

Portage Ringette Association



Constitution and Bylaws

Created May 2016
Revised May 2017

Portage Ringette Association

Introduction

1. Definition

1.01 Constitution

The Constitution of the Portage Ringette association outlines the Following:

- Name of the Association
- Goals and objectives

1.02 By-Laws

The By-laws of the Portage Ringette Association relate to the conduct and governance of the affairs of the Portage Ringette Association, referred to as PRA in these By-Laws.

1.03 Procedures

The Procedures describe how the Constitution, By-Laws and Policies are carried out and detail the steps that are taken by the Board to attain the goals of the PRA. They are external operating guidelines of the PRA.

2 Rules of Order

2.01 The Most recent, updated version of Robert Rules of Order shall prevail at all PRA meetings. In the absence of any written rules of order, the General Roberts Rules of Order shall be invoked.

Constitution

Article 1 – Name of the Association

Name of the Association is Portage Ringette Association (herein referred to as PRA).

Article 2 – Goals and Objectives

- To promote the Sport of Ringette in the PRA.
- To provide support and the appropriate level of competition for every player, coach and team participating in the sport within the PRA.
- To promote and develop friendships and sportsmanship at all levels of Ringette within the PRA in a safe and bully free environment.
- To encourage players, coaches, referees and other team staff to pursue further development and training in the sport through tournaments, clinics and workshops.

By-Laws

Article 1 – Membership

Membership Categories

1.1 Membership in the PRA shall be open to players or parents of players under the age of 18, who reside within the boundaries of Central region and who are currently registered in good standing with MRA. Membership also includes all other volunteers of the PRA, such as coaches, managers and PRA board members.

Membership

1.2 Year – The Membership year starts at August 1st of the current registration year until the following May 15th.

1.3 Membership Dues- The board shall determine fees and will be revisited once per year.

1.4 Deadline- All Fees must be paid by September 30th of the current registration year, unless following the scheduled payment plan.

Article 2 – Meetings of Members

2.1 Types of Meetings – Meetings of the Members will include the Annual General meeting.

2.2 Annual General Meeting – The PRA will hold an Annual General Meeting in such a date and such a time and place as may be determined by the board, provided the AGM is held no later than May 31st of each year.

2.3 Location and Date – The PRA will hold meetings of Members at such date, time and place as determined by the Board.

2.4 Notice – Written Notice of the Annual General Meeting will be given to Board Members and Posted on PRA Website not less than 15 days prior to the AGM.

2.5 Agenda – The Agenda for the Annual General Meeting will at least include:

- a) Call to Order
- b) Establishment of Quorum
- c) Approval of Agenda
- d) Adoption of minutes of the previous Annual Meeting
- e) Board reports
- f) New business – Must be submitted in writing 7 days prior to scheduled AGM
- g) Election of New Board Members
- h) Adjournment

2.5 Quorum – Majority is 50 % plus one(1) of the total-voting Members present at the AGM.

2.6 Closed Meetings – Shall be held at the discretion of the board throughout the Ringette Season.

Voting at Meetings of Members

2.7 Voting Privileges – At the AGM voting shall be restricted to PRA Board Members and one (1) manager/or coach or appointed parent representing each team. 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. The Chairperson shall have a casting vote only in the event of a tie.

2.8 Proxy Voting – There will be no voting by proxy.

2.9 Determination of votes – Votes will be determined by a show of hands.

2.10 Majority of Votes – Except as otherwise provided in these By-Laws, an ordinary resolution of members present who vote will decide each issue. In the case of a tie, the issue is defeated. Amendments to Constitution and Bylaws, however, shall require two thirds (2/3) of the votes.

Article 3 – Governance

Composition of the Board

3.1 Directors- The Board shall consist of the following:

Elected Executives

- a) President
- b) Past President
- c) Vice-President
- d) Treasurer
- e) Secretary

Elected Directors

- f) Player Development
- g) Director of Officials
- h) Director of Coaching
- i) Games & Tournaments
- j) Ice Convenor
- k) Publicity
- l) Registrar
- m) Bingo Contact/Fundraising
- n) Equipment Manager
- o) R4U Representative

Election of Directors

3.2 Eligibility- Any parent/volunteer of a current Portage Ringette Player with a interest In Portage Ringette.

3.3 Nominations – Nominees may put their own name forward in writing or verbally to any current board member. Also nominations will be accepted from the floor at our AGM.

3.4 Election- The Election of Directors will take place annually at the Annual General Meeting as follows:

- Alternating on even years: Vice President, Treasurer, Player Development, Publicity, Ice Convenor and Registrar (2016, 2018, 2020)
- Alternating on odd years: President, Secretary, Officiating, Coaching, Games & Tournaments and Bingo Contact. (2017, 2019, 2021)
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3.5 Decision –

Elections will be decided by a majority vote of the Members in accordance with the following:

(a) One valid nomination

Winner declared by acclamation.

(b) Two or more valid nominations

Winner is the nominee receiving the greatest number of votes. In the case of a tie, the nominee receiving the fewest votes will be deleted from the list of nominees and a second vote will be conducted. If there continues to be a tie and more than two nominees, the process will be repeated until only two nominees remain. If there continues to be a tie, the decision will be made between the remaining two nominees by the Board.

3.6 Terms – Elected Executive Officers and Directors will serve terms of two years to a maximum of two consecutive terms or until their successors have been duly elected or appointed in accordance with these By-laws, unless they resign, are removed from or vacate their office. However, if there are no other candidates, then the incumbent may hold that position for another full term or until such time as another person is found. An individual may hold no more than two (2) positions on the Board. Should a person hold two (2) positions, they shall still have one vote. Past President is a one year term.

Resignation and Removal of Directors

3.7 Resignation - A board member may resign from office upon written notice to the PRA.

3.8 Vacate office- A Board member of the PRA that does not carry out their duties in the best interest of the PRA may be removed.

3.9 Removal- An elected Director may be removed by a two thirds (2/3) majority vote of the Board to relieve said Board member of their duties at an AGM or special meeting.

Provided the Director has been given written notice of and the opportunity to be heard at such a meeting.

Filling a Vacancy on the Board

3.10 Vacancy- Any Vacant board position may be filled by appointment by the board for the current year. The Board shall have the authority to fill by appointment, any vacancy occurring during a Board members term. Any such appointment must be ratified by the membership at the next succeeding AGM.

Meetings of the Board

3.11 Call of the Meeting- The Meetings of the board of Directors will be held at any time and place determined by the Board of Directors or the President.

3.12 Quorum – At any meeting the Board of Directors, the Quorum shall be 50% plus one (1) of the Directors holding office.

3.13 Chair – The Chair at a Directors meeting will be the President, and in the President’s absence, the Vice-President (or appointed delegate in the absence of Vice President).

3.14 Voting- Each Board member of the PRA is entitled to one vote. Voting will be by a show of hands or orally unless a majority of Director’s present requests a secret ballot. Resolutions will be passed upon a majority votes being in favor of the resolution. In the event of a tie, the Chair is entitled to a vote, to decide an issue. If both the President and Vice President are absent from the meeting, the Board will appoint from its members a Director to reside over the meeting.

Responsibilities of the Board

3.15 All board members of the PRA shall be responsible for abiding by the Constitution & By-Laws, Policies and Procedures of the PRA.

3.16 Attend all board and Annual General meeting’s and assumes full responsibility for the operation of the PRA.

3.17 Receive and Act upon complaints registered by Members regarding any grievance, dispute, protest of violation of the Constitution, By-Laws, Policies or Procedures of the PRA.

3.18 Objectively represent the decisions made by the board and its members, and promote a positive image of the PRA.

Article 4 – Executive of the PRA

4.1 Composition – the Executive of the PRA will be comprised of the President, Past President, Vice- President, Treasurer and Secretary.

4.2 Duties- The Duties of the Executive are as follows:

- a) The President- Oversee the Administration of the entire PRA program. Works with various Ringette Governing bodies such as MRA & WRL and Ringette Canada. Organize and Chair regular PRA committee meetings. Attend or designate someone to attend the AGM's of WRL and MRA, also the Presidents meeting held by MRA. Votes only in the case of a tie. Prepares agenda's for meetings. Acts as the liaison between PRA and MRA. Keeps all board of directors up to date with any correspondence received. Ensures that all PRA Constitution and By-laws, policies, Rules and Regulations or any other decision by the Board of Directors is being followed. Works closely with the treasurer and will have signing authority. Prepare and submit a report to be presented at PRA AGM.
- b) Past President- gains her succession and is a source of guidance to the President and the Board of Directors on matters relating to the past conduct of business of the PRA. He/She shall be a full member of the Board and shall have full privileges in respect to nominating and voting. May perform other duties on the Board including accepting appointment to a vacant position as required also performs such other duties as the President may request.
- c) The Vice President- Assists the President with overseeing the PRA program. Chairs PRA committee meetings in the absence of the president. Attends monthly WRL meetings and is the acting WRL rep throughout the Ringette Season. Attends WRL and MRA AGM with the President if possible. In absence of the Treasurer or the President will have signing Authority. Monitors all functions and activities of the PRA. Perform such other duties as the president may direct as well as assist other Board of Directors with duties assigned as necessary. Oversees evaluation and team placement process. Prepare and submit a report to be presented at PRA AGM.
- d) Treasurer – Keeps a balanced financial record of the PRA and informs executive of expenditures. Attends committee meetings as required. Pays minor officials of PRA (scorekeepers, timekeepers, and shot clock operators). Pays all PRA expenses. Prepares and submits an annual financial statement for PRA AGM. Applies for applicable yearly Grant applications. In conjunction with the Registrar accounts for all membership fees paid in each year.
- e) Secretary – Keeps an accurate recording of minutes of the PRA meetings and AGM. Distribute the Minutes in timely manner and to the appropriate members for viewing. Have a copy of previous meetings minutes on hand at each meeting for approval by the Board.

Committees

4.3 The Board shall be empowered to appoint a person or persons to chair committees and or events.

Remuneration

4.4 No Remuneration- the board shall serve without remuneration, provided, that a board member may be paid or reimbursed reasonable expenses incurred by themselves in the performance of their duties. (a qualified receipt of purchase is required, or mileage for travel). With the exception of President, Vice President, Treasurer and Ice Convenor the registration fee will be waived for one player under the age of 18 for the length of their term.

Conflict of Interest

4.5 A Director or a member of a committee who has a interest, or who maybe perceived as having a interest, in a proposed contract or transaction within the PRA, will disclose fully and promptly the nature and extent of such interest to the Board or Committee, as the case may be, will refrain from voting or speaking in a debate on such contract or transaction; will refrain from influencing the decision on such contract or transaction; and will otherwise comply with the requirements of the conflict of interest.

Article 5 – Finance and Management

5.1 Fiscal year – the Fiscal year of the PRA will be from May 1st to April 30th of the following year.

5.2 Bank – The Banking business of the PRA will be conducted at a financial institution as the Board may designate.

5.3 Deposits and Withdrawals- All cheques will be made out to Portage Ringette Association and securities, monies and cheques of the PRA will be deposited for safe keeping in the bank account of the PRA and may be withdrawn by ordinary resolution of the Board of the PRA.

5.4 Expenditures - Expenditures over \$1000.00 will be decided by a special resolution at an in-person Board of directors meeting.

5.5 Signing Authority – All written agreements and financial transactions entered into in the name of PRA will be signed by any two of the President, Treasurer or Vice president.

5.6 Financial Statements – A complete and proper statement of the standings of the books shall be presented at the AGM of the PRA. Any member of the PRA may inspect the books and records of the PRA at any time upon giving reasonable notice to the Treasurer.

Article 6 – Amendment of Constitution and By-Laws

6.1 Member Amendment – Amendments to the Constitution and By-Laws must be submitted in writing, to the board thirty (30) days prior to the AGM and distributed to all Members not less than 15 days prior thereto.

6.2 Voting – the Constitution & By-laws may be amended by a 2/3 majority vote of the total available votes present at any properly constituted AGM. The Members representative submitting the amendment and/or a representative of the Board may only move proposals in person at the AGM.

Article 7 – Dissolution

7.1 Dissolution – It is specifically provided that, in the event of dissolution or winding up of the PRA, all its remaining assets after payment of its liabilities, shall be distributed to a charity of choice decided by the Board.