

BY-LAWS and CONSTITUTION OF WATERLOO RINGETTE ASSOCIATION INC.

1. NAME

- 1.1. The name of the organization shall be the Waterloo Ringette Association Inc. hereinafter referred to as the 'Association' or 'W.R.A. Inc.'
- 1.2. The Association is incorporated under the laws of Ontario as a non-profit organization

2. OBJECTIVES

- 2.1. The objectives of the Association are:
 - 2.1.1. To promote and otherwise foster the growth of ringette with youth where the majority of the participants are under the age of 18
 - 2.1.2. To organize and govern ringette competition within the City of Waterloo
 - 2.1.3. To aid in the development of character, good sportsmanship and skills in ringette participants at all levels
 - 2.1.4. To develop and encourage community spirit in the City of Waterloo and serve as good ambassadors of the City when competing elsewhere
- 2.2. The guiding principle of the Association, underlying all that we do, is that the sport of ringette is for the benefit of participants - developing sport skills which can be enjoyed; learning desirable values; experiencing fun and enjoyment; achieving individual improvement; improving health and fitness; making friends, getting along with others, and learning to play as a team member. Also developing mutual respect, trust and confidence; and attaining well-being. Winning is desirable, but winning at cost defeats our purpose.
- 2.3. The Association shall affiliate with, and it and its members shall comply with the regulations of the Ontario Ringette Association (ORA) and Ringette Canada
- 2.4. The Executive shall control the affairs of the Association and the pursuit of its objectives.

3. MEMBERSHIP

- 3.1. All registered players, the parents and/or guardians of players under the age of majority, coaches, managers, officials and executive who are in good standing and have complied with the By-laws and regulations abided by the objectives of the Association shall be deemed members. Membership is renewed annually with the registration of players and appointment of others.
- 3.2. Honorary members are those officially recognized by the Executive as having rendered exceptional service to W.R.A. Inc. and shall have full rights of membership.

- 3.3. All members shall comply with and be considered bound by the Code of Conduct, Waterloo Ringette Association's Policies, Bylaws, regulations and Constitution of WRA, and shall comply with the regulations of the Ontario Ringette Association (ORA) and Ringette Canada.

4. REGISTRATION

- 4.1. The Executive shall set all registration fees and/or dues for the forthcoming year.
- 4.2. The registration process will be reviewed annually by the Executive and will be provided in writing to those interested in registering for the Association.

5. FINANCE

- 5.1. The Financial Year of the Association shall end on June 30.
- 5.2. The banking business of the Association shall be conducted at an institution approved by the Executive. All affairs shall be conducted in the name of the Association under the direction of the Treasurer.
- 5.3. The Executive shall appoint three (3) signing officers on behalf of the Association, the positions appointed shall be; President, Vice-President and Treasurer.
 - 5.3.1. All cheques shall be co-signed between two of the appointed members, one of which must be the Treasurer, unless the position of Treasurer is vacant.
- 5.4. Any contracts on behalf of the Association should be signed by one of the appointed signing officers, with the exception for Ice Convenor, who may sign for booking of ice and meeting room requirements.
- 5.5. Any investments on behalf of the Association shall be made in fully registered securities, which have a guaranteed parity feature as well as a liquidity feature.

6. VOTING

- 6.1. Eligible voting delegates at annual general meetings shall be members of WRA in good standing. Specifically, this will include coaches, managers, players of legal voting age, honorary members of the Association, and adult residents within the City of Waterloo who directly or through their children have involvement with the Waterloo Ringette Association.
- 6.2. Each member of the Executive shall have a vote in all matters pertaining to Association business or activities, at regularly constituted meetings of WRA executive except the President who shall vote only in the event of a tie vote.
- 6.3. Except where otherwise indicated, decisions requiring a vote of the Executive need only a simple majority vote to pass.

- 6.4. No member of the Executive may vote on a matter in which they have a conflict of interest. Members of the Executive must declare a conflict of interest and refrain from voting on any issue that will result in that person gaining financially as a result of the vote. A member of the Executive having a conflict of interest, other than financial, must declare his/her conflict of interest, and the Executive shall determine whether or not a conflict of interest exists.

7. ELECTION OF OFFICERS

- 7.1. A nominating committee made up of the President, Past President and Vice-President shall present a slate of nominees for the positions of Executive Members at the Annual General meeting.
- 7.2. Further nominations for the positions on the Executive may be submitted at the Annual General Meeting.
- 7.3. Positions not filled at, or subsequently vacated after, the Annual General Meeting will be filled by appointment of the Executive. Such appointment shall continue for the remainder of the current year until the next Annual General Meeting.
- 7.4. Voting shall be by secret ballot and there shall be no voting by proxy
- 7.5. The Appointed liaison person from the City of Waterloo shall chair the Annual General Meeting during the election of Executive Members.

8. EXECUTIVE OF W.R.A. INC.

- 8.1. The executive shall consist of the following Members:
- 8.1.1. President (Chairperson)
 - 8.1.2. Past President
 - 8.1.3. Vice President
 - 8.1.4. Secretary
 - 8.1.5. Treasurer
 - 8.1.6. Referee-in-Chief
 - 8.1.7. Ice Manager
 - 8.1.8. Provincial Team Convenor
 - 8.1.9. Regional Team Convenor(s) North Waterloo League Rep
 - 8.1.10. WORL/CORL Representative
 - 8.1.11. Registrar
 - 8.1.12. Publicity & Marketing Director
 - 8.1.13. Tournament Chairperson
 - 8.1.14. Director of Fund Raising
 - 8.1.15. Director of Minor Officials
 - 8.1.16. Director of Player Development

- 8.1.17. Director of Coaching Development
- 8.1.18. Director(s) at Large
- 8.1.19. Equipment Manager
- 8.1.20. Archivist
- 8.1.21. Webmaster

8.2. Additional Executive Members may be appointed at the discretion of the Executive.

8.3. Subject to the provisions of Article 7.3 all positions on the Executive shall be for a two-year term. Efforts will be made to schedule changes so that not more than 50% of the Executive Members require replacement in any one year.

8.4. Duties of Executive Members shall include:

8.4.1. President

- 8.4.1.1. Preside at all meetings of W.R.A. Inc.
- 8.4.1.2. Ensure that other Executive Members effectively carry out their duties
- 8.4.1.3. Provide leadership to achieve the objectives of the Association
- 8.4.1.4. Appoint committees, subject to the approval of the Executive
- 8.4.1.5. Be an ex-officio member of all committees
- 8.4.1.6. Call special meetings as required
- 8.4.1.7. Exercise the powers and duties of the Executive if necessary during intervals between meetings of the Executive with such decisions having force only until the next regular meeting of the Executive at which time such actions shall be reported for review and confirmation by the Executive
- 8.4.1.8. Serve as a signing officer

8.4.2. Past President

- 8.4.2.1. Act in an advisory capacity to the Executive
- 8.4.2.2. Act in any capacity deemed necessary by the Executive
- 8.4.2.3. Responsible for gifts and acknowledgements
- 8.4.2.4. Recommend to the Executive those individuals associated with Waterloo Ringette whose names should be put forward for recognition at the community, provincial and national level

8.4.3. Vice President

- 8.4.3.1. Assist the President as required
- 8.4.3.2. Assume responsibilities of President in his/her absence
- 8.4.3.3. Take on the responsibilities of one of the other Executive positions if necessary
- 8.4.3.4. Serve as a signing officer
- 8.4.3.5. Chair the Discipline & Grievance Committee
- 8.4.3.6. Participate as a member of the Coaching Selection Committee

8.4.4. Secretary

- 8.4.4.1. Record and distribute minutes of all Executive and Annual or Special General Meetings
- 8.4.4.2. Arrange for meeting rooms
- 8.4.4.3. Prepare and distribute an agenda prior to each meeting
- 8.4.4.4. Send notices and invitation of all meetings as directed by the President
- 8.4.4.5. Receive and file or distribute copies of all correspondence received by any committee or individual pertaining to W.R.A. Inc.
- 8.4.4.6. Prepare and distributed all correspondence on behalf of the W.R.A. Inc.
- 8.4.4.7. Maintain a mailing list of all members of the Executive
- 8.4.4.8. Provide a complete set of minutes, correspondence, reports, etc. to the new Secretary at the conclusion of the incumbent's term
- 8.4.4.9. Keep files and records, and maintain a supply of stationary, as may be necessary to carry out the business of the Association.

8.4.5. Treasurer

- 8.4.5.1. Prepare an annual budget for approval by the Executive and ensure that the approved budget is adhered to unless determined by the Executive
- 8.4.5.2. Recommend fees and financial policies to the Executive
- 8.4.5.3. Present to the Annual Meeting a report of receipts, disbursements and the financial position of the Association
- 8.4.5.4. Maintain accounts in a chartered bank or trust company for the safekeeping of all money of the Association
- 8.4.5.5. Serve as a signing officer to issue cheques and pay all accounts which are duly authorized by the Executive
- 8.4.5.6. Provide oversight with respect to financial management of the Association fundraising activities
- 8.4.5.7. Arrange for an annual audit of the finances of the Association by an Auditor approved by the Executive

8.4.6. Referee-in-Chief

- 8.4.6.1. Recruit officials
- 8.4.6.2. Schedule referees for the league games and tournaments
- 8.4.6.3. Provide for evaluations of officials as requested
- 8.4.6.4. Establish clinics and training programs for officials
- 8.4.6.5. Serve on the Tournament Committee (or recruit an alternate if necessary)
- 8.4.6.6. Recommend and get Executive approval for the referee fee schedule
- 8.4.6.7. Arrange for payment of fees to referees and maintain related records
- 8.4.6.8. Participate as a member of the G&T Committee

8.4.7. Ice Manager

- 8.4.7.1. Responsible to schedule and arrange contracts for ice time for leagues, tournaments and special events through the City of Waterloo
- 8.4.7.2. Communicate to and provide liaison with coaches, and convenors and the Executive regarding ice times, usage, and related problems

- 8.4.7.3. Participate as a member of the G&T Committee

8.4.8. Provincial Team Convenor

- 8.4.8.1. Assist with the recruitment of candidates for provincial team coaching positions and consult with the Coaching Selection Committee in making final recommendations to the Executive
- 8.4.8.2. Hold a pre-season meeting of Provincial Team coaches, managers, and the G&T Committee
- 8.4.8.3. Forward tournament information to coaches
- 8.4.8.4. Obtain team registration forms from the Registrar and arrange for completion by coaches
- 8.4.8.5. Distribute a supply of game sheets to coaches
- 8.4.8.6. Ensure that coaches have up-to-date rules, Association By-Laws, rules and regulations

8.4.9. CORL Representative/WORL Representative

- 8.4.9.1. Represent the Association at CORL/WORL meetings, contribute to formulation of CORL/WORL policy and communicate meeting results to coaches and the Executive
- 8.4.9.2. If unable to attend a meeting, delegate to another member to ensure coverage
- 8.4.9.3. Participate in CORL/WORL league and playoff scheduling and ensure that it is satisfactory to Waterloo teams. Communicate schedules to coaches and the G&T Committee
- 8.4.9.4. Participate as a member of the G&T Committee
- 8.4.9.5. Ensure compliance and execute action consistent with CORL/WORL policies, rules and regulations
- 8.4.9.6. Receive and post CORL/WORL standings in the arenas

8.4.10. Regional Convenor(s)/North Waterloo Ringette League Rep

- 8.4.10.1. Direct the operation of the Regional teams
- 8.4.10.2. Assist with recruiting coaches and establish a system for assigning players to teams
- 8.4.10.3. Be a liaison with the North Waterloo Ringette League on matters of policy, schedules, etc.
- 8.4.10.4. Participate as a member of the G&T Committee to co-ordinate the booking and rescheduling of games and practices
- 8.4.10.5. Ensure that convenors/coaches have the required information (game sheets, rules, procedures for reporting scores, league and playoff schedules, procedure for rescheduling games, etc.)
- 8.4.10.6. Resolve problems which arise during the season
- 8.4.10.7. Ensure that scores are reported to the league representatives
- 8.4.10.8. Provide all coaches with copies of NWRL and WRRRA By-Laws, rules and regulations

8.4.11. Publicity & Marketing Director

- 8.4.11.1. Establish and maintain a public relations and general publicity program for the Association which will promote the sport of ringette and attract players to the program
- 8.4.11.2. Produce an Association newsletter according to a schedule agreed upon with the Executive
- 8.4.11.3. Prepare Press Releases on behalf of the Association
- 8.4.11.4. Maintain contact with local media outlets
- 8.4.11.5. Participate in Sponsorship initiatives with the President
- 8.4.11.6. Supervise the website volunteer and the content of the site

8.4.12. Tournament Chairperson

- 8.4.12.1. Establish and chair the Tournament Committee
- 8.4.12.2. Ensure that event complies with WRRRA and ORA policy and is approved
- 8.4.12.3. Direct the planning and co-ordination of the annual Winterfest Tournament and act in an advisory capacity for other special games and tournaments hosted in Waterloo

8.4.13. Registrar

- 8.4.13.1. Manage the annual registration process, including liaison with the City of Waterloo, the recruitment of volunteers to assist on registration days, and the co-ordination of procedures and information made available
- 8.4.13.2. Maintain all appropriate registration records and file necessary forms and information with O.R.A., W.R.R.A. or S.W.I.R.L.

8.4.14. Director of Fundraising

- 8.4.14.1. Recommend fundraising initiatives to the Executive and manage the implementation of such programs
- 8.4.14.2. Chair the fundraising committee
- 8.4.14.3. Track the results of each activity separately

8.4.15. Director of Minor Officials

- 8.4.15.1. Recruit and ensure appropriate training for minor officials
- 8.4.15.2. Recommend the fee level for minor officials and arrange for payment of such fees and maintenance of necessary records
- 8.4.15.3. Assign minor officials to all games, including tournaments
- 8.4.15.4. Participate as a member of the G&T Committee

8.4.16. Director of Player Development

- 8.4.16.1. Organize and direct power skating and skills clinics as approved by the

Executive, and recommend other initiatives which will contribute to the development of players

8.4.16.2. Oversee and recommend improvements to the Bunny program.

8.4.17. Director of Coaching Development

8.4.17.1. Ensure that coaches are aware of and taking necessary coaching certification courses, and arrange for such clinics to be held in Waterloo if appropriate

8.4.17.2. Make assistance, coaching ideas and information available to coaches, and promote the sharing of ideas amongst coaches

8.4.17.3. Coordinate with the Convenors, an evaluation system as approved by the Executive.

8.4.18. Archivist

8.4.18.1. Maintain records of the Association so as to preserve the history of ringette in Waterloo, and co-ordinate activities to celebrate certain anniversaries

8.4.19. Equipment Manager

8.4.19.1. Distribute equipment to Provincial and Regional teams

8.4.19.2. Purchase equipment/arrange repairs as approved and directed by the Executive

8.4.19.3. Maintain an inventory of equipment and ensure recovery and storage of all equipment at the end of the season

8.4.20. Webmaster

8.4.20.1. Maintain the website on behalf of the Association

8.4.20.2. Provide guidance or training for team representatives to maintain their individual pages on the website.

8.4.20.3. Make recommendations to the Publicity and Marketing Director for improvements for the site

8.4.20.4. Maintain links to associated websites

10. COMMITTEES

10.1 The President shall appoint special committees, as the occasion requires. Committees so appointed shall cease to function when their term of reference has been fulfilled by the filing of a report to the Executive and a resolution to disband has been passed by the Executive.

10.2 Standing Committees:

10.2.1 Coaching Selection Committee

10.2.1.1 The Director of Coaching Development shall recommend to the Executive for approval the members of the Coaching Selection Committee. The

Executive may approve different Coaching Selection Committees for different teams.

10.2.1.2 The committee shall advertise the appropriate deadlines for applications

10.2.1.3 The committee shall design and coordinate an interview and selection process

10.2.1.4 All coaching selections shall be submitted to the Executive for approval

10.2.2 Games and Tournament Committee

10.2.2.1 Shall consist of the Ice Manager, CORL/WORL Rep, Director of Minor Officials, Referee in Chief and the Regional Team Convenor and Provincial Team Convenor

10.2.2.2 Annually, this committee will select a chairperson

10.2.2.2.1 This committee will coordinate the games and tournament scheduling functions to ensure that the needs of each league are fulfilled

10.2.2.2.2 This committee will meet as needed to alleviate schedule conflicts and ensure that the Ice Manager gets accurate and timely information

10.2.3 Fundraising Committee

10.2.3.1 Shall consist of the Director of Fundraising (shall serve as chairperson) and three other members approved by the Executive

10.2.3.2 This committee will coordinate and execute the annual fundraising activities as approved by the Executive

10.2.4 Winterfest Committee

10.2.4.1 Shall consist of the Tournament Chairperson and as many volunteers as necessary as approved by the Executive.

10.2.4.2 Will coordinate the annual Association tournament

10.2.4.3 Will act as an advisory group for any other tournaments as needed

10.2.5 Discipline and Grievance Committee

10.2.5.1.1. Shall consist of the Vice-President who shall be the chairperson and three members in good standing who shall be appointed by the chairperson and approved by the Executive

10.2.5.1.2. Review misconduct of members of the Association and take disciplinary action as deemed necessary up to and including dismissal from the Association

10.2.5.1.3. Receive and act upon grievances by Association members and reports to the Executive

11. MEETINGS

11.1. The Annual General Meeting shall be held no later than May 30 at such time and place as the Executive shall designate.

11.2. The Secretary shall publicize the Annual Meeting to all Association members, and

to the general public, not less than three weeks prior to the holding of the meeting.

11.3. The purpose of the Annual Meeting shall be to consider and vote on changes to the by-laws, elect Executive Members for the ensuing term, receive year-end reports from Officers, and consider other matters which come before the meeting.

11.4. Meetings of the Executive shall be held twice monthly during the fall months of the ringette season, monthly during the winter months and otherwise as required, and are open to all members. There shall be 10 days notice of meeting unless all members of the Executive agree on a shorter notice period.

11.5. Special general meetings will be held as deemed necessary by the Executive.

12. QUORUMS

12.1 The quorum for Executive meetings is 33% of the Executive, provided that two of the following are in attendance - President, Past President, Vice-President, Treasurer or Secretary.

12.2. A quorum for Annual Meetings and Special General Meetings shall be 66% of the Executive Members

13. SUSPENSION OR TERMINATION OF MEMBERSHIP

13.1 The Discipline & Grievance Committee shall have the right to suspend or terminate the play or position of Members of the Association and it objectives whose actions prove detrimental to the Association. Such decisions require a 2/3 vote of the Executive. Any individual terminated or suspended shall have the right of appeal to the Executive in an effort to seek re-instatement.

13.2 At the discretion of the Executive, any member of the Executive who has not attended three consecutive meetings without the President's consent shall be deemed to have resigned and the Executive may accept such resignation without further notice.

14. AMENDMENTS

14.1. The by-laws may be added to or otherwise amended only at an Annual General Meeting of W.R.A. Inc. by a two-thirds vote of members present at such meetings.

15. DISSOLUTION

15.1. Dissolution of the Association may be authorized by a two-thirds vote of those present at an Annual Meeting or Special General Meeting called for that purpose, with notice of such purpose having been duly given. All monies and other properties belonging to the Association shall, upon dissolution, become the property of a local charitable organization.

GLOSSARY OF TERMS

ORA - Ontario Ringette Association

WRRRA – Western Region Ringette Association

Ringette Canada – National Ringette Association

Minor Officials – refers to scorekeepers, timekeepers, and shot clock operators

G & T Committee – Games and Tournament Committee

Provincial Team – teams competing at the Provincial level, formerly All Star

Regional Team – teams competing at the Regional level, formerly House League

CORL – Central Ontario Ringette League

WORL – Western Ontario Ringette League

NWRL – North Waterloo Ringette League

SWIRL – South Western Intermediate Ringette League