to the Constitution.

3. Vacancies on the Board of Directors, however caused, shall be filled by the Board of Directors from the qualified members of the Association if they shall see fit to do so. Otherwise such vacancies shall be filled at the next annual general meeting.

ARTICLE 6 – *Standing Executive – Powers and Duties*

1. The Executive of the Association shall be President, Vice-President, Treasurer, Secretary, and Past-President.

Amendments May 10,2018

- 1.1 The Executive shall meet prior to the official registration date for the following season.
- 1.2 The Executive shall meet on a regular basis and or as needed upon being informed of any issues that affect the membership and or association.
- 1.3 Upon conflict the executive shall include the director or manager at charge in relation to the issue brought forward.
- 1.4 In the case of potential conflict of interest executive members can be substituted by directors as appointed by the board.

2. The President shall:

1. preside at all Board of Directors and Executive Committee meetings
2. prepare an agenda for all such meetings
3. exercise the power and authority of the Association Board of Directors in cases of emergency, subject to ratification by the entire Board at the next meeting
4. be the official spokesman for the association
5. be charged with the general management and supervision of the affairs and operations of the Association
6. be an ex-officio member of all standing and ad hoc committees
7. co-sign cheques signed by the Treasurer
8. ensure that all officers and directors perform their duties.
9. not vote except in the case of a tie, where he/she shall cast the deciding vote

3. The Vice-President shall:

1. perform the duties of the President in his/her absence or at his/her request and he/she shall then have all the powers and rights of the President.
2. have no right to vote, except in the case of a tie, when acting as the President
3. assist the President in performing his/her duties and may hold the position of chairman of an ad hoc or any standing committee
4. perform other duties as assigned
5. in the absence of the President, co-sign cheques signed by the Treasurer

4. The Secretary shall:

1. issue notice of all meetings
2. maintain records of proceedings and meetings and keep an accurate record of all business transactions of the Board of Directors. He/she shall also have custody of all documents and records, except financial, pertaining to the affairs of the Association.
3. be the official liaison between the Association and provincial ringette association and ensure that all correspondence is brought before the Association Board of Directors
4. perform other duties as assigned.

5. The Treasurer shall:

1. pay all accounts by cheque, signed by him/herself and one of either the President or Vice-President
2. keep complete and accurate records of accounts in which shall be recorded all receipts and disbursements of the Association, and report all regular annual general meetings.

6. The Past-President shall:

1. carry out all duties assigned by the Board of Directors and act as an advisor to the Board of Directors
2. be a full voting member of the Board of Directors

7. Directors and their Duties

A. The Registrar shall:

1. organize registrations in September of each year, and be responsible for making all necessary arrangements
2. be the sole keeper of waiting lists for each age group and be responsible for placing of players from the list onto house league teams.
3. register all players with the provincial association and Ringette Canada.
4. perform other duties as assigned.

B. The House League Convener shall:

1. be responsible for administering and managing their respective divisions in accordance with Association's rules and regulations
2. receive all notices of appeal or protest from the division
3. be responsible for placing players with the division and may exchange players prior to December 15th of the playing season.

C. The Coaching Development Director shall:

1. act on behalf of coaches' concerns, complaints, or protests in all divisions
2. be responsible for the advancement of skill level of all coaches
3. coordinate all clinics available from the provincial association for skill development.

D. The Player Development Director shall:

1. act on behalf of players' concerns, complaints, or protests in all divisions
2. represent every player in all matters pertaining to suspensions or expulsions
3. be responsible to coordinate the players' clinics, skill development clinics, and tests available from the provincial association or Ringette Canada.

E. The Media Director shall:

1. be responsible for all promotions dealing with the Association, including media releases, advertising
2. coordinate a Ringette Week campaign in conjunction with the provincial association's and Ringette Canada's promotions
3. promote other programs such as Outreach, Ringette for Life, etc.
4. perform other duties as assigned.

F. The Fundraising director shall:

1. coordinate and promote fundraising events
2. perform other duties as assigned

G. Tournament Director shall:

1. oversee all tournament function
2. perform other duties as assigned

H. Competitive Convener Shall:

1. support and assist coaches, managers, players and parents during the competitive season.
2. perform other duties as assigned

I. Ice scheduler shall:

1. manage ice contracts with the city of Timmins ensure assignment of ice for league games and practices
2. perform other duties as assigned

J. Supportive directors shall:

1. provide a supportive role to directors as assigned
2. perform other duties as assigned

8. Managers roles and responsibilities

A. The Referee-in-Chief shall:

1. be responsible for all officials in the Association including the advancement of their skill levels
2. must attend Board of Director meetings when required by board
3. be responsible for all minor officials (timekeepers, scorekeepers and shot-clock operators), including advance of skill level.
3. be responsible for scheduling officials
4. perform other duties are assigned.
5. has no vote at the board meetings

B. Equipment Manager shall:

1. be responsible for all equipment of the Association
2. purchase equipment as approved in the budget
3. be responsible for the equipment education of all coaches, parents, and players
4. perform other duties as assigned
5. has no vote at board meetings

C. Minor official Manager shall:

1. be responsible for minor officials (timekeepers, scorekeepers and shot clock operators), including advance of skill levels
2. be responsible for scheduling of minor officials.
3. perform other duties as assigned
4. has no vote at board meetings

D. Web Master Shall:

1. manage the TRA website in coordination with the board of directors.
2. perform other duties as assigned
3. has no vote at board meetings

ARTICLE 7 – Election of Officers and Directors

1. Six weeks prior to the Annual Meeting, the Board of Directors shall appoint, from amongst its members, a nominating committee of three persons who shall be responsible for putting forth a slate of candidates willing to run for each position. Any person in good standing with the TRA attending the AGM may put forth their name if they have not done so prior to the AGM (Amended May 10th 2018)
2. All Officers and Directors shall then be elected by secret ballot for a term of one year at the Annual General Meeting.
3. No proxy vote shall be recognized
4. All members of the Board of Directors and all members of the Association in good standing shall have one vote.
5. One coach and one parent/guardian of a player member of the association from each house league team have one vote each (Amended April 19th, 2007)

ARTICLE 8 – Standing Committees

1. The Standing Committees of the Association shall be the:
 1. Appeals Committee
 2. Division Committee

ARTICLE 9 – Amendments to the Constitution and By-Laws

The Constitution of the Association shall not be amended except at the Annual General Meeting by a two-thirds vote of the members present. 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 he/she shall provide copies of the proposed revisions to all those entitled to vote at such a meeting.

1. The By-Laws of the organization may be amended by two-thirds vote of the members at the Annual General Meeting or a special meeting called for this purpose.

**BY-LAWS OF THE
TIMMINS RINGETTE ASSOCIATION**

BY-LAW 1

1. The Annual General Meeting shall be held at such a place on such a date and at such an hour as the Association Board of Directors shall determine each year, provided that such Annual General Meeting shall be held not later than the 31st of May. At least a seven days' notice of the meeting shall be given to all members in good standing.
2. The order of business at the Annual General Meeting shall be as follows:
 1. Call to order
 2. Adoption of Minutes of previous Annual Meeting and subsequent General Meetings
 3. Business arising from the Minutes
 4. The President's Report
 5. The Treasurer's Report and Financial Statement
 6. Appointment of the Auditor
 7. The Registrar's Report
 8. Other Board of Directors and Committee Reports
 9. Constitution and By-law Amendments
 10. Election of new Board of Directors
 11. New Business
 12. Adjournment

BY-LAW 2

Each player shall pay fees based on requirements as directed on an annual basis by the Board of Directors.

BY-LAW 3

The presence of one half of the Board of Directors plus one shall constitute a quorum to conduct the affairs of the association at a meeting of the Executive Committee or Board of Directors.

BY-LAW 4 – Male players (Amended April 19th,2007)

It shall be required that all male players, based on their age, will be registered and play at the next higher division in all age categories.

Exceptions will be considered by the Executive and Board of Directors and require the Board's approval.