

CONSTITUTION

GUELPH RINGETTE ASSOCIATION INC.

Revised April 29, 2005

ARTICLE 1: NAME...

- A. The name of the Organization shall be Guelph Ringette Association Inc. The Organization shall function without any personal gains for its members. Any profits or other accretions to the organization shall be used in promoting its objectives.

ARTICLE 2: OBJECTIVES...

- A. To organize, develop and administer Ringette competition in the City of Guelph.
- B. To provide an opportunity for every eligible player to play Ringette in the City of Guelph.
- C. To promote and improve Ringette in the City of Guelph.
- D. To develop and encourage community spirit in the City of Guelph.

ARTICLE 3: THE MEMBERSHIP SHALL CONSIST OF...

- A. Registered Players, Coaches, Managers, Trainers and Officials.
- B. Parents/Guardians of Players
- C. Members agreeing to abide by and comply with the Constitution, Bylaws, Code of Conduct and rules of play of the Association.
- D. All persons who have served as coach, manager, trainer, executive member, for a period of two consecutive years.
- E. Members residing within the prescribed boundaries as set by the Ontario Ringette Association (ORA) and honouring all releases and transfers, as set by the ORA

ARTICLE 4: REGISTRATION...

- A. All players must pay an annual registration fee established by the Executive.
- B. Coaches, Managers, Trainers, and Officials shall be approved by the Executive.
- C. Registration fees shall not be refunded after the registration closing date except for medical reasons certified in writing by a Doctor or as approved by the Executive.

- D. In addition to the regular registration fee, a post-dated cheque, for an amount to be determined by the executive, MAY be required as an equipment deposit. If required, this deposit would be forfeited should all GRA issued equipment not be returned at the end of the season.
- 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. If required, this deposit may be forfeited any time should the family or player not wish to fulfil their fundraising commitment.

ARTICLE 5: EXECUTIVE MEMBERS...

- A. The Executive shall consist of the following members elected at the Annual General Meeting of the Association and shall hold office for one year.
- President
 - Vice-President
 - Immediate Past President
 - Treasurer
 - Secretary
 - Director(s) of Communication
 - Director(s) of Registration
 - Director(s) of Coach and Player Development
 - Director(s) of Officials
 - Director(s) of Ice Scheduling
 - Director(s) of Equipment
 - Director(s) of Publicity and Media Relations
 - Director(s) of Fundraising
 - Director(s) of Sponsorship
 - Director(s) of Special Events
 - Director(s) of Adult Play (Open)
 - North Waterloo Ringette League (NWRL) Representative(s)
 - Western Region Representative(s)
 - Western Ontario Ringette League (WORL) Representative(s)
 - Central Ontario Ringette League (CORL) Representative(s)
 - Tournament Convenor(s)
- B. Duties of new executive to be assumed May 1st.

ARTICLE 6: DUTIES OF THE EXECUTIVE...

- A. The Executive shall have control of the affairs of the Association and shall have the power to fill any vacancies that may occur in the Executive.
- B. Shall control the finances and discharge all Association 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.
- C. Shall provide adequate liability insurance for each Player, Coach, Manager, Trainer and Official of the Association.

- D. Shall appoint committee(s) to be responsible for team selection. Each committee shall have at least three (3) members of the Association, one of which shall be a Director of Coach and Player Development.
- E. Six (6) weeks prior to the Annual General Meeting, the Executive shall appoint a nominating committee of three (3) members that will be responsible for putting forth a slate of names from the Membership, interested in running for each of the Executive positions.
- F. The executive shall ensure that mandatory equipment, as prescribed by Ringette Canada, be worn by all players while on the ice.
- G. The executive shall ensure that all coaches and on-ice coaching assistants wear a protective helmet and strongly recommend wearing a face mask/shield while on the ice.
- H. Executive members can recommend persons for honorary members.

ARTICLE 7: PRESIDENTIAL DUTIES...

- A. 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. 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. Shall be honorary member of all committees.

ARTICLE 8: VICE PRESIDENTAL DUTIES...

- A. Shall assist the President and in the absence of the President, shall perform the duties and exercise the powers of the President.
- B. 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.
- C. Shall attend meetings of the Guelph Sports Advisory Council.

ARTICLE 9 IMMEDIATE PAST PRESIDENT...

- A. The Immediate Past President shall act in an advisory capacity to the new Executive.
- B. Shall chair a nominating committee of three members, that will develop a slate of candidates from the Membership interested in running for each of the Executive

positions and shall preside over the election of the new executive at the Annual General Meeting.

ARTICLE 10: TREASURER...

- A. Shall be responsible for all Association funds, except for funds related to the Guelph Tournament.
- B. Shall pay all Association expenses, wherever possible by cheque, co-signed by the President, Vice President, Past President or Secretary, except for expenses related to the Guelph Tournament.
- C. Shall prepare and submit all financial reports and submissions for grants as may be required.
- D. Shall maintain account(s) at a Bank, Trust Company or other recognized financial institution and ensure that all Association funds are deposited to the account(s) and that all Association payments are made from the account(s).
- E. Shall provide an update of the association's financial status at executive meetings.
- F. Shall prepare a budget to be approved by the executive, prior to the executive setting registration fees.
- G. Shall arrange with the Director(s) of Tournament Affairs to reconcile the tournament account as soon as practical after the completion of the tournament and prior to the end of March. Any surplus tournament funds (other than seed money for the next year) or tournament losses, shall be transferred to/paid from the account(s) maintained by the Treasurer.
- H. Shall prepare and present an Annual Financial Statement for the Annual General Meeting, including revenues and expenses related to the Guelph Tournament.

ARTICLE 11: SECRETARY...

- A. Shall maintain accurate records of all meetings.
- B. Shall distribute minutes of Executive meetings to all team representatives. The secretary shall also send the Executive minutes to any other member, upon request.
- C. 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.
- D. Shall notify all members of the Association, at least one week in advance, of the Annual General Meeting.

ARTICLE 12: DIRECTOR(S) OF COMMUNICATION...

- A. Shall co-ordinate all necessary communications between the Executive and the membership, including but not limited to newsletters, emails, web page and Parent/Player Information Package.
- B. Shall be responsible for the development and maintenance of the Association web site.

ARTICLE 13: DIRECTOR(S) OF REGISTRATION...

- A. Shall be responsible for player, coach, manager, trainer and official's registration and ensuring the associated ORA fees are forwarded to the Treasurer for payment.
- B. Shall prepare and submit an accurate summary of all registration certificates as per ORA directives.

ARTICLE 14: DIRECTOR(S) OF COACH AND PLAYER DEVELOPMENT...

- A. Shall seek coaches, managers and trainers for teams, subject to Executive approval.
- B. Shall arrange for clinics, meetings, courses and any additional resource materials needed to develop the skills of the coaching staff.
- C. Shall arrange clinics and sessions (i.e. – power skating) to develop player skills.
- D. Shall arrange for distribution of materials to parents and/or players through the coaches.
- E. Shall have at least been certified for Level 1 technical clinic for coaching.
- F. Shall assist the Director(s) of Registration in completing Team Registration Forms

ARTICLE 15: DIRECTOR(S) OF OFFICIALS...

- A. Shall be responsible for the scheduling of referees for all games.
- B. Shall assist in arranging for referees for all Association tournaments.
- C. Shall co-ordinate training and instruction for referees.
- D. Shall arrange for evaluations of referees, as needed.
- E. Is encouraged to take at least the Level 1 Referees Clinic.

ARTICLE 16: DIRECTOR(S) OF ICE SCHEDULING...

- A. Shall be responsible for allocation of ice time to all teams for practice, games, power skating and tournaments.

- B. Shall be liaison between the City of Guelph staff and the Association.
- C. Shall be the contact person(s) for all re-scheduling of games and practices.

ARTICLE 17: DIRECTOR(S) OF EQUIPMENT...

- A. 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 within a budget set by the executive.
- C. Shall ensure adequate game sheets are ordered and on hand.

ARTICLE 18: DIRECTOR(S) OF PUBLICITY AND MEDIA RELATIONS...

- A. Shall be responsible for maintaining association 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 Association.

ARTICLE 19: DIRECTOR(S) OF FUNDRAISING...

- A. Co-ordinate the fundraising activities of the Association
- B. Maintain records of fundraising proceeds and expenses.

ARTICLE 20: DIRECTOR(S) OF SPONSORSHIPS...

- A. Seek team sponsors.
- B. Seek corporate sponsorships.
- C. Ensure sponsors receive recognition.

ARTICLE 21: DIRECTOR(S) OF SPECIAL EVENTS...

- A. Shall organize special events for the Association including but limited to such as player and team photographs, the Christmas skate and clothing orders.

ARTICLE 22: DIRECTOR(S) OF ADULT PLAY (OPEN)...

- A. Shall be the liaison between the Executive and Open division teams and players.

- B. Shall attend meetings of South Western Intermediate Ringette League (SWIRL) if the Association has a team(s) in SWIRL..

ARTICLE 23: NORTH WATERLOO RINGETTE LEAGUE (NWRL) REPRESENTATIVE(S)...

- A. Shall represent the Association at North Waterloo Ringette League (NWRL) Meetings and report back to the Executive.
- B. Shall be prepared to sit on the NWRL committees if elected.

ARTICLE 24: WESTERN REGION REPRESENTATIVE(S)...

- A. Shall represent the Association at Western Region Meetings and report back to the Executive.
- B. Shall be prepared to sit on the NWRL committees if elected.

ARTICLE 25: WESTERN ONTARIO RINGETTE LEAGUE (WORL) REPRESENTATIVE(S) ...

- A. Shall be the liaison between the Executive, the WORL league and Association's WORL team(s) and players.
- B. Shall attend WORL meetings if the Association has team(s) in the WORL league.

ARTICLE 26: CENTRAL ONTARIO RINGETTE LEAGUE (CORL) REPRESENTATIVE(S) ...

- A. Shall be the liaison between the Executive, the CORL league and Association's CORL team(s) and players.
- B. Shall attend CORL meetings if the Association has team(s) in the CORL league.

ARTICLE 27: TOURNAMENT CONVENOR(S)...

- A. Shall Chair the Guelph Tournament Committee and will be responsible for overseeing the following:
 - a. Forming a Tournament Committee and allocating duties amongst the committee members.
 - b. Registering the Guelph tournament with the Ontario Ringette Association and arranging payment of ORA tournament related fees, as required.
 - c. Tournament ice rental arrangements
 - d. Sending out invitation letters to other Ringette Associations.

- e. Receiving team registrations and related fees, and maintaining communication with such teams.
- f. Coordinating all tournament related publicity and advertising.
- g. Scheduling of tournament games.
- h. Seeking volunteers for tournament related activities including but not limited to registration desk, raffles, timekeeping, scorekeeping, shot clock.
- i. Purchasing awards and trophies.
- j. Preparing tournament programs.
- k. Obtaining sponsorships and donations.
- l. Operating or arranging the concessions, if applicable.
- m. Maintaining financial records of tournament revenues and expenditures in conjunction with the Treasurer and preparing a tournament financial report for the Executive as soon as practical after the tournament. For the purposes of the tournament, the Convenor(s) may maintain a separate bank account and deposit funds and issues cheques; however, surplus funds, other than seed money for the next year, shall be transferred to the Treasurer as soon as practical after the tournament and prior to March 31.

ARTICLE 28: EXECUTIVE MEETING...

- A. Executive meetings may 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 Association 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.

ARTICLE 29: ANNUAL GENERAL MEETING....

- A. The Annual General Meeting of the Association 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 Association 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 (adopted)
 - (3) The President's Report (adopted)
 - (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) 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. The Immediate Past President shall conduct the Election of the Executive by Roberts' Rules.
- F. Only Association members as per Article 3, in attendance at the AGM, eighteen (18) years of age and over shall be deemed eligible voting members.

ARTICLE 30: ONTARIO RINGETTE ASSOCIATION ANNUAL GENERAL MEETING...

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

ARTICLE 31: DISSOLUTION....

- A. In the event of dissolution of the association, all of its remaining assets, after payment of liabilities, shall be distributed to the Sam Jacks scholarship fund of the Ontario Ringette Association.