
River East Ringette Association Constitution & By-Laws

May 2018





Table of Contents

| | |
|---|----|
| SECTION A | 1 |
| 1 GLOSSARY OF TERMS | 1 |
| 2 INTRODUCTION | 1 |
| 3 DEFINITION | 2 |
| SECTION B | 3 |
| ARTICLE I) – NAME, MISSION / GOALS & OBJECTIVES | 3 |
| ARTICLE II) – LOGO | 3 |
| ARTICLE III) – MEMBERSHIP | 4 |
| ARTICLE IV) – FEE CATEGORIES | 4 |
| ARTICLE V) – BOARD OF DIRECTORS OF THE AREA | 4 |
| ARTICLE VI) – RESPONSIBILITY OF THE BOARD | 5 |
| ARTICLE VII) – REMUNERATION OF THE BOARD | 6 |
| ARTICLE VIII) – EXPULSION & REMOVAL OF BOARD MEMBERS | 6 |
| ARTICLE IX) – SIGNING POWER | 6 |
| ARTICLE X) – INCOME | 7 |
| ARTICLE XI) – FISCAL YEAR | 7 |
| ARTICLE XII) – FINANCIAL STATEMENT | 7 |
| ARTICLE XIII) – DUTIES OF THE BOARD OF THE RERA | 7 |
| ARTICLE XIV) – CONVENORS DUTIES | 10 |
| ARTICLE XV) – MEETINGS | 11 |
| ARTICLE XVI) – CONFLICT OF INTEREST | 12 |
| ARTICLE XVII) – DISSOLUTION | 12 |
| ARTICLE XVIII) – AMENDMENTS TO THE CONSTITUTION & BY-LAWS | 13 |
| ARTICLE XIX) – AMENDMENTS TO THE POLICIES | 13 |
| ARTICLE XX) – AMENDMENTS TO THE PROCEDURES | 13 |

SECTION A

1. Glossary of Terms

All references in this manual to the following terms should be noted.

Reference to the:

| | |
|-----------------------------------|--|
| AGM | Refers to the Annual General Meeting. |
| BOARD | Refers to the Executives and Directors. |
| CLUBS | Refers to the 10 community centers – East St. Paul, Gateway, North Kildonan, Melrose, Bronx, Valley Gardens, Morse Place, Kelvin, East Elmwood and Chalmers. |
| CONVENORS / CLUB DIRECTOR | Refers to the community center representative. |
| GENERAL | Refers to the Executive, Directors and Convenors / Club Directors. |
| MEMBERSHIP | Refers to individuals bounded by River East District 4 Area and is a member in good standing. |
| RMB | Refers to Ringette Manitoba |
| PLAYER | Refers to any individual who is registered and participates on a Ringette team. |
| RERA | Refers to the River East Ringette Association. |
| RIVER EAST DISTRICT 4 AREA | Refers to the area whose perimeter boundaries are defined as the outer most boundaries of its member community centers as defined under clubs. |
| WRL | Refers to the Winnipeg Ringette League. |

2. Introduction

The RERA is the District 4 area Sports Governing Body that administers, implements, supervises and carries out all matters affecting the sport of Ringette on an area basis.

The RERA is governed by a Board of elected representatives, Community Club Convenors / Club Directors.

The RERA is a subsidiary of Ringette Manitoba and therefore abides by its constitution and by-laws

Definition

a) Constitution & By-Laws:

The By-Laws of the RERA lay out the basic structure, purpose, and management guidelines of the RERA and its elected officers. These, along with the Letters Patent are the laws under the RERA that received corporate status. The Constitution of RERA lays out:

Article Number:

- I) Name, Mission / Goals and Objectives
- II) Logo
- III) Membership
- IV) Fee Categories
- V) Board of Directors
- VI) Responsibility of the Board
- VII) Remuneration of the Board
- VIII) Expulsions and Removal of Board Members
- IX) Signing Power
- X) Income
- XI) Fiscal Year
- XII) Financial Statement
- XIII) Duties of the Board
- XIV) Convenor / Club Director Duties
- XV) Meetings
- XVI) Conflict of Interest
- XVII) Dissolution
- XVIII) Amendments to The Constitution & By-Laws
- XIX) Amendments to The Policies
- XX) Amendments to The Procedures

b) Policies

The policies of the RERA are rules laid down by the membership and governs the day-to-day operations of the RERA

c) Procedures

The procedures describe how the Constitution, By-Laws and Policies are carried out (in detail) the steps that are taken by the Board, Committee, appointed representatives and members to attain the goals of the RERA. They are external operating guidelines of the RERA.

SECTION B

Article I) – Name, Mission / Goals & Objectives

a) Name

The name of the Association shall be River East Ringette Association (hereinafter called the RERA)

b) Mission

To promote the greatest possible harmony, communication, cooperation, and coordination among and between the member clubs of the RERA in the interest of Ringette development in the District, and

To provide the opportunity for all clubs and all interested individuals within the District to participate in organized Ringette, and

To promote to the highest level improved Ringette coaching, officiating, and player skills in the District, and

To support and protect the inherent right of every interested player to play Ringette at their club of residence in the District, and to recognize the obligation of every member club to give priority to its resident Ringette players to play at their own skill level, if they so choose, and

To support and maintain the individuality, integrity and territorial jurisdiction of every member community center in the District.

c) Objectives

To act on all transfers / amalgamations to ensure maximum participation in the River East area under the sanction of Ringette Manitoba.

To act on all age advancements for the River East area under the sanction of the Ringette Manitoba

To administer the Ringette Manitoba Association and the Winnipeg Ringette League in league play for the River East area.

To conduct competition for teams in the R4U, U10, U12, U14, U16, U19, Open and other applicable levels in the league.

Article II) – Logo

1. The logo of the RERA shall be those whose imprint appear on correspondence sent on behalf of the RERA.

Article III) – Membership

1. Membership in the RERA shall be open to all Community Centres in the River East District Four (4).
2. Membership in the RERA shall be contingent upon payment of the annual membership fees and upon compliance with Article IX.
3. Each Club in good standing shall appoint or elect, in such manner as each Club may determine, a Convenor / Club Director to represent the Club in the proceedings of the RERA General Meetings and at the AGM of the RERA, RMB, and the WRL.

Article IV) – Fee Categories

1. The Board shall determine the annual Local Community Centre membership fee and will be revisited once per year.
2. All cheques to the RERA shall be made payable to the River East Ringette Association.

Article V) – Board of Directors of the Area

A. Composition

1. The Board shall consist of the following:

1.1 Elected Executives

President
Vice President
Treasurer
Secretary
Past President

1.2 Elected Directors

Director of Coaching
Director of Officiating/Minor Officials
Director of Player Development
Director of Publicity and Special Events
Director of Games & Tournaments
Director of Registration (Registrar)
Director of Fundraising
Director of AA
Director of Ringette 4 U
Director of Open
WRL Representative
Ice Scheduler

1.3 Non-Elected Directors

Community Club Conveners / Club Directors

2. The Elected Board Members shall be elected at the AGM.
 - 2.1 A Board Member may not be elected to more than one (1) position at anytime.
 - 2.2 Board Members may resign from office upon written notice to the RERA.
 - 2.3 Any vacant board position may be filled by appointment by the Board for the current year. Vacant board positions may be filled by existing Board Members, Conveners / Club Directors or interested persons.

B. Nominating Committee

1. Prior to the AGM, a Nominating Committee, chaired by the Past President, or a delegate appointed by the Board, shall be struck. The nominating procedure shall be such as set out in the Procedures (Section I – Committee, #1 & 2, Nominating Committee).

C. Qualifications for Office

1. To hold office an individual must be of legal age and reside in Manitoba.
2. No person may assume the position of President unless said person has served one year as an officer or voting delegate with the RERA.

D. Election of the Board

1. The Board of the RERA shall be elected for a two year term by majority vote at the AGM of the RERA.
2. The positions shall be up for reelection as follows:

Odd Years: President, Treasurer, Director of Coaching, Director of Officiating/Minor Officials, Director of Player Development , Director of Fundraising and Director of Publicity and Special Events, Director of Open

Even Years: Vice President, Registrar, Secretary, Director of Games and Tournaments, Director of AA, WRL Representative, Director of Ringette 4 U and Ice Scheduler.

Article VI) – Responsibility of the Board

1. All Board Members shall be responsible for abiding by the Constitution & By-Laws, Policies, and Procedures of the RERA.
 - 1.1 Attend the Board, General and Special Meetings, and assume full responsibility for the operation of the RERA.

- 1.2 The affairs of the RERA shall be managed by the Board who may exercise all such powers and do all such things and acts as may be exercised or done by the RERA, and which are not by the By-Laws or any special resolution of the RERA or by statute expressly directed or required to be done by the RERA at an AGM of Members.
- 1.3 The Board shall be empowered to appoint a person or persons to chair committees and or events as well as fill required assistance positions.
- 1.4 The Board shall have the authority to fill by appointment, any vacancy occurring during a Board Member's term. Any such appointment must be ratified by the membership at the next succeeding AGM.
- 1.5 The Board is empowered to appoint additional Directors if the expansion of the sport in new areas justifies such appointments and such appointments shall be effective until the next AGM.
- 1.6 Exercise financial control over the affairs of the RERA and prescribe such fees and make such assessments and levies on the Members as it may deem necessary. The Board shall ensure that the financial records of the RERA shall be properly audited when required.
- 1.7 Receive and act upon complaints registered by Members regarding any grievance, dispute, protest, or violation of the Constitution, By-Laws, Policies or Procedures of the RERA.
- 1.8 Objectively represent the decisions made by the Board and its Members, and promote a positive image of the RERA.

Article VII) – Remuneration of the Board

1. The Board shall serve without remuneration, provided that a Board Member may be paid or reimbursed for reasonable expenses incurred by themselves in the performance of their duties with a qualified receipt of purchase.

Article VIII) – Expulsion & Removal of Board Members

1. Should a Board Member of the RERA not carry out their duties in the best interest of the RERA, they may be replaced by a two thirds (2/3) majority vote of the Board, to relieve said Board Member of their duties.

Article IX) – Signing Power

1. The signature of the Treasurer, together with the signature of the President or Vice President shall be empowered to sign on behalf of the RERA for legalities.



Article X) – Income

1. The RERA income shall be obtained from Member fees, bingos, fundraising, donations, evaluation fees, clinics, and tournaments.

Article XI) – Fiscal Year

1. The fiscal year end will be April 30th of each year.

Article XII) – Financial Statement

1. A complete and proper statement of the standings of the books shall be submitted at the AGM of the RERA.
2. The books and records of the RERA may be inspected by any Member of the RERA at any time, upon giving reasonable notice to the Treasurer.

Article XIII) – Duties of the Board of the RERA

1. President

- a. Call and chair all Board, General and Special meetings of the RERA.
- b. Be a signing officer.
- c. Be an ex-officio member on all committees with the exception of the Nominating Committee.
- d. Be responsible for ensuring that all administrative procedures and communications are carried out.

2. Vice President

- a. Perform the duties of the President in their absence.
- b. Act as Interim President at unforeseen circumstances (i.e., resignation) and serve as Chairperson at the next meeting called to elect or appoint a new President.
- c. Be a signing officer.

3. Past President

- a. Be an advisor to the Board and serve as Chairperson of the Nominating Committee for the election of officers at the AGM.
- b. Shall remain as an active member of the Board for at least one year.

4. Secretary

- a. Conduct the general correspondence of the Association.
- b. Give notice of all meetings to persons entitled thereto.
- c. Supply and maintain a copy of the minutes of all meetings of the RERA to all members of the Board and membership when requested.

5. Treasurer

- a. Monitor the collection and depositing of all monies belonging to the RERA.
- b. Maintain proper financial records and submit a financial report at each general meeting.
- c. All cheques to be prepared by the Treasurer and countersigned by the President or Vice President.
- d. Verify for payment all accounts payable and ensure that all expenditures are as in the approved budget or have been approved by the Board.
- e. Make recommendation to the Board regarding the minimum amount that must be maintained in the RERA accounts.

6. Director of Coaching

- a. To coordinate along with the Director of Coaching of the RMB, the National Coaching Certification Programs in theory, technical, and practical.
- b. Be responsible for the ongoing development of coaches in the RERA area to administer programs set down by the RMB.
- c. Shall represent the RERA at meetings called by the Director of Coaching of the RMB.

7. Director of Officiating/Minor Officials

- a. To coordinate along with the Director of Officials of the RMB, the National Officiating Certification Program Level I, II and III clinics.
- b. Be responsible for the ongoing development of officials in the RERA area.
- c. To administer programs set down by the RMB.
- d. Shall represent the RERA at meetings called by the Director of Officials of the RMB.
- e. Shall be responsible for the development of minor officials in the RERA area.
- f. Secure minor officials for league play for all age groups.

- g. Coordinate minor officials as set out by the RMB and WRL.

8. Director of Player Development

- a. To coordinate along with the Director of Player Development of the RMB, ongoing development of the players in the sport.
- b. To administer player development camps at the various levels.
- c. Shall represent the RERA at meetings called by the Director of Player Development or the RMB

9. Director of Publicity and Special Events

- a. To be responsible for the publicity and promotion of the sport in the RERA area.
- b. Shall manage the website to the best of their ability
- c. Shall represent the RERA at meetings called by the Director of Publicity and Public Relations of the RMB.

10. Director of Games and Tournaments

- a. Set up meetings and committees relating to the RERA tournaments.
- b. Shall assist the Director of Tournaments of the RMB with Provincials as required.
- c. Shall assist the WRL with cities as required.
- d. Shall represent the RERA at meetings called by the Director of Tournaments of the RMB

11. Director of Registration (Registrar)

- a. Shall assist convenors with the registration of players and teams.
- b. Shall represent the RERA at meetings called by the President of the WRL.

12. Director of 'AA'

- a. Shall represent the RERA at meetings called by the RMB.
- b. Shall coordinate 'AA' Registration for the RERA.
- c. Shall serve on amalgamated 'AA' Committees as required.

13. Director of Fundraising

- a. Shall coordinate events as assigned by the Manitoba Lotteries Foundation
- b. All other aspects of fundraising upon direction from the Board.

15. WRL Representative

- a. Shall represent the RERA at meetings called by the President of the WRL.

16. Ice Scheduler

- a. To purchase and provide ice for all RERA teams for games and extra activities like tryouts, goalie clinics, pre season skates....
- b. To provide game ice to the WRL for all RERA teams
- c. To provide playoff ice to the WRL.

17. Director of Ringette 4 U (R4U)

- a. Oversee the squads/teams of the R4U Program
- b. Attend R4U events in the RERA
- c. Communicate information with R4U families
- d. Represent RERA at RMB R4U meetings
- e. Communicate R4U information to the RERA Board.

18. Director of Open

- a. Shall Represent the RERA at meetings of the WRL Open Committee

Article XIV) – Convenors Duties

1. Take registration of all ringette players in their area and report back to the RERA regarding number of players, age and level of play.
2. The outgoing Convenor shall, each year, advise the Secretary of the RERA of the name and address of the new Convenor prior to the AGM of the RERA.
3. The Club or the Convenor / Club Director thereof shall appoint an alternate Convenor / Club Director to ensure representation of the Club at all times. In the absence of the Convenor / Club Director, the alternate Convenor / Club Director shall be recognized as the Convenor.
4. Shall submit an annual report at the AGM of the RERA.

Article XV) – Meetings

A. Annual Meetings

1. The AGM of the RERA shall be held at such time and place as the RERA determines convenient, but no later than May 31st of each year.
2. Written notice of the AGM shall be given to all Board Members not less than 15 days prior thereto.

B. Board Meetings

1. Shall be called by the President at the request of any Board Member.
2. For emergency situations, the President shall call upon the Secretary to contact all of the Board of the RERA to obtain the majority vote regarding the emergency situation.

C. General Meetings

1. The Board of the RERA and voting Convenor from each Club shall be empowered to conduct the RERA's business between the AGM of the RERA and shall be responsible to the RERA in so doing.
2. The board will have 1 general meeting per month commencing in August and continuing through to April. The board will set a day of each month for its meetings (eg 2nd Thursday of every month) at the beginning of the upcoming season. The board may change a date if needed and provide 1 week notice of the change. Additional meetings may be added for specific needs eg. Tryouts, team formation, tournament, etc
3. Absence without reasonable explanation of a Board Member at three (3) consecutive meetings renders that position vacant at the discretion of the Board after a 2/3 majority vote.

D. Special Meetings

1. Shall be called by the President within 15 days following receipt of a written request signed by a majority of the Board, or signed by a majority of Convenors / Club Directors.
2. The item(s) of business identified in the request shall be the first item(s) heard.

E. Voting Rights of Board Members

1. Each Board Member of the RERA shall be entitled to one vote, with the following exceptions:
 - 1.1 The Chairperson may make proposals to the Association which are adopted only if there is unanimous consent thereto, nor shall they vote unless there be a tie, when they may exercise a casting vote.

- 1.2 Only those members of the Association present when a motion is fully put may cast a vote thereon, and no person may cast more than one vote on any motion.
2. Motions may be passed by a simple vote of the total available votes present at any properly constituted meeting except where otherwise noted.

F. Quorum

1. A quorum of any meeting shall be half plus one of the total number of positions filled including the Convenors / Club Directors.

G. Rules of Order

1. The most recent, updated version of Roberts Rules of Order shall prevail at all RERA meetings. In the absence of any written rule of order, the general Roberts Rules of Orders shall be invoked.

Article XVI) – Conflict of Interest

1. The duty of all Board Members and Convenors / Club Directors is to be impartial and fair in rendering decisions in accordance with the Board's mandate as set out in the Constitution & By-Laws, and / or the Manual of Procedures.
2. If a Board Member and / or Convenor / Club Director stands to gain financially from a decision being made by the Board, the Board Member shall disclose and absent themselves from the proceedings without attempting to influence the discussion, without participating in the discussion and without voting.
3. If a Board Member or their home local community center stands to significantly / substantially gain an advantage or significantly / substantially receive a benefit as a result of a decision to be made by the Board, the Board Member shall disclose and absent themselves from the proceedings without attempting to influence the discussion, without participating in the discussion, and without voting.
4. If there be doubt as to a Board Member's ability to be impartial and fair, the Board Member shall disclose and the remaining Board Members shall, by majority vote, determine whether the Board Member shall disqualify themselves from the discussion and remove themselves from the proceedings without voting.

Article XVII) – Dissolution

It is specifically provided that, in the event of dissolution or winding up of the RERA, all its remaining assets after payment of its liabilities, shall be distributed to one or more recognized organizations in Canada whose objectives are identical or similar to the RERA. The manner in which the remaining assets, if any, are to be distributed, is to be decided by the community centre Convenors /Club Directors.

Article XVIII) – Amendments to the Constitution & By-Laws

1. Amendments of the Constitution and By-Laws must be submitted, in writing, to the Board twenty-one (21) days prior to the AGM or Special Meeting and distributed to all Members not less than fifteen (15) days prior thereto.
2. Proposals may only be moved in person at the AGM or Special meeting by the Members representative submitting the amendment and / or a representative of the Board of behalf of the Board.
3. The Constitution & By-Laws may be amended by a 2/3 majority vote of the total available votes present at any properly constituted AGM or Special Meeting.
4. Voting privileges at the AGM or Special Meeting shall be restricted to Convenors / Club Directors, Executives and Directors. Only those Members present when a motion is fully put may cast a vote, thereon, and no person may present more than one vote on any motion.
5. There will be no proxy votes.
6. The Chairperson shall have a casting vote only in the event of a tie.

Article IXX) – Amendments to the Policies

1. Amendments to the policies shall be distributed to all members not less than fifteen (15) days prior to the AGM.
2. The policies may be amended by a simple majority of the total votes present at an AGM or Special Meeting.

Article XX) – Amendments to the Procedures

1. Amendments to the procedures may be proposed by a Board Member unless otherwise indicated, and shall be submitted to the Board for ratification at the next Board Meeting.