

RICHMOND HILL RINGETTE ASSOCIATION CONSTITUTION AND BYLAWS

1. NAME

The name of the Association is the Richmond Hill Ringette Association which may be shortened for common use to R.H.R.A.

2. OBJECTIVES

- a) To promote, govern and improve the sport of ringette in and around the Town of Richmond Hill. This includes the development of its players, coaches and officials.
- b) To encourage fun, sportsmanship, team play and a healthy competition in games.
- c) To attempt to develop as many teams as is economically practical at each age level and at each level of ability.
- d) To strive for conditions conducive to the safety of all participants.
- e) To stress respect for officials by participants and coaches.
- f) To ensure mass participation and the opportunity for everyone to play in an atmosphere of fun. Beginners and weaker players should be given every opportunity to learn and improve and stronger more competitive players should be given the opportunity to compete at their own level.
- g) To ensure that all fund-raising activities are for the benefit and improvement of the Richmond Hill Ringette Association
*Amendment Annual General Meeting 1996.

3. MEMBERSHIP

- a) Membership shall consist of parents (or legal guardians) of players who have paid their fees, players, coaches and all other volunteers of the R.H.R.A.
- b) Membership is open to all residents of the official boundaries of Richmond Hill, Ontario. If a ringette association does not exist in an area where a prospective player lives these players may join the R.H.R.A. In the event of space limitations, Richmond Hill residents will take preference at the time of registration. Amended Annual General Meeting 1996: In the event of space limitations, Richmond Hill residents and previously registered players will take preference at the time of registration.
- c) Members may withdraw from the R. H.R. A. at any time. Refunds are not generally given to members who withdraw except under extenuating circumstances or the approval of the Executive. This includes voluntary withdrawal or otherwise.
- d) All players belonging to R.H.R.A. must abide by the rules of the Ontario Ringette Association.

4. AFFILIATION

- a) The R.H.R.A. will be affiliated with the Ontario Ringette Association and Ringette Canada.

5. JURISDICTION

- a) The R.H.R.A. will have direct jurisdiction over all players, coach, officials and participants sponsored by R.H.R.A.

RICHMOND HILL RINGETTE ASSOCIATION CONSTITUTION AND BYLAWS

6. EXECUTIVE

- a) The R.H.R.A. will be governed by an Executive Committee consisting of a President, a Vice-President, a Secretary, a Treasurer, a Referee in Chief and the following Committee Chairpersons:
 - I) Ways and Means
*Amended Annual General Meeting 1996: That Ways and Means be changed to Sponsorship and Promotion.
 - II) Publicity and Public Relations
 - III) Coach and Player Development

At the option of the Executive Committee the following Sub-Committee Chairpersons will be appointed by the Executive from time to time and may also act as full Executive Committee members for any given year:

- I) Registrar
- II) Ice Scheduler
- III) Equipment and Uniforms
- IV) Newsletter Editor
- V) Statistician
- VI) Grievance Committee
- VII) Tournament Chairman

These persons will attend the Executive meetings and present reports as requested by the President or the Executive Chairperson in charge of the sub-committee. Reports at these meetings should be submitted in writing wherever possible. In the event the Executive decides a new office is required during the year, it may create, by a majority vote and fill that position. This must be ratified at the next Annual Meeting.

- b) Executive members retiring from office will be considered as holding office until the conclusion of meeting at which they retire.
- c) The Executive Committee has the authority to replace a member who is continually absent, unable to act or if there are other extenuating circumstances.
- d) The Executive Committee has complete power to deal with any matter concerning the operation of the R.H.R.A.
- e) The Executive Committee will select head coaches for all teams at the beginning of each season.
- f) It is recommended that members of the Executive Committee not apply to be head coaches of any team.

7. ELECTION OF THE EXECUTIVE

- a) The Executive will be elected annually at the Annual General Meeting.
- b) The term of office will be one year, or until the next annual meeting. No one person shall hold the office for more than 2 (two) consecutive terms.
*Amended Annual General Meeting March 1995: The term of office will be one year, or until the next annual meeting. A person may continue to hold the same office if elected by the membership.
- c) A nominating committee will be formed by February 15 of each year to present one candidate to fill each of the Executive offices then in existence. The nominating committee will also be responsible to ensure that each candidate is suitable for that office and will stand for election.

RICHMOND HILL RINGETTE ASSOCIATION CONSTITUTION AND BYLAWS

- d) At the Annual General Meeting the nominating committee will present their candidates. The Annual General Meeting will also accept nominations from the floor.
- e) The election of each executive member will be by a simple majority vote.
- f) If a vacancy should arise in the Executive before the next Annual General Meeting the Executive will have the authority to fill this vacancy.

8. MEETINGS

- a) An Annual General Meeting must be held before the 15th of May each year. The Executive will determine the date, time and place. Notice of this meeting must be given to all members in good standing at least twenty-one (21) days before the meeting.
- b) A special general meeting may be held at any time. Written request must be submitted and agreed to by the Executive to provide a minimum of twenty-one (21) days notice to the members before the meeting.
- c) All meetings other than special committee meetings will be at the call of the president. Notice of Executive meetings must be given to the executive at least one (1) week before the meeting. However the executive may agree to meet on regular dates without this prior notice.
- d) Emergency meetings can be called by a member of the executive at any time with the approval of the President. A quorum must be present to enact any motion that may be presented. No advance notice needs to be given.

*Amendment Annual General Meeting 1996

9. ORDER OF BUSINESS AT THE ANNUAL GENERAL MEETING

The order of business at the Annual General Meeting will be as follows:

- a) Call to order (by President who will act a chairman)
- b) Adoption of minutes of previous Annual General Meeting and general meeting held since the previous annual meeting.
- c) Business arising out of the minutes
- d) The President's Report
- e) The Treasurer's Report
- f) The Registrar's report
- g) Committee Reports
- h) Constitution and Bylaws Amendments
- i) Election of next year's executive
- j) Appointment of auditor's for next year
- k) New Business

**RICHMOND HILL RINGETTE ASSOCIATION
CONSTITUTION AND BYLAWS**

- l) Adjournment

10.VOTING

- a) Members over the age of 18 will be permitted one (1) vote each.
- b) No proxy vote will be permitted at any meeting.
- c) Every question at any members' meeting will be decided by a majority of votes. Amendments to the Constitution and Bylaws, however, shall require two-thirds (2/3) of the votes. In the case of a tie, and only then, shall the Chairman vote.

11.QUORUM

- a) The presence of ten (10) members shall be necessary to constitute a quorum at any General meeting of the members.
- b) The presence of at least one-half (1/2) of the Executive will constitute a quorum of executive meetings and must include the President or Vice-President.

12.AMENDMENTS TO THE R.H.R.A. CONSTITUTION AND BYLAWS

- A. An amendment to this constitution may be effected at any Annual General Meeting or Special general Meeting of the R.H.R.A. in which a quorum is present subject to the following:
 - a) Amendments will require a majority vote of two-thirds (2/3) of the voting members present.
 - b) Details of any proposed amendment to the Constitution of the R.H.R.A must be submitted to the membership at large along with a notice calling the meeting.
 - c) Proposed amendments to the constitution may be submitted to the membership at large by a) the Executive Committee or b) by the membership at large, provided that at least (10) members sign the request and submit it in writing to the Executive Committee at least twenty-eight (28) days prior to the meeting.
- B. Amendments to the Bylaws may be effected by the executive during the year subject to ratification at the Annual General meeting by a two thirds (2/3) majority vote of the members present.

**RICHMOND HILL RINGETTE ASSOCIATION
CONSTITUTION AND BYLAWS**

BYLAWS

1. COMMITTEES

- a) Committees shall include those designated under 6(a) of the constitution plus any adhoc committees which may be formed by the Executive for specific purposes from time to time.
- b) All meetings are at the call of the chairperson of the committee.
- c) If a chairperson of a committee is not present at a meeting, the members present shall elect, a chairperson for that meeting.
- d) The committee shall designate a secretary to record the minutes of that meeting each time they meet.
- e) A committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by the majority of the members present including the chairperson.
- f) Minutes of the Committee meeting, which record decisions of committees who are exercising powers delegated by the Executive must be presented at the next Executive meeting.

2. DUITES OF THE EXECUTIVE

A. The President will:

- a) Preside at all meetings of the Executive Committee and at all Annual General and special General Meetings of the R.H.R.A.
- b) Be responsible for preparing an agenda for each Executive Special and Annual General Meeting and shall present his written report to members at the Annual General Meeting.
- c) Decide on all points of order and will be responsible for the proper conduct of the meeting. Roberts Rules of Order will govern in case of a conflict.
- d) Be an ex-officio member of every sub-committee formed by the R.H.R.A.
- e) See to the application of the Constitution and Bylaws and will be responsible for ensuring that the other directors perform their appointed duties.
- f) Be responsible for directing the overall activities of the R.H.R.A.
- g) Not vote except in the ease of a tie, when he/she shall cast the deciding vote.
- h) Be the official between the R.H.R.A. and the Ontario Ringette Association and shall be responsible for ensuring that all O.R.A correspondence is brought before the R.H.R.A.

B. The Vice-President will:

- a) Have all the powers and shall execute all the duties of the President in his/her absence.
- b) Also have the powers and responsibilities which may be assigned by the President or the Executive Committee.
- c) Will co-ordinate and collect all reports for the Annual General Meeting.

**RICHMOND HILL RINGETTE ASSOCIATION
CONSTITUTION AND BYLAWS**

- d) Shall serve as representative for the R.H.R.A. to the Southern Region Committee.

C. The Past President will

- a) Be an advisor to the President and the Executive Committee and will assist the President in whatever duties requested by the President.
- b) Act as Chairperson of the Nominating Committee for purposes of filling the offices to be elected at the Annual General Meeting. Shall also be Chairperson of the Nominating Committee if deemed necessary by the Executive for purposes of nominating members to the Executive to replace members who have resigned or been suspended.
- c) Shall be an ex-officio member of the Executive and shall only serve a one year term of office. The Past President cannot be appointed or elected and when in attendance at an Executive Committee meeting has no vote.

D. The Secretary will:

- a) Take minutes of all Annual and Special General Meetings of the R.H.R.A. and of all Executive Committee meetings. In the absence of the Secretary, the President shall appoint a secretary to keep minutes of any particular meeting.
- b) Have the responsibility for keeping all the records and correspondence for the R.H.R.A. in appropriate order.
- c) Provide each member of the Executive Committee with minutes of every meeting.
- d) In conjunction with the Registrar; will be responsible for updating and keeping a record of the names, addresses and telephone numbers of all members of the R.H.R.A.
- e) Upon instructions from the President, will be responsible for calling all meetings of the Executive Committee and of all Annual and Special Meetings of the members.
- f) Will ensure the duties of the Archives and Newsletter sub-committee are carried out. He/she will also bring forward to the Executive Committee any reports from these sub-committees unless the chairperson of the sub-committee is requested to be present in person.

E. The Treasurer will:

- a) Be responsible for preparing for payment, after due authorization, all of the invoices properly the responsibility of the R.H.R.A. These payments shall be made by cheque, signed by two (2) of the President, Vice- President and Treasurer.
- b) Keep complete and accurate records of accounts in which shall be recorded all receipts and disbursements of the R.H.R.A. and report at each Executive and Annual General meetings
- c) Be responsible for keeping all the financial records of the R.H.R.A. and keep a record of all funds and assets of the R.H.R.A.
- d) Be responsible for the opening, maintenance and proper documentation of all bank accounts required by the R.H.R.A. and the proper balancing of the records of deposits and disbursements made in those accounts.

RICHMOND HILL RINGETTE ASSOCIATION CONSTITUTION AND BYLAWS

- e) Be responsible for the proper preparation and presentation of financial statements of the R.H.R.A. and the proper keeping of records leading to those financial statements.
- f) In conjunction with the Registrar account for all membership fees paid in each year.
- g) Be responsible for preparing and presenting at the beginning of each year, an operating budget incorporating all expected revenues and expenses of the R.H.R.A. for that particular season. Also responsible for reporting at each Executive meeting the actual financial results of the R.H.R.A. compared to the Operating Budget.
- h) Ensure the duties of the Registrar, Equipment and Uniform sub-committees are carried out. He/she will also bring forward to the Executive Committee any reports from these sub-committees unless the chairperson of the sub-committee requested to present in person.

F. Sponsorship and Promotion Chairperson will:

- a) Develop and co-ordinate all programs to raise funds for the R.H.R.A. (e.g. garage sales, skate-a-thons, tournaments etc.)
- b) Ensure that no fund raising activity is undertaken without the approval of the Sponsorship and Promotion Chairperson
- c) Store all fund-raising material from season to season (i.e. unsold buttons, souvenirs etc.)
- d) Store all trophies, plaques and tournament-related awards left over at the end of the season.
- e) Ensure that all monies collected in fund-raising materials are presented to the Treasurer for prompt payment/deposit.
- f) Ensure that all fund-raising activities are undertaken for the benefit of the association as a whole except where a specific need is approved by the Executive Council. The Chairperson will oversee and advise as required and report to the Executive Council.

*Amendment Annual General meeting 1996.

G. The Publicity and Public Relations Chairperson will:

- a) Publicize all aspects of Ringette in Richmond Hill. This will include
 - i) Publicize upcoming events.
 - ii) Visit the community (i.e. schools, libraries etc.) to ensure that registration form and information pamphlets are available to the public.
 - iii) Publicize tournaments and special events such as the Santa Claus parade.
 - iv) Any other appropriate action to promote the game of Ringette in Richmond Hill and surrounding areas.
- b) In conjunction with the Registrar, ensure that full publicity is given to the Registration times, dates, places etc.
- c) Place advertisements/write-ups in the Richmond Hill Parks and recreation Information Booklet and in local and area newspapers.
- d) Keep clippings of all ringette articles for the Archives Binder (i.e. Game write-ups, other articles).
- e) Be responsible for collecting any trophies and memorabilia won by R.H.R.A. teams. Ensure that these are prominently displayed in the R.H.R.A. Display Case when available.

RICHMOND HILL RINGETTE ASSOCIATION CONSTITUTION AND BYLAWS

H. The Referee In Chief will:

- a) Select and train referees to officiate all R.H.R.A games.
- b) Ensure that referees are present to officiate all R.H.R.A. sponsored games.
- c) Maintain a high degree of quality in the referees, to encourage all referees to reach higher levels of certification.
- d) Distribute R.H.R.A. owned equipment to the referees and collect at the end of each season to return to the equipment chairperson.
- e) Ensure that all referees officiate by O.R.A. rules except in cases where R.H.R.A. Rules of Operations take precedence.

I. The Coach and Player Development Chairperson will:

- a) Recommend to the Executive committee the Head Coaches for each team before the beginning of the season.
- b) Encourage and co-ordinate the certification of all coaches to at least Level 1 and encourage and promote higher level certification as it becomes available.
- c) Co-ordinate community level and N.C.C.P. clinics and encourage attendance of all coaches where possible.
- d) Counsel coaches where deemed necessary.
- e) Conduct coaches meetings at the beginning of each year and, additionally as appropriate, to establish procedures for tournament, game scheduling conflicts, etc.
- f) Conduct meetings at the beginning of each year and, additionally as appropriate, to establish procedures for tournament, game scheduling conflicts etc.
- g) Obtain and distribute all information regarding tournaments including O.R.A. playdowns, provincials etc. in a timely manner to all coaches. Coaches should be kept up to date on any changes in tournament details when available.

3. DUTIES OF SUBCOMMITTEE CHAIRPERSON

The duties of the following Committee Chairpersons will be as follows. These are the basic duties only and other duties may be assigned by the President or the Executive Committee

A. The Registrar will:

- a) Be responsible for ensuring that registrations are held each year before the end of September and that all necessary arrangements are made for the smooth and orderly running of the Registration.
- b) Ensure an necessary forms are available.
- c) Instruct everyone involved in the proper way to register. (i.e. when, where, forms to fill, registration fee etc.)

RICHMOND HILL RINGETTE ASSOCIATION CONSTITUTION AND BYLAWS

- d) Keep all waiting lists for each age group. The Registrar is the only person authorized to place players from this list onto teams in the R.H.R.A.
- e) Keep a register of all players in the R.H.R.A. and be responsible for the eligibility of all prayers. Register all players with the O.R.A. and Ringette Canada.

B. The Ice Scheduler will:

- a) Be responsible for obtaining ice required by the R.H.R.A. for regular season games and practices for the following season.
- b) Schedule all games and practices for the R.H.R.A. excluding tournaments, ensuring ice is allotted to each team in a fair and conscientious manner.
- c) Give copies of the ice schedule to each coach, Referee in Chief, the Publicist, the Newsletter Editor and the President.
- d) Help the Tournament Chairperson obtain sufficient ice time for all tournaments whenever possible.

C. The Equipment and Uniform Chairperson will:

- a) Order all necessary equipment in order that it is available for the first regular season game.
- b) Ensure the goalie equipment is repaired or replaced whenever necessary
- c) Be responsible for collecting all referee equipment belonging to the R.H.R.A. from the Referee in Chief at the end of the season.
- d) Get sizes, order from supplier and distribute uniforms to appropriate teams in a timely manner.
- e) Co-ordinate the acquisition of jackets for the R.H.R.A.

D. The Newsletter Editor will:

- a) Collect all information and produce a Newsletter at least four (4) times each season. Additional newsletters may be issued as necessary.
- b) Prepare newsletters or bulletins, have them typed and have them reproduced.
- c) Ensure all Executive members receive copies of each newsletter or bulletin and that the Secretary has one copy to keep on file for future reference.
- d) Distribute the appropriate number of copies to each coach so that he/she may distribute them to the players.

4. ESTABLISHING OPERATING POLICY

The Executive shall be responsible for establishing the Operating Policy, including the rule of play governing the game of Ringette for the R.H.R.A. These rules should be reviewed from time to time to ensure they are correct and up to date.

5. GRIEVANCE COMMITTEE

RICHMOND HILL RINGETTE ASSOCIATION CONSTITUTION AND BYLAWS

The Grievance Committee will consist of 5 members of R.H.R.A.; the President, the Player representative, the Coach and Player Development Chairperson, the Referee in Chief and the Secretary.

These members shall be informed within 24 hours of any and all misconducts.

If there is a conflict of interest on the committee, the remaining members shall appoint a replacement.

For each different discipline hearing a different Chairperson shall be selected by and from the committee members.

All sitting members shall vote on the matter put to the committee and the vote shall be recorded numerically only. A simple majority vote will decide. Each committee member must vote in the usual manner of assent and dissent. How a member votes is privileged and confidential information as between the members of the committee only.

Minutes shall be recorded and well document records shall be filed at each discipline hearing.

No hearing shall be considered without a complaint in writing being received by the Grievance Committee Members explaining the full details and within 5 days of the incident.

The committee will meet within 5 days of receipt of the complaint, provided that the complaint is within the jurisdiction of the Richmond Hill Ringette Association. The person filing the complaint shall be known as the 'Appellant' and the person or the entity against whom the complaint is levied shall be known as the 'Respondent'.

At least 2 days prior to the hearing the Chairperson shall advise by phone all persons invoked of the date, time, and place and provide time on the agenda for Appellants and Respondents and witnesses to present their case.

Persons unable to attend the hearing at the set shall advise the chairperson who their/his/her representative shall be.

If an Appellant or the representative fails to attend the hearing when requested the complaint may be dismissed and the committee may take disciplinary action against the Appellant and any further right of appeal or complaint is removed.

If a Respondent or his representative fails to attend the hearing the complaint may be upheld and additional disciplinary action may be ordered by the committee. Failure to appear at a hearing removes any further right of appeal the Respondent would have been originally entitled to.

All committee correspondence, either initial or confirming the committee decision, shall be posted by registered mail or hand delivered and shall be deemed to have been received by the addressees on the 4th day after such mailing.

A suspension levied by the committee shall be forwarded to the Houseleague Executive and to the Ontario Ringette Association Board of Directors if play in an ORA sanctioned event is affected.

The decision of the committee will be sent to the Appellant and the Respondent within 5 days of the hearing.

RICHMOND HILL RINGETTE ASSOCIATION CONSTITUTION AND BYLAWS

Areas of Jurisdiction:

- Violations of the Richmond Hill Ringette Association Policy
- Violations of the Houseleague Policy if different from that of the Richmond Hill Ringette Association

6. APPEAL COMMITTEE

This committee shall consist of 3 unbiased members and shall include the President or Vice-President. If either or both have served on the Grievance Committee they shall be deemed biased.

An appeal must be received within 5 days of the receipt of the Grievance Committee decision.

The Appeal Committee shall meet to hear the appeal within 5 days of receiving the written appeal.

At least 2 days prior to the hearing the secretary shall advise the Appellant by phone of date, time, and place and provide time on the agenda for the Appellant and witnesses to present their case.

All correspondence of the Appeal Committee, including any decision shall be posted by registered mail or hand delivered and shall be deemed to have been received by the addressees on the 4th day of posting.

The appellant shall be advised in writing of the decision within 5 days of the hearing.

The decision of the committee will be final.

Any decision affecting Houseleague play or an O.R.A. sanctioned event shall be forwarded to the Houseleague Executive and/or the O.R.A Board of Directors.