

THOMPSON OKANAGAN RINGETTE LEAGUE

Constitution

ARTICLE 1 - NAME

1.01 The name of the Society is "Thompson Okanagan Ringette League".

ARTICLE 2 - PURPOSES

- 2.01** To promote, foster and develop the playing of Ringette throughout the geographical boundaries of Zone 2 as set out by the B.C. Winter Games Society on behalf of the Government of British Columbia.
- 2.02** To establish and maintain uniform League playing rules.
- 2.03** To promote and encourage the formation of local associations.
- 2.04** To formulate, publish and administer policies beneficial to the sport and enforce laws and regulations governing the sport.
- 2.05** To foster the highest standards of sportsmanship and friendliness.
- 2.06** To promote Ringette as a mass participation sport as a means of healthful exercise, improving physical fitness, mental health and social development.
- 2.07** To stimulate public awareness and foster spectator interest.
- 2.08** To promote orderly development of the game and to strive for conditions conducive to the safety of all participants.
- 2.09** To encourage participants to strive for excellence in team work, team spirit and team discipline.
- 2.10** To encourage both recreational, house league and All-Star competition.

THOMPSON OKANAGAN RINGETTE LEAGUE

BYLAWS

GENERAL

The Thompson Okanagan Ringette League is referred to as "the League" throughout the Bylaws and Policy Manual.

Pronouns that refer to common gender nouns in the same paragraph may have a feminine or masculine meaning as appropriate.

BYLAW 1 – MEMBERSHIP

1.01 GENERAL

Association membership shall only include those Ringette Associations registered with the League and the British Columbia Ringette Association within the geographical boundaries of Zone 2 as set out by the B.C. Winter Games Society on behalf of the Government of B.C.

1.02 ADMISSION OF MEMBERS

- a. Any Ringette Association within the geographical boundaries of Zone 2 may apply to the Board of Directors for membership.
- b. All Associations are members in good standing except an Association who has failed to pay their current annual dues.
- c. Every member shall uphold the Constitution and comply with these Bylaws.
- d. An Association shall cease to be a member of the League:
 - i. by submitting their resignation in writing to the Secretary of the League;
 - ii. on being expelled;

- iii. on having been a member not in good standing for 12 consecutive months.

1.03 EXPULSION OF MEMBERS

- a. A member Association may be expelled by a Special Resolution passed by a 75% majority vote of members present at a General Meeting.
- b. The Notice for Special Resolution for Expulsion shall be accompanied by a brief statement of the reason or reasons for the proposed expulsion
- c. The Association which is the subject of the proposed expulsions shall be given an opportunity to be heard at the General Meeting before the Special Resolution is put to a vote.

1.04 CONDUCT OF MEMBERS

- a. The Board of Directors shall have the power to suspend or expel any Member of an Association in the League (i.e. player, official, parent, etc.) who may, in its opinion, be guilty of conduct detrimental to the interests of the League or who may have transgressed any of its Rules or Bylaws, or who has failed to cooperate with the League in its efforts to ensure its successful operation whether an Association Member or Player Member. No Member shall, however, be expelled until she has been given an opportunity of appearing before a meeting of the Board to answer any charges made against her. A Member who has been expelled may be readmitted to membership by resolution of the Board at a regular meeting thereof upon the offence being corrected and the payment of any sum in arrears at date of expulsion, together with a fine as set by the Board.
- b. All Members are in good standing except a Member who has failed to pay his current annual membership fee or any other subscription or debt due and owing by her to the League and is not in good standing so long as the debt remains unpaid.

BYLAW 2 - GENERAL MEETINGS

- 2.01** The Annual General Meeting of the League shall be held at least once in every calendar year and not more than 15 months after the holding of the preceding Annual General Meeting.
- 2.02** The Board may, when necessary, convene a Special General Meeting. Special General Meetings shall also be convened upon a written requisition signed by not less than 10% of the voting Members. The said requisition shall set out the object of the meeting proposed to be called and shall be delivered to the Secretary of the League.
- 2.03** Upon receipt of such requisition, the Board shall forthwith convene a General Meeting and if it does not convene the meeting within 21 days after the receipt of the requisition, the requisitionists or a majority of them may themselves convene a General Meeting.
- 2.04** Not less than 14 days notice of any General Meeting (exclusive of the day on which the notice was given) specifying the place, date and hour of the Meeting and in the case of special business, the general nature of that business, shall be given in the manner hereinafter mentioned, to such persons as are entitled to receive notices from the League.
- 2.05** No business shall be transacted at an Annual General Meeting unless a quorum of members is present at the time when the meeting proceeds to business. Unless otherwise provided herein, a quorum shall consist of not less than fifty (50%) percent plus one (1) of the Association Member's Representatives (Delegates) entitled to vote.
- 2.06** If within one hour of the time appointed for the meeting, a quorum is not present, the meeting shall be dissolved. The meeting shall stand adjourned to the same day in the next week at the same time and place. If at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the Members present shall be a quorum.
- 2.07** The Chairperson may, with the consent of any meeting at which a quorum is present (and shall, if so directed by the meeting) adjourn the meeting from time and from place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting when the adjournment took place.

- 2.08** The accidental omission to give notice of a Meeting to or the non-receipt of a notice by any of the Members entitled to receive notice, does not invalidate proceedings at the Meeting.
- 2.09** The Annual General Meeting of the League shall be held prior to the Annual General Meeting of the British Columbia Ringette Association.

BYLAW 3 – VOTING

3.01 Membership must consist of:

- a. Members, who are the applicants for incorporation of the Society and those persons who have subsequently become members, in accordance with these by-laws and, in either case have not ceased to be members; and,
- b. Honorary members who are any person, who in the opinion of the Board of Directors, merits honorary membership and accordingly shall be eligible for admission as an honorary member of this Society provided that the number of honorary members does not exceed the number of members.

A person may apply to the directors for membership in the Society and, on acceptance, shall a member. If the person is not a natural person but is otherwise a recognized legal entity, then it may apply to the directors for membership in the Society provided that the legal entity appoints in writing a duly authorized representative and submits to the directors such documents as they may require to establish the validity and identity of such appointment and, on acceptance, shall be a member. Each Member in good standing shall be entitled to one vote. In the event that any vote on a motion that has been put before the Society is deadlocked in a tie then the President shall have the deciding vote.

3.02 The Order of Business at the Annual General Meeting shall be:

- a. Call to order, welcome and taking of the roll
- b. Adoption of Agenda
- c. Declaration of Voting Rights
- d. Adoption of Minutes from previous AGM

- e. Business arising from the minutes
- f. Correspondence
- g. Reports of Directors
- h. Reports of other committees
- i. Amendments to Bylaws and Policy Manual
- j. Election of Directors
- k. New Business
- l. Adjournment

3.03 The Board of Directors may, however, authorize departure from this general order of business when such change appears to be necessary or desirable.

3.04 Roberts Rules of Order shall be the Parliamentary authority of this League.

3.05 Proxy votes shall not be permitted.

BYLAW 4 - BOARD OF DIRECTORS

4.01 The Board of Directors of the League shall be subscribers of the Bylaws and Policies hereto.

4.02 The affairs of the League shall be managed by the Board of Directors. The Board shall have full power to conduct the affairs of the League and may delegate to the Committees such duties and powers as are necessary in the opinion of the Board to carry out the purposes for which such committees are established.

4.03 At any meeting of the Board a quorum shall consist of fifty (50%) percent plus one (1) of the Members of the Board, provided one of the Members shall be the President or Vice President of the League.

4.04 The regular meetings of the Board shall be held at such a time and place and on such a date as the Board may decide. Special meetings may be called from time to time by the Secretary at the direction of the President or at the direction of three (3) members of the Board. A minimum of three days notice shall be given, by mail or telephone, to all members of the Board of all regular or Special Meetings. Special Meetings shall state the business to be considered at such a meeting.

- 4.05** The Board of Directors shall include the President, Vice President, Secretary, Treasurer and two (2) representatives from each Association plus a Director of Officials, Director of Coaching and Registrar.
- 4.06** The Board of Directors shall have the authority to set the financial policy of the League in all respects.
- 4.07** The Board may appoint Committees and/or Director of Officials, Director of Coaching and Registrar at its discretion.
- 4.08** The President shall hold office for two (2) years. The Vice President, Secretary and Treasurer shall be elected annually, The Members may, by special resolution remove an Officer of the Board before the expiration of her term of office and may elect successor to complete the term of office.
- 4.09** No Director shall be remunerated for being or acting as a Director, but a Director shall be reimbursed for all documented expenses necessarily and reasonably incurred by her while engaged in the affairs of the League.
- 4.10** The Past President shall be considered a non-voting member of the Board of Directors.
- 4.11** The Officers shall be elected at the Annual General Meeting as per Bylaw 5.08.
- 4.12** In the event of the resignation, death or removal for any cause of any Officer of the League, the Board of Directors shall elect a successor to serve until the next general meeting of the Members.

BYLAW 5 - DUTIES AND RESPONSIBILITIES

5.01 PRESIDENT

- a. To be the official contact with B.C.R.A.
- b. To call and preside at all meetings of the League and be the Chairperson of the Executive Committee.
- c. To be one of the signing officers.
- d. To be an ex-officio member on all committees with the right to vote on that committee.
- e. To undertake leadership in promoting the objectives of the League.
- f. To be responsible for ensuring that all administrative procedures and communications are carried out.

- g. To be responsible for ensuring that the League adheres to the policies as laid down by B.C.R.A.
- h. To assist the Vice-President and Treasurer with the budget.
- i. To be responsible for ensuring that the League is represented at B.C.R.A. events, such as the Annual General Meeting, Workshops and Presidents Meetings.

5.02 VICE-PRESIDENT

- a. To be familiar with all grant programs and guidelines provided by the Government and make said programs known to all associations.
- b. To perform the duties of the President in her absence. To be responsible for all activities related to organizational planning, including planning and organizing seminars, conferences and workshops.
- c. To coordinate the preparation of the League's annual program, including assisting the Treasurer and President in budget preparation.
- d. To be responsible for planning and coordinating the sport and/or organizational development aspect of the B.C.R.A. Annual and Semi-Annual meetings and the League's participation therein.
- e. To be responsible for information on blanket insurance coverage for all members of the League.
- f. To be responsible for ensuring the fair distribution of ice and game scheduling for all members of the League.

5.03 SECRETARY

- a. Keep an accurate record of all League meetings.
- b. Conduct all correspondence for the League.
- c. Maintain a roll of all members and their officers.
- d. Send out notices of meetings and copies of the minutes to appropriate persons, a minimum of ten days prior to any meeting.
- e. Be one of the signing officers.

5.04 TREASURER

- a. To be the principal signing officer for all cheques.
- b. Collect and deposit all money belonging to the League in such bank as she shall select and keep an accurate record of same.

- c. Disburse funds by cheque, countersigned by either the President, Vice-President or Secretary.
- d. Submit a financial report in writing at each Board of Directors and Executive committee meetings.
- e. Maintain proper financial records.
- f. Send a copy of the Annual Financial Statement to each member.
- g. Prepare the annual budget in concert with the President and Vice-President.
- h. Works in conjunction with the League Registrar.

5.05 PAST PRESIDENT

- a. To act as interim President in the event of the death or resignation of the President and serve as the Chairperson at the next meeting called to elect or appoint a new President.
- b. To be an advisor to the Executive.
- c. To assist the President.
- d. Serve as Chairperson of the nominating committee for the election of officers at the Annual General Meeting.

BYLAW 6 - DUES

- 6.01** The dues of Members shall be determined by the Board of Directors. Any Member failing to pay the dues determined, may, at the discretion of the Board, be notified by registered mail that unless payment of all dues is made within thirty (30) days of the sending of such notice, the Board may suspend such Member from the League. The Board of Directors shall have the power to reinstate such suspended Member upon payment of the sum in arrears at the date of suspension together with such additional sum as the Board may require to be paid.
- 6.02** This Society shall not have borrowing powers.

BYLAW 7 - AUDIT OF ACCOUNT

- 7.01** The Board of Directors may, from time to time, appoint an Auditor or Auditors to hold office for such period as the Directors may determine.
- 7.02** Every Auditor of the League shall have a right of access at all times to all records, documents, books, accounts and vouchers of the League and is entitled to require from the Directors and Officers of the League such information and explanation as may be necessary for the performance of the duties of Auditor.

BYLAW 8 - AMENDMENTS

- 8.01** At any General or Special Meeting of the League, its Bylaws may be altered or added to by three quarters (3/4) majority vote of the Members present, provided that the substance of the proposed amendment shall have been submitted to the membership of the League at least twenty-one (21) days prior to the meeting.
- 8.02** The procedure for altering or adding to the Bylaws shall be as follows:
- a. The proposed enactment shall first be considered by the Board of Directors and thereafter
 - b. the Secretary shall send to all of the Members a copy of the proposed enactment
 - c. to be voted upon by the full Members at a General or Special Meeting of the League
- 8.03** A three quarters (3/4) majority of the Members present shall be required to effect the change.

BY-LAW 9 - BOOKS AND ACCOUNTS

- 9.01** The Secretary of the League shall attend to the preparation of Minutes of proceedings of Members of the League and shall have custody of all books and records of the League.

- 9.02** The books and records of the League may be inspected by the Members at a time and place as may be fixed from time to time by the Board.
- 9.03** In the event of dissolution of the League, funds and assets after the satisfaction of its debts and liabilities, shall be given or transferred to such an organization or organizations concerned with the same or similar objectives of the League at the time of dissolution. Such an organization(s) shall be recognized by Revenue Canada as being qualified as a charitable organization under the provisions of the Income Tax Act of Canada from time to time in effect. This provision was previously unalterable.