

Oshawa Ringette Association

Constitution and By-Law Adopted January 13, 1993 And Amended September 19, 2005 And further Amended April 17, 2006, April 23, 2007, April 24, 2009 and May 17, 2010

Constitution

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Constitution

Article 1 : Name

- a) This organization shall be known as the (Oshawa Storm Ringette Association) hereinafter in the Constitution and By-laws referred to as the Association.

Article 2 : Colours

- a) The organizations colours will be red, with black and white trim. Alternate colours shall be white, with red and black trim or black with red and white trim pending ORA approval. Various other colours will be used for house league teams only.

Article 3 : Purpose

- a) The purpose of this association shall be to provide a wholesome Ringette environment not only for players involved, but also for coaches, managers, parents and league officials.

Article 4 : Objectives

- a) This association will govern the game of Ringette for players within the City of Oshawa, the Municipality of Clarington and other areas not currently serviced by Ringette as stated by the Ontario Ringette Association hereinafter known as the O.R.A.
- b) This association will endeavor to cultivate a true spirit of sportsmanship among all participants and will promote fair play and friendly competition.
- c) This association will endeavor to promote, organize and control team competition, in the area of operation to the maximum of playing accommodation and financial resources. These to be administered by a group of elected volunteers, namely called the Oshawa Ringette Board of Directors.
- d) To provide competition for all who desire to participate in Ringette, giving due consideration to their individual capabilities.

Article 5 : Membership

- a) Membership in the association is open to all residents of the city of Oshawa and surrounding areas where Ringette has not been established upon registration.
- b) Members to include Board of Directors, Coaching Staffs, and Players.

Article 6 : Finance

- a) Fees : At the time of registration each person who actively participates as a player shall pay a registration fee.
- b) Funds : Every financial transaction involving the Association shall be carried out in the name of the Association. All Association funds, other than funds received from lottery proceeds, shall be deposited in the name of the association, in a current account by the Treasurer, in a designated financial institute. Funds received from lottery proceeds must be deposited into a Lottery Trust Account in compliance with Provincial Regulations.
- c) Dissolution : If the Oshawa Storm Ringette Association should dissolve, the Association provides for the distribution of the Association's assets and property held or acquired from the proceeds of the licensed lottery events (e.g. lottery trust accounts or property purchased with lottery proceeds) to charitable organizations that are eligible for lottery licenses in Ontario.

Article 7 : Officers

- a) There shall be a Board of Directors consisting of Members who shall be elected according to the by-laws. Vacant positions may be filled by appointment from the Board. Extra positions may also be appointed, should the need arise.
- b) The Executive shall consist of a President, 1st Vice-President, 2nd Vice-President, Treasurer and Secretary.

Article 8 : Quorum

- a) At a General, Board of Directors or Annual General meeting a quorum shall consist of 2/3 majority vote of the Board of Directors as established in the Constitution Article 7: Officers. .

Article 9 : Meetings

- a) There shall be Annual, Special, Emergency and General meetings of the Association as defined in the By-laws.

Article 10 : Amendments

- a) How initiated:
Every proposed amendment to the Constitution and By-laws shall be presented in writing as a Notice of Motion to the Board at a regular Board meeting and shall be signed by the Mover and Seconder. First reading shall occur at that time.

- b) Evaluation:
Every such amendment shall be examined by the Board in respect to its relation to the Constitution and By-laws. If alteration is considered advisable, suggestion to this effect shall be made to the Mover and Seconder.

- c) Presentation:
By-law amendments : At the next regular Board meeting following the meeting at which the Notice of Motion was presented, the Motion shall be placed on the agenda and shall be considered and voted upon.

- d) Adoption:
An amendment shall require an affirmative vote of the members present at such meetings as follows:
 - i) To amend the Constitution – a 2/3 majority vote of the Board of Directors

 - ii) To amend or add a By-law – a simple majority (over 50%) of the Board of Directors.

BY-LAWS

Section A : Membership

1. Voting members are all members in good standing and all registered players 18 years of age and over.
 - 1a) Head coaches or their designate who are members in good standing are appointed positions and will assume the right to one vote at any Board meeting, including AGM and special meetings.
2. Parents of players who are minors shall also be considered members with one vote each. Parents having more than one child playing in the Association shall be considered as having only one child for voting purposes.
3. Registration : The registration fees and dates for registration for Ringette shall be established yearly by the Board of Directors.
4. No player should be allowed on the ice if they have not:
 - 1) paid all previous years fees including all monies owed to teams
 - 2) paid all registration fees by October 1st of each yearAny exceptions should be at the discretion of the Board, if requested in writing by the player or parent.

Section B : Finance

1. Disbursement of Association funds shall be made by cheque by the Treasurer. Such cheques shall carry the signature of the Treasurer and one of the President or Secretary.
2. Upon Board of Directors approval, should monies accumulate beyond the requirements foreseen for reasonably immediate disbursement, any amount in excess of such requirement may be deposited in fully registered securities which have a guaranteed parity feature as well as a liquidity feature.
3. For accounting purposes the fiscal year shall run from June 1st to May 31st.

Section C : Officers

1.
 - a) The affairs of the Association shall be managed by the Board of Directors who shall be elected to hold office by the membership at the Annual meeting.
 - b) The Executive shall have full power to deal with any matter concerning the operation of the Association.
 - c) If a member of the Board of Directors coaches, he/she can address the Board in matters concerning his/her team during a Board meeting but shall not vote on any motion arising from the matter.

- d) Upon presentation of evidence in writing of misconduct, the President shall notify the offending party of the complaint and shall convene a hearing with both parties in attendance. If the offender or their representative are not in attendance, a decision may be rendered in their absence.
 - e) Upon presentation of evidence in writing of misconduct, from another association, the President shall notify the offending party of the complaint and shall convene a hearing with the offender in attendance. If the offender or their representative are not in attendance, a decision may be rendered in their absence.
 - f) The Executive shall have the authority to suspend or dismiss any player, coach, manager or any other member of the Association whose conduct is detrimental to the best interest of the Association.
2. The composition and duties of the Board of Directors shall be listed at the end of the By-laws with their terms of office defined.

Section D : Quorum

1. A quorum for a Board of Directors meeting, a General Meeting or an Annual General Meeting shall consist of 2/3 majority vote of the Board of Directors as established in the Constitution Article 7: Officers

Section E : Meetings

1. Meetings must be held monthly. Additional meetings may be called at the discretion of the President.
2. An Annual General Meeting will be held to cover the Constitution amendments, any membership concerns and relevant Board reports. The meeting will also include elections for positions on the Board.
3. Any member of Oshawa Ringette requesting to attend a Board meeting with a problem or suggestion must submit in writing, with reason given, to the Secretary, five (5) days prior to the next Board Meeting a letter stating their request. If time is available on the Board business schedule for that meeting they will be notified to attend, or given an alternate date to be heard.
4. Two player representatives elected by team members shall be entitled to request attendance at a Grievance Committee Meeting where they shall be allowed to speak out but not to vote.

Section F : Elections

1. No member may be elected to or otherwise hold more than one executive position unless insufficient volunteers are available. To be eligible for election to the office of President, a candidate must have been on the Board of Directors for at least 1 year in the past 2.
2. An Election Committee appointed by the Board of Directors and consisting of 5 members in good standing shall post a notice of elections on the bulletin board at the arena and in a newsletter to the membership one month prior to the gather nominations for the available positions and upon confirmation of interest of the nominee shall present them to the President for presentation to the membership at the Annual General Meeting for elections. Voting shall be by secret ballot if required and election of officers shall be by majority vote of eligible members.
3. Any member of the Board of Directors not fulfilling their obligations to the Association or not attending 2 consecutive or 3 total meetings on a regular basis can be forced to resign from their position by a 2/3 majority vote of the total Board of Directors. Any open position will be filled by appointment by a majority vote until the next A.G.M. Voting to be done by secret ballot.

Section G: Procedure

1. a) The Executive shall have the power to appoint a chairperson to form ad hoc committees of the Board of Directors to deal with matters of business pertaining to the operation of the Association.
 - b) Each committee must have one Executive member.
 - c) Committees that deal with receipt or disbursement of monies shall prepare a financial statement and reconcile this with the Treasurer on completion of each project.
 - d) The chairperson of the committee or a Board member may be replaced and/or a committee dissolved, at any time, by the Executive if it feels that the task as set out for the committee is not being carried out fully and/or properly
2. a) No player will play out of their age group. Any exceptions to this rule must be forwarded to the Board in writing. Exception to this rule will be made by the Board.
 - b) Releases will be handled as per the guidelines issued by the O.R.A. Specifically: Registration item # 8 Release Parameters of the O.R.A. Manual.
3. a) The current Board will accept applications and place coaches for the following season where possible. Applications will be made available at least 30 days prior to the selection date. Selection criteria is as follows:
 - i) has coaching level as required by O.R.A. regulations or attainable within that season
 - ii) previous coaching experience

- iii) head coaches will pick the remaining bench staff according to the guidelines set out by the O.R.A.
 - iv) iv) if there are 2 or more qualified applicants apply for the same position a decision will be made by the Board (vote by secret ballot)
 - v) v) it will be the intent of the Board to assign a head coach to only one team per season
4. a) Head coaches may discipline players or staff as they feel necessary up to the point of suspending a player or staff member. Suspensions of players or staff will be decided upon by the Board upon written presentation as per the By-laws (Section C 1d).
 - b) A coach shall endeavor to make a fair evaluation of his/her team's level of play and register the team accordingly)
 - c) All appeals of the Board decisions regarding authority will be directed through the Board to the appropriate governing body
5. No player will be allowed on the ice unless they are wearing full Ringette equipment in accordance with O.R.A. regulations. Neck protectors are mandatory for all Association players.
 6. Any correspondence, other than tournament information with outside associations and governing bodies will be directed through the appropriate elected Board member.
 7. Should a situation arise that is not covered by the rules in the above sections, Roberts Rules of Order (manual to parliamentary procedure) shall apply.
 8. Whenever the words "she, her, herself" are used in the Constitution and By-laws, they may be interpreted as he, him, himself" as applicable.

Section H : Composition and Duties of Officers

Executive:

President : Two year term elected in even numbered years.

1. Shall call all meetings of the Board of Directors at least once per month.
2. Shall preside at Board of Directors meetings and Annual General Meetings and elections.
3. Shall supervise the general management of the affairs of the Association subject to the Constitution.
4. Shall represent the Association at all functions where the interest of the Association is concerned.
5. Shall not vote except in the case of a tie when he/she shall cast the deciding vote and shall be an Ex-officio member of all Standing and Ad Hoc Committees.

1st Vice President : Two year term elected in odd numbered years.

1. Shall exercise the usual privileges of the President's office in the absence of the President.
2. As Central Ontario Ringette League Rep. shall represent the Association at monthly C.O.R.L. meetings and report back to the Association.
3. As Coaching Co-ordinator shall be responsible to the coaching staff of all select teams, distributing all pertinent information issued by the O.R.A., O.C.R.R.C., and C.O.R.L. It is his/her responsibility to handle any complaints from the coaching staff, and bring it to the attention of the Board. He/She shall see that coaching staff attend clinics to obtain their levels of coaching.

2nd Vice President : One year term

1. Shall exercise the usual privileges of the President's office in the absence of the President and 1st Vice President.
2. As OCRR League Rep. shall represent the Association at all OCRR League meetings and report back to the Association.
3. As Coaching Co-ordinator shall be responsible to the coaching staff of all house league teams distributing all pertinent information issued by the O.R.A., O.C.R.R.C., and OCRR.L. It is his/her responsibility to handle any complaints from the coaching staff, and bring it to the attention of the Board. He/she shall see that coaching staff attend clinics to obtain their levels of coaching.

Secretary : One year term

1. Shall issue notice of all meetings, conduct all correspondence, maintain records of proceedings and meetings, have custody of all documents and records pertaining to the affairs of the Association.

Treasurer : Two year term elected in odd numbered years.

1. Shall maintain a financial record for the Association
2. Shall supervise all banking of the association.
3. Shall prepare an annual statement for the A.G.M.
4. Shall have the authority to pay all bills incurred by the Association.

Board:

Registrar : One year term

1. Shall arrange registration day or days.
2. Shall be responsible for registrations of all players, coaches, managers, referees and Board members.
3. Shall check that all player forms are signed and correctly filled out.
4. Shall forward all forms to the O.R.A. as per their guidelines.
5. Shall collect all registration fees as directed by the Board and provide a receipt for same
6. Shall provide the Board with a list of all players' names addresses, telephone numbers and parent's names.

Referee-In-Chief : Two year term elected in odd numbered years.

1. Shall arrange clinics to upgrade officials on an annual basis when necessary and notify referees of clinics available to them.
2. Shall attempt to assign the proper level of referee for each game.
3. Shall pay referees with funds obtained from the Treasurer and provide an annual financial report to the Treasurer.
4. Shall provide the O.R.A. with information they require about our referees.

Publicity : One year term.

1. Shall be responsible for all promotion of the Association to all media.
2. Shall submit all game results and statistics for publication in the media available each week.
3. Shall be responsible for issuing newsletter four times per season.

Ice Convenor : Two year term elected in even numbered years.

1. Shall be responsible for all ice time allotted the Association (regular season and tournament).
2. Shall see that all ice time is distributed fairly to teams and keep records of ice time used by all teams.
3. C.O.R.L. Rep., OCRRL rep, Tournament Chairperson and Treasurer shall work along with the Ice Convenor throughout the year.
4. Shall attend Ice Advisory meetings and submit a report to the Board.

Bingo Chairperson : One year term

1. Shall be responsible for organizing of the weekly bingos and responsible for a monthly report to the Board.
2. Shall select a committee (the Treasurer will be a member of the committee) approved by the Board to work with the Bingo Chairperson.
3. Responsible for attending a monthly Bingo meeting at a location approved by the Jubilee Bingo Assoc. or meetings as they are called.
4. Shall be responsible for all Bingo deposits in cooperation with the Treasurer
5. Shall be responsible for submitting monthly reports associated with the Bingo to the Treasurer .

Tournament Chairperson : One year term.

1. Shall be primarily responsible for the marketing of the Annual Tournament.
2. Shall chair the Tournament Committee, appointed by the Board, in accordance with the Board's annual policy on Tournament procedures.
3. Shall submit a report, including financial information, to the Board no later than January 21st of the calendar year immediately following the Tournament.

Central Region Rep : Two year term elected in even numbered years.

1. Shall attend monthly Ontario Central Region Ringette Committee meetings and relay information to the Board with a monthly report.

Equipment Resource Person : One year term

1. Shall be responsible for equipment inventory including an itemized list, allocation of equipment, needed repairs and off-season storage of equipment.
2. Shall be responsible for purchase of any equipment needed after Board approval.

Player Development Person : Two year term elected in odd numbered years.

1. Shall be responsible for setting up and staffing clinics for players.
2. Shall encourage development of older players into instructors.
3. Shall work in conjunction with Player Development Rep. at O.R.A. and Central Region

Webmaster: Two year term elected in even numbered years.

1. Shall be responsible for the maintenance and update of the Association's website.
2. Shall be responsible for the development of website links with other Association's, organizations and media outlets which will increase the exposure of Oshawa Ringette in the community.

Sponsorship Chairperson: Two year term elected in even numbered years.

1. Shall be responsible for obtaining Corporate Sponsorships for the Association.

House League Co-ordinator: Two year term, elected in odd numbered years.

1. This position shall be responsible for setting up and staffing all house league games and clinics for players. This roll shall encourage development of all players new and encourage more experienced players into regional and provincial players. Shall work in conjunction with the Player Development Representative and Coaching Coordinator and act within the best interest of the association