

**Guelph Ringette Association Inc.
Constitution and Bylaws (amended April 29, 2015)**

Section 1 - General

1.01 Name

The name of the Corporation shall be the Guelph Ringette Association Inc.

1.02 Objectives

- a) To organize, develop and administer Ringette competition in the City of Guelph and surrounding area.
- b) To provide an opportunity for every eligible player to play Ringette in the City of Guelph and surrounding area.
- c) To promote and improve Ringette in the City of Guelph and surrounding area.
- d) To develop and encourage community spirit in the City of Guelph and surrounding area.

1.03 Purpose

These By-laws relate to the general conduct of the affairs of the Guelph Ringette Association Inc.

1.04 Definitions

In this by-law, unless the context otherwise requires:

1. "Act" means the Not-for-Profit Corporations Act, 2010 (Ontario) and, where the context requires, includes the regulations made under it, as amended or re-enacted from time to time;
2. "Board" means the board of directors of the Corporation;
3. "By-laws" means this by-law (including the schedules to this by-law) and all other by-laws of the Corporation as amended and which are, from time to time, in force;
4. "Chair" means the chair of the Board;
5. "Corporation" means the corporation that has passed these by-laws under the Act or that is deemed to have passed these by-laws under the Act;
6. "Director" means an individual occupying the position of director of the Corporation by whatever name he or she is called;
7. "Member" means a member of the Corporation;
8. "Members" means the collective membership of the Corporation; and
9. "Officer" means an officer of the Corporation.

1.05 Interpretation

Other than as specified in Section 1.01, all terms contained in this by-law that are defined in the Act shall have the meanings given to such terms in the Act. Words importing the singular include the plural and vice versa, and words importing one gender include all genders.

1.06 Severability and Precedence

The invalidity or unenforceability of any provision of this By-law shall not affect the validity or enforceability of the remaining provisions of this By-law. If any of the provisions contained in the By-laws are inconsistent with those contained in the Articles or the Act, the provisions contained in the Articles or the Act, as the case may be, shall prevail.

1.07 Ruling on By-Laws

Except as provided in the Act, the Board will have the authority to interpret any provision of these By-laws that is contradictory, ambiguous, or unclear, provided such interpretation is consistent with the objects of the Corporation.

1.08 Registered Office

The registered office of the Corporation shall be at the City of Guelph, in the County of Wellington, in the Province of Ontario.

1.09 Seal

The seal of the Corporation, if any, shall be in the form determined by the Board.

1.10 No Gain for Members

The Corporation will be carried on without the purpose of gain for its Members and any profits or other accretions to the Corporation will be used in promoting its objects.

1.11 Execution of Contracts

Deeds, transfers, assignments, contracts, obligations and other instruments in writing requiring execution by the Corporation may be signed by any two of its Officers or Directors. In addition, the Board may from time to time direct the manner in which and the person by whom a particular document or type of document shall be executed. Any person authorized to sign any document may affix the corporate seal, if any, to the document. Any Director or Officer may certify a copy of any instrument, resolution, by-law or other document of the Corporation to be a true copy thereof.

1.12 Powers of the Board

Except as otherwise provided in the Act or these By-laws, the Board has the powers of the Corporation and may delegate any of its powers, duties and functions.

The Board is empowered including but not limited to:

- Making Policies and Procedures or manage the affairs of the Corporation in accordance with the Act and these By-laws.
- Make policies and procedures relating to the discipline of Members, and have the authority to discipline Members in accordance with such policies and procedures.
- Make policies and procedures relating to the management of disputes within the corporation and deal with the disputes in accordance with such policies and procedures.
- Employ or engage under contract such persons as it deems necessary to carry out the work of the corporation.
- Determine registration procedures, dues and determine other registration requirements.
- Enable the Corporation to receive donations and benefits for the purpose of furthering the objectives of the Corporation.
- Make expenditures for the purpose of furthering the objectives of the Corporation.
- Perform any other duties from time to time as may be in the best interests of the Corporation.

Section 2 - Directors

2.01 Composition of the Board

The Board will consist of 14 Directors. Upon selection of the Directors by the Members the following positions will be elected by the Board. Descriptions of each position can be found in Schedules A, B, C, D and E.

Chair/President (Director and Officer)
Vice President (Director and Officer)
Secretary (Director and Officer)
Treasurer (Director and Officer)
Director of Registration
Director of Officials
Director of Coach and Player Development
Director of Ice Scheduling
Director of Communication, Publicity and Media Relations
Director of Sponsorship and Fundraising
Director of Special Events
Director of Tournament
Director of Equipment
Director of Adult Play

2.02 Eligibility

To be eligible to be a Director, an individual must:

- Be eighteen (18) years of age or older
- Not have the status of bankruptcy
- Have not been declared incapable by a Court in Canada or another Country
- Have the Power under law to Contract

2.03 Nominations

At least 21 days prior to the Annual General Meeting the nominating committee as selected by the Board will issue a call for nominations using any means of communication. The call of nominations will state the method which the nominations are to be made and the requirement of the position.

A qualified individual may be nominated from the floor of the meeting of Members.

2.04 Election and Term

The Directors shall be elected by the Members. The term of office of the Directors (subject to the provisions, if any, of the articles) shall be from the date of the meeting at which they are elected or appointed until the next annual meeting or until their successors are elected or appointed. Each Director will serve for a term of 2 years.

For the initial election of Directors 7 (seven) Directors will be elected for a 1 (one) year term and the other 7 (seven) Directors will be elected for a two year term. All subsequent elections as positions become available will be for 2 year terms. Therefore election of 7 (seven) Directors will alternate each year subsequent to the initial year.

2.05 Vacancies

The office of a Director shall be vacated immediately:

1. if the Director resigns office by written notice to the secretary, which resignation shall be effective at the time it is received by the secretary or at the time specified in the notice, whichever is later;
2. if the Director dies or becomes bankrupt;
3. if the Director is found to be incapable of managing property by a court or under Ontario law; or
4. if, at a meeting of the Members, a resolution is passed by at least a majority of the votes cast by the Members removing the Director before the expiration of the Director's term of office.

2.06 Filling Vacancies

A vacancy on the Board shall be filled as follows:

1. a quorum of Directors may fill a vacancy among the Directors;
2. if there is not a quorum of Directors or there has been a failure to elect the minimum number of Directors set out in the articles, the Directors in office shall, without delay, call a special meeting of Members to fill the vacancy and, if they fail to call such a meeting, the meeting may be called by any Member;
3. if the vacancy occurs as a result of the Members removing a Director, the Members may fill the vacancy by a majority vote and any Director elected to fill the vacancy shall hold office for the remainder of the removed Director's term; and
4. The Board may fill any other vacancy by a majority vote, and the appointee shall hold office for the remainder of the unexpired portion of the term of the vacating Director. After that, the appointee shall be eligible to be elected as a Director.

2.07 Committees

Committees may be established by the Board as follows:

1. The Board will appoint from their number a managing Director for the Committees as designated in Schedule E and may delegate to the managing Director or committee any of the powers of the Directors excepting those powers set out in the Act that are not permitted to be delegated; and
2. Subject to the limitations on delegation set out in the Act, the Board may establish any additional committee it determines necessary for the execution of the Board's responsibilities. The Board shall determine the composition and terms of reference for any such committee. The Board may dissolve any committee by resolution at any time.

Section 3 - Board Meetings

3.01 Calling of Meetings

Meetings of the Directors may be called by the Chair, president or any two Directors at any time and any place on notice as required by this by-law, provided that, for the first organizational meeting following incorporation, an incorporator or a Director may call the first meeting of the Directors by giving not less than five days' notice to each Director, stating the time and place of the meeting.

3.02 Regular Meetings

The Board may fix the place and time of regular Board meetings and send a copy of the resolution fixing the place and time of such meetings to each Director, and no other notice shall be required for any such meetings.

3.03 Notice

Notice of the time and place for the holding of a meeting of the Board shall be given in the manner provided in Section 10 of this by-law to every Director of the Corporation not less than seven days before the date that the meeting is to be held. Notice of a meeting is not necessary if all of the Directors are present, and none objects to the holding of the meeting, or if those absent have waived notice or have otherwise signified their consent to the holding of such meeting. If a quorum of Directors is present, each newly elected or appointed Board may, without notice, hold its first meeting immediately following the annual meeting of the Corporation.

3.04 Chair

The Chair shall preside at Board meetings. In the absence of the Chair, the Directors present shall choose one of their numbers to act as the Chair.

3.05 Voting

Each Director has one vote. Questions arising at any Board meeting shall be decided by a majority of votes of all Directors. The Chair shall not vote except in the case of an equality of votes. The Chair shall then cast the deciding vote.

3.06 Participation by Telephone or Other Communications Facilities

If all of the Directors of the Corporation consent, a Director may participate in a meeting of the Board or of a committee of Directors by telephonic or electronic means that permits all participants to communicate adequately with each other during the meeting. A Director participating by such means is deemed to be present at that meeting.

If required voting may be done by other electronic means that would allow all Board Members to participate in the voting process such as by phone, email or other means approved by the Board.

Section 4 – Finance and Management

4.01 Banking

The Board shall by resolution from time to time designate the bank in which the money, bonds or other securities of the Corporation shall be placed for safekeeping.

4.02 Financial Year

The financial year of the Corporation ends on March 31 in each year or on such other date as the Board may from time to time by resolution determine.

4.03 Financial Statements

The Treasurer will prepare annual financial statements to be presented to the members at the annual general meeting. These financial statements will be reviewed by an audit committee made up of not less than two directors who upon review will sign the financial statements that they have been reviewed and approved. The Audit committee will be selected each year by majority vote of the board. If the board so chooses or is requested by a majority of the members they may appoint an independent Auditor to audit or conduct a review engagement of the books, accounts and records of the Corporation in accordance with the Public Accounting Act 2004. This auditor will not be an employee, Officer or Director of the Corporation.

4.04 Books and Records

The necessary books and records of the Corporation required by these By-laws or by applicable law will be necessarily and properly kept. The books and records include, but are not limited to:

- 4.04.01 The Corporation's articles and By-laws;
- 4.04.02 The minutes of meetings of the Members and of any committee of Members;
- 4.04.03 The resolutions of the Members and of any committee of Members;
- 4.04.04 The minutes of meetings of the Directors or any committee of Directors;
- 4.04.05 The resolutions of the Directors and of any committee of Directors;
- 4.04.06 A register of Directors;
- 4.04.07 A register of Officers;
- 4.04.08 A register of Members; and
- 4.04.09 Account records adequate to enable the Directors to ascertain the financial position of the Corporation on a quarterly basis.

4.05 Signing Authority

All financial instruments such as cheques and other payments must be signed by two (2) Officers or other individuals as designated by the Board for all bank accounts or other financial institution accounts of the corporation.

All Contracts, agreements, deeds, leases, mortgages, charges, conveyances, transfers and assignments of property, leases and discharges for the payment of money or other obligations in excess of \$5000 to be executed by the Corporation must be executed by two (2) Officers or other individuals designated by the Board.

4.06 Remuneration

All Directors, Officers and members of Committees will serve their term of office without remuneration (unless approved by at a meeting of Members) except for reimbursement of expenses as approved by the Board. This section does not preclude a Director or member of a Committee from providing goods or services to the Corporation under contract or for purchase. Any Director or member of a Committee will disclose the conflict/potential conflict in accordance with these By-laws.

Section 5 - Officers

5.01 Officers

The Board shall appoint from among the Directors a Chair/President and may appoint any other person to be treasurer and secretary at its first meeting following the annual meeting of the Corporation. The office of treasurer and secretary may be held by the same person and may be known as the secretary-treasurer. The office of Chair/President shall be held by the same person. The Board may appoint such other Officers and agents as it deems necessary, and who shall have such authority and shall perform such duties as the Board may prescribe from time to time.

5.02 Office Held at Board's Discretion

Any Officer shall cease to hold office upon resolution of the Board.

5.03 Duties

Officers shall be responsible for the duties assigned to them and they may delegate to others the performance of any or all of such duties.

5.04 Duties of the Chair

The Chair shall perform the duties described in sections 3.04 and 9.05 and such other duties as may be required by law or as the Board may determine from time to time.

5.05 Duties of the President

The president shall perform the duties described in Schedule A and such other duties as may be required by law or as the Board may determine from time to time.

5.06 Duties of the Treasurer

The treasurer shall perform the duties described in Schedule B and such other duties as may be required by law or as the Board may determine from time to time.

5.07 Duties of the Secretary

The secretary shall perform the duties described in Schedule C and such other duties as may be required by law or as the Board may determine from time to time.

Section 6 - Protection of Directors and Others

6.01 Protection of Directors and Officers

No Director, Officer or committee member of the Corporation is to be liable for the acts, neglects or defaults of any other Director, Officer, committee member or employee of the Corporation or for joining in any receipt or for any loss, damage or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired by resolution of the Board or for or on behalf of the Corporation or for the insufficiency or deficiency of any security in or upon which any of the money of or belonging to the Corporation shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person, firm or Corporation with whom or which any moneys, securities or effects shall be lodged or deposited or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of his or her respective office or trust provided that they have:

1. complied with the Act and the Corporation's articles and By-laws; and
2. exercised their powers and discharged their duties in accordance with the Act.

Section 7 - Conflict of Interest

7.01 Conflict of Interest

A Director who is in any way directly or indirectly interested in a contract or transaction, or proposed contract or transaction, with the Corporation shall make the disclosure required by the Act. Except as provided by the Act, no such Director shall attend any part of a meeting of Directors or vote on any resolution to approve any such contract or transaction.

7.02 Charitable Corporations.

No Director shall, directly or through an associate, receive a financial benefit, through a contract or otherwise, from the Corporation if it is a charitable corporation unless the provisions of the Act and the law applicable to charitable corporations are complied with.

Section 8 – Members

8.01 Classes

There shall be two classes of membership in the Corporation:

- .01 Ordinary Members; and
- .02 Honourary Members

8.02 Honourary Members

From time to time, the Board may by resolution admit for life or lesser term without payment of any fee or assessment as an Honourary Member a person who, in the opinion of the Board has made an outstanding contribution to the development of the Corporation. An Honourary Member shall not have the right to vote.

8.03 Ordinary Members + Voting by Ordinary Members

8.03.01 Types of Ordinary Membership

There shall be two types of ordinary members (“Ordinary Members”) as defined below.

8.03.01.01 Ordinary Membership by Admittance of Board

The Board may by resolution admit a person who is not otherwise qualified under Section 8.03.01.02 to be an Ordinary Member. If admitted as such, Ordinary Membership shall expire one year after such resolution, provided that a Board may admit the same person by resolution on an annual basis. This would include Persons serving as a coach, manager, trainer, committee or executive member.

8.03.01.02 Ordinary Membership by Player Registration

It is acknowledge that membership in the Corporation ideally would consist of players whose registration has been accepted by the Guelph Ringette Association. However, as many such players are under the age of majority (18 years), ordinary membership in the Corporation shall consist of one parent or legal guardian for each player registered in the Guelph Ringette Association if such player is under 18 years of age. If over 18 years of age an Ordinary member shall be such player as registered in the Guelph Ringette Association. The membership fee for admission as an Ordinary member shall be payment of the yearly fee for registration by or for each such player.

8.03.02 Voting by Ordinary Members

8.03.02.01 An Ordinary Member admitted under Section 8.03.01.02

There shall be only one (1) vote for each player registered in the Guelph Ringette Association. For player(s) under the age of 18, one parent or one guardian may cast a vote on the player’s behalf as long as ‘one vote per player registered’ is not exceeded.

8.03.02.02 An Ordinary Member admitted under Section 8.03.01.01

Shall be entitled to one (1) vote.

8.04 Holding Office

No person who is not an Ordinary Member by virtue of Player Registration or Admittance by the Board shall be qualified to be a director.

8.05 Membership Dues and Duration

8.05.01 Year – Unless otherwise determined by the board the membership year of the Corporation will be May 1 to April 30.

8.05.02 Dues – Membership dues will be determined annually by the Board.

8.05.03 Duration – Membership duration is accorded on an annual basis and Members will renew annually.

8.05.04 Transfer of Membership - membership in the Corporation is not transferable and automatically terminates if the Member resigns or such membership is otherwise terminated in accordance with the Act.

8.06 Disciplinary Act or Termination of Membership for Cause

1. Upon 15 days' written notice to a Member, the Board may pass a resolution authorizing disciplinary action or the termination of membership for violating any provision of the articles or By-laws.
2. The notice shall set out the reasons for the disciplinary action or termination of membership. The Member receiving the notice shall be entitled to give the Board a written submission opposing the disciplinary action or termination not less than 5 days before the end of the 15-day period. The Board shall consider the written submission of the Member before making a final decision regarding disciplinary action or termination of membership.
3. Any dues or other monies owed to the Corporation by suspended or expelled Members will remain due.

8.07 Good Standing

8.07.01 Definition – A Member will be in good standing provided that the Member:

- Has not ceased to be a Member;
- Has not been suspended or expelled from membership, or had other membership restrictions or sanctions imposed;
- Has completed and remitted all documents as required by the Corporation;
- Has complied with the By-laws, policies, and rules of the Corporation;
- Is not subject to a disciplinary investigation or action by the Corporation, or if subject to disciplinary action previously, has fulfilled all terms and conditions of such disciplinary action to the satisfaction of the Board; and
- Has paid all required membership dues.

8.07.02 Cease to be in Good Standing - Members that cease to be in good standing, as determined by the Board or a Disciplinary Panel will not be entitled to vote at meetings of the Members or be entitled to the benefits and privileges of membership until such time as the Board is satisfied that the Member has met the definition of good standing.

8.08 Liability of Members

Members shall not, as such, be held, answerable or responsible for any act, default, obligation or liability of the corporation or for any engagement, claim, payment, loss, injury, transaction, matter or thing relating to or connected with the Corporation.

Section 9 - Members' Meetings

9.01 Annual Meeting

The annual meeting shall be held on a day and at a place within Ontario fixed by the Board. Any Member, upon request, shall be provided, not less than 7 days before the annual meeting, with a copy of the approved financial statements and other financial information required by the By-laws or articles.

The business transacted at the annual meeting shall include:

1. receipt of the agenda;
2. receipt of the minutes of the previous annual and subsequent special meetings;
3. consideration of the financial statements;
4. report of the auditor or person who has been appointed to conduct a review engagement if applicable;
5. reappointment or new appointment of the auditor or a person to conduct a review engagement for the coming year if applicable;
6. election of Directors; and
7. such other or special business as may be set out in the notice of the meeting.

No other item of business shall be included on the agenda for the annual meeting unless a Member's proposal has been given to the secretary prior to the giving of notice of the annual meeting in accordance with the Act, so that such item of new business can be included in the notice of annual meeting.

9.02 Special Meetings

The Directors may call a special meeting of the Members. The Board shall convene a special meeting on written requisition of not less than one-tenth of the Members for any purpose connected with the affairs of the Corporation that does not fall within the exceptions listed in the Act or is otherwise inconsistent with the Act, within 21 days from the date of the deposit of the requisition.

9.03 Notice

Subject to the Act, not less than 10 and not more than 50 days written notice of any annual or special Members' meeting shall be given in the manner specified in the Act to each Member and to the auditor or person appointed to conduct a review engagement if applicable. Notice of any meeting where special business will be transacted must contain sufficient information to permit the Members to form a reasoned judgment on the decision to be taken. Notice of each meeting must remind the Member of the right to vote by proxy.

9.04 Quorum

10% (Ten Percent) of the Ordinary Members present in person or represented by proxy constitute a quorum at a meeting of members and no business shall be transacted at any meeting unless the requisite quorum is present at the commencement of the meeting. If a quorum is present at the opening of a meeting of the Members, the Members present may proceed with the business of the meeting, even if a quorum is not present throughout the meeting.

9.05 Chair of the Meeting

The Chair shall be the chair of the Members' meeting; in the Chair's absence, the Members present at any Members' meeting shall choose another Director as chair and if no Director is present or if all of the Directors present decline to act as chair, the Members present shall choose one of their number to chair the meeting.

9.06 Voting of Members

Business arising at any Members' meeting shall be decided by a majority of votes unless otherwise required by the Act or the By-law provided that:

1. each Member shall be entitled to one vote at any meeting;
2. votes shall be taken by a show of hands among all Members present and the chair of the meeting, if a Member, shall have a vote;
3. Every member entitled to a vote at a meeting of Members may, by means of a proxy to attend and vote on behalf of the Member. The Proxy must be signed by the Member, Be in a form that complies with the Act, Comply with the format stipulated by the Corporation and be submitted to the Chair (2) business days prior to the meeting of the Members.
4. an abstention shall not be considered a vote cast;
5. before or after a show of hands has been taken on any question, the chair of the meeting may require, or any Member may demand, a written ballot. A written ballot so required or demanded shall be taken in such manner as the chair of the meeting shall direct;
6. if there is a tie vote, the chair of the meeting shall require a written ballot, and shall not have a second or casting vote. If there is a tie vote upon written ballot, the motion is lost; and
7. whenever a vote by show of hands is taken on a question, unless a written ballot is required or demanded, a declaration by the chair of the meeting that a resolution has been carried or lost and an entry to that effect in the minutes shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

9.07 Adjournments

The Chair may, with the majority consent of any Members' meeting, adjourn the same from time to time and no notice of such adjournment need be given to the Members, unless the meeting is adjourned by one or more adjournments for an aggregate of 30 days or more. Any business may be brought before or dealt with at any adjourned meeting which might have been brought before or dealt with at the original meeting in accordance with the notice calling the same.

9.08 Persons Entitled to be Present

The only persons entitled to attend a Members' meeting are the Members, the Directors, the auditors of the Corporation (or the person who has been appointed to conduct a review engagement, if any) and others who are entitled or required under any provision of the Act or the articles to be present at the meeting. Any other person may be admitted only if invited by the Chair of the meeting or with the majority consent of the Members present at the meeting.

Section 10 - Notices

10.01 Service

Any notice required to be sent to any Member or Director or to the auditor or person who has been appointed to conduct a review engagement if applicable shall be provided by telephone, delivered personally, or sent by prepaid mail, facsimile, email or other electronic means to any such Member or Director at their latest address as shown in the records of the Corporation and to the auditor or the person who has been appointed to conduct a review engagement at its business address, or if no address be given then to the last address of such Member or Director known to the secretary; provided always that notice may be waived or the time for the notice may be waived or abridged at any time with the consent in writing of the person entitled thereto.

10.02 Computation of Time

Where a given number of days' notice or notice extending over any period is required to be given, the day of service or posting of the notice shall not, unless it is otherwise provided, be counted in such number of days or other period.

10.03 Error or Omission in Giving Notice

No error or accidental omission in giving notice of any Board meeting or any Members' meeting shall invalidate the meeting or make void any proceedings taken at the meeting.

Section 11 - Adoption and Amendment of By-laws

11.01 Amendments to By-laws

The Board may from time to time in accordance with the Act pass or amend this by-law as they deem necessary for the betterment of the Corporation other than a provision respecting to change the method of voting by its members. These by-laws shall remain in force only until the next Annual General Meeting and then be ratified or rejected by the membership.

Section 12 – Dissolution

In the event of dissolution of the corporation, all of its remaining assets, after payment of liabilities, shall be distributed to the Sam Jacks Scholarship Fund of the Ontario Ringette Association.

Schedule A

Position Description of the President

Role Statement

The president provides leadership to the Board, ensures the integrity of the Board's process and represents the Board to outside parties. The president co-ordinates Board activities in fulfilling its governance responsibilities and facilitate co-operative relationships among Directors and between the Board and senior management, if any, of the Corporation. The president ensures the Board discusses all matters relating to the Board's mandate.

Responsibilities

Agendas. Establish agendas aligned with annual Board goals and preside over Board meetings if also holding the office of Chair. Ensure meetings are effective and efficient for the performance of governance work. Ensure that a schedule of Board meetings is prepared annually.

Western Region Meetings. Shall represent the Association at all Western Region Meetings and report back to the Board and vote at all meetings on behalf of the Guelph Ringette Association.

Ontario Ringette Annual General Meeting. Shall represent the Association at the Ontario Ringette Association Annual General Meeting and all Ontario Ringette Association Membership meetings and report back to the Board and vote at all meetings on behalf of the Guelph Ringette Association.

Representation. Serve as the Board's primary contact with the public.

Reporting. Report regularly to the Board on issues relevant to its governance responsibilities.

Board Conduct. Set a high standard for Board conduct and enforce policies and By-laws concerning Directors' conduct.

Mentorship. Serve as a mentor to other Directors. Ensure that all Directors contribute fully. Address issues associated with underperformance of individual Directors.

Succession Planning. Ensure succession planning occurs for senior management, if any, and Board.

Committee Membership. Serve as member on all Board committees.

Schedule B

Position Description of the Treasurer

Role Statement

The treasurer works collaboratively with the president and senior management, if any, to support the Board in achieving its fiduciary responsibilities.

Responsibilities

Custody of Funds. The treasurer shall have the custody of the funds and securities of the Corporation and shall keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the Corporation in the books belonging to the Corporation and shall deposit all monies, securities and other valuable effects in the name and to the credit of the Corporation in such chartered bank or trust company, or, in the case of securities, in such registered dealer in securities as may be designated by the Board from time to time. The treasurer shall disburse the funds of the Corporation as may be directed by proper authority taking proper vouchers for such disbursements, and shall render to the Chair and directors at the regular meeting of the Board, or whenever they may require it, an accounting of all the transactions and a statement of the financial position, of the Corporation. The treasurer shall also perform such other duties as may from time to time be directed by the Board.

Board Conduct. Maintain a high standard for Board conduct and uphold policies and By-laws regarding Directors' conduct, with particular emphasis on fiduciary responsibilities.

Mentorship. Serve as a mentor to other Directors.

Financial Statement. Present to the Members at the annual meeting as part of the annual report, the financial statement of the Corporation approved by the Board together with the report of the auditor or of the person who has conducted the review engagement, as the case may be.

Schedule C

Position Description of the Secretary

Role Statement

The secretary works collaboratively with the president to support the Board in fulfilling its fiduciary responsibilities.

Responsibilities

Board Conduct. Support the president in maintaining a high standard for Board conduct and uphold policies and the By-laws regarding Directors' conduct, with particular emphasis on fiduciary responsibilities.

Document Management. Keep a roll of the names and addresses of the Members. Ensure the proper recording and maintenance of minutes of all meetings of the Corporation, the Board and Board committees. Attend to correspondence on behalf of the Board. Have custody of all minute books, documents, registers and the seal of the Corporation and ensure that they are maintained as required by law. Ensure that all reports are prepared and filed as required by law or requested by the Board.

Meetings. Give such notice as required by the By-Laws of all meetings of the Corporation, the Board and Board committees. Attend all meetings of the Corporation, the Board and Board committees.

Schedule D

Position Description of the Vice President

Role Statement

The Vice President shall assist the President and in the absence of the President, shall perform the duties and exercise the powers of the President.

Should the position of President become vacant for any reason, the Vice President shall perform the duties of the President until such a time as the Board can elect a new President.

Responsibilities

League Meetings. Shall represent the Association at all Western Ontario Ringette League (WORL), Central Ontario Ringette League (CORL) and Western Region Ringette League (WRRL) Meetings and report back to the Board and vote at all meetings on behalf of the Guelph Ringette Association.

Board Conduct. Support the president in maintaining a high standard for Board conduct and uphold policies and the By-laws regarding Directors' conduct, with particular emphasis on fiduciary responsibilities.

Schedule E – Specific Director Roles and Responsibilities

Director of Registration

- Shall be responsible for players, coaches, managers, trainers, volunteers and official's registration and ensuring the associated ORA fees are forwarded to the treasurer for payment.
- Shall prepare and submit an accurate summary of all registration certificates as per ORA directives

Director of Coach and Player Development

- Oversee the Coach and Player Development Committee and all that the committee is responsible for as outlined in Schedule F.

Director of Officials

- Shall be responsible for the scheduling of referees for all games.
- Shall coordinate and assist in arranging referees for the association tournament.
- Shall co-ordinate training and instruction for all referees.
- Shall arrange for evaluations of referees as needed.

Director of Ice Scheduling

- Shall be responsible for allocation of ice time to all teams for practice, games, and other functions.
- Shall be liaison between the City of Guelph, University of Guelph and the Association.
- Shall be the contact person for all rescheduling of games and practices.

Director 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 season.
- Shall be responsible for the purchase of new or replacement equipment within a budget set by the Board.
- Shall ensure adequate game sheets are ordered and on hand.

Director of Sponsorship and Fundraising

- Oversee the Sponsorship and Fundraising Committee and all that the committee is responsible for as outlined in Schedule F.

Director of Communication, Publicity and Media Relations

- Oversee the Communication, Publicity and Media Relations Committee and all that the committee is responsible for as outlined in Schedule F.

Director of Special Events

- Oversee the Special Events Committee and all that the committee is responsible for as outlined in Schedule F.

Director of Open Play

- Shall be the liaison between the Board and the Adult teams and players.
- Shall attend meetings of the South Western Intermediate Ringette League (SWIRL) if the association has teams in SWIRL.

Director of Tournament

- Oversee the Tournament Committee and all that the committee is responsible for as outlined in Schedule F.

Schedule F – Committees Roles and Responsibility

Communication, Publicity and Media Relations Committee

- Shall co-ordinate all necessary communications between the Board and the Members, including but not limited to newsletters, emails, web page posting and social media.
- Shall be responsible for providing local newspapers and media outlets with game and tournament results for all teams in the association.
- Shall be responsible for promotion and media releases for the association.

Sponsorship and Fundraising Committee

- Co-ordinate the fundraising activities of the association.
- Maintain records of fundraising proceeds and expenses.
- Seek Team and Corporate Sponsorships.
- Ensure Sponsors receive recognition.

Special Events Committee

- shall organize special events for the association including but not limited to such things as Player/Team Photographs, Holiday Skate, GRA Clothing and Merchandise Orders, Annual General Meeting.

Coach and Player Development Committee

- Shall seek coaches, managers and trainers for teams, subject to Executive approval.
- Shall help with team selection at both the Provincial and Regional levels.
- Shall arrange for clinics, meetings, courses and any additional resource materials needed to develop the skills of the coaching staff.
- Shall arrange clinics and sessions (i.e. – power skating/goalie) to develop player skills.
- Shall arrange for distribution of materials to parents and/or players through the coaches.
- Shall assist the Director(s) of Registration in completing Team Registration Forms.

Tournament Committee

- Ensuring the tournament is properly registered with the ORA and that all related fees are paid as required.
- Tournament Ice Arrangements.
- Sending out invitation letters to other associations.
- Receiving Team Registrations, related fees and maintaining communication with such teams.
- Coordinating all tournament related publicity and advertising.
- Scheduling of Tournament Games.
- Seeking Volunteers for tournament related activities.
- Purchasing awards and medals.
- Obtaining Sponsorships and donations.
- 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.