



# **Westside Ringette Society By-Laws**

**Dated this 30<sup>th</sup> day of May, 2009**



Certificate of  
Incorporation No. S-26718

### *Company Act*

The following special resolution was passed by the undermentioned Society in accordance with the by-laws of the Society on the date stated:

Name of Society: **WESTSIDE RINGETTE ASSOCIATION**

Date resolution passed: June 23, 1997

Resolved that the Constitution of the Society be amended as follows and the existing By-laws be rescinded and the new Bylaws attached hereto be adopted:

1. Paragraph 2 (a) of the Constitution is hereby deleted and replace with the following:  
    "to promote, foster and develop the playing of Ringette throughout the Westside area; that is, the geographic boundaries that are serviced by the mount Boucherie Recreation Centre and Regional District of Central Okanagan;"
2. Paragraph 2 (d) of the Constitution is hereby deleted and replaced with the following:  
    "to provide support and opportunity to players, coaches, officials and administrators to improve their skills in, and knowledge of Ringette;"
3. Paragraph 2 (e) of the Constitution is hereby deleted and replaced with the following:  
    "to actively promote, adhere to and support the constitution, by-laws and policies of the Thompson Okanagan Ringette League, the British Columbia Ringette Association and the the National Canadian Ringette Association;"

Certified a true copy June 23, 1997

Date resolution passed: June 29, 2009

Resolved that the bylaws be amended as follows and the existing By-laws be rescinded and the new Bylaws attached hereto be adopted:

1. Part 2 (.4) of the bylaws is hereby deleted and replace with the following:

“Membership in the WESTSIDE RINGETTE ASSOCIATION shall be open to all players living within the geographic boundaries that are serviced by the District of West Kelowna, Peachland and the Regional District of Central Okanagan west of Okanagan Lake.”

2. Part 5 (.1) of the bylaws is hereby deleted and replaced with the following:

“The directors of the Society shall consist of the following officers: president, vice-president, secretary, treasurer, and past president, plus the following directors; director of coaching, director of publicity and fund raising, director of officials, director of sport development, registrar, three director(s) at large, ice ambassador and equipment manager.”

3. Part 6 (.2.4(i)) of the bylaws is hereby deleted and replaced with the following:

“Shall be responsible for ensuring that all executive members have up to date copies of the constitution and by-laws.”

4. Part 6 (7) of the bylaws is hereby added with the following director positions:

**“Ice Ambassador**

- a. Shall schedule practice ice times fairly, and clearly post the schedule at practice sites in a place visible to the general membership;
- b. Work with Thompson Okanagan Ringette League ice scheduler on behalf of Westside Ringette Association;
- c. Shall work with the executive to schedule games for the league;
- d. Shall work with the executive to schedule tournaments for Westside Ringette Association;
- e. Inform Director of Coaches of tournaments, deadlines and changes to schedules;
- f. Coordinate with coaches and treasurer in verification of games and ice expenses;

- g. Shall attend the District of West Kelowna general meetings re: arena ice schedule and time allotments;
- h. Shall submit a written request for ice dates and times to the District of West Kelowna by the deadline specified.

**Director at Large (Three to be elected)**

- a. Shall carry out any duties assigned by the board of directors.”

5. Part 7 (.3) of the bylaws is hereby deleted and replaced with the following:

“The officers will be elected for two years in order to obtain continuity during the annual general meeting, therefore seven officers will be elected for two years as per:

- a. Even numbered years; president, secretary, director of coaching and director of public relations, ice ambassador, director at large and fund raising;
- b. Odd numbered years; vice-president, treasurer, registrar, director of officials, director of sport development, director at large and equipment manager.”

Certified a true copy June 29, 2009

## **BY-LAWS**

Here set forth, in numbered clauses, the by-laws providing for the matters referred to in section 6 (1) of the Society Act and other by-laws.

### **Part 1 –INTERPRETATION**

1. (1) In thee by-laws, unless the context otherwise requires:
  - (a) “directors” means the directors of the Society for the time being;
  - (b) “Society Act” means the Society Act of the Province of British Columbia from time to time in force and all amendments to it;
  - (c) “registered address” of a member means his address as recorded in the register of members.
- (2) The definitions in the Society Act on the date these by-laws become effective apply to these by-laws.

### **Part 2 – MEMBERSHIP**

1. The members of the Society are the subscribers of the constitution and by-laws and include every other person who agrees to become a members.
2. A person may apply to the directors for membership in the Society and on acceptance by the directors shall be a member.
3. Every member must uphold the constitution and comply with these by-laws.
4. Membership in the WESTSIDE RINGETTE ASSOCIATION shall be open to all players living within the geographic boundaries that are serviced by the District of West Kelowna, Peachland and the Regional District of Central Okanagan west of Okanagan Lake.
5. The following persons shall be eligible to become members of the Society;
  - (a) the parents or guardians of the players registered with the Society and for whom the prescribed fees have been paid; or
  - (b) any person who has undertaken to contribute to the Society his or her services and voluntarily performed duties as may be assigned by the directors of the Society.
6. The amount of the annual membership fee shall be determined by the directors as determined by the Society operating costs.

7. All members are in good standing except a member who has failed to pay his current annual membership fee or any other subscription or debt due and owing by him to the Society and he is not in good standing so long as the debt remains unpaid.
8. A person shall cease to be a member of the Society:
  - (a) by delivering his resignation in writing to the secretary of the Society or by mailing or delivering it to the address of the Society;  
or
  - (b) on his death or in the case of a corporation on dissolution; or
  - (c) on being expelled; or
  - (d) on having been a member not in good standing for 12 consecutive months.
9. (1) A member may be expelled by a special resolution of the members passed at a general meeting.
  - (2) The notice of special resolution for expulsion shall be accompanied by a brief statement of the reason or reasons for the proposed expulsion.
  - (3) The person who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.

### **Part 3 – ANNUAL GENERAL MEETING**

1. An annual general meeting called for the purposes of electing directors and officers, receiving reports and transacting such other business as may properly come before an annual general meeting, shall be held approximately 2 weeks after the last scheduled ice time.
2. The order of business at the annual general meeting shall be as follows:
  - (1) Call to order
  - (2) Adoption of minutes of previous annual general meetings and general meetings held since the previous annual meeting;
  - (3) Business arising out of the minutes;
  - (4) The president's report
  - (5) The treasurer's report
  - (6) The registrar's report
  - (7) Balance of board of directors and committee reports
  - (8) Constitution and by-law amendments;
  - (9) Election of next year's board of directors as per constitution;
  - (10) New business;
  - (11) Adjournment.
3. Only members in good standing of the Society may vote.

#### **Part 4 – FEES**

1. Each player shall pay fees based on requirements as determined on an annual basis by the board of directors.
2. Players who have not registered and paid the required fees are not allowed on the ice for any tryouts, practices or games, without filling out a registration form and paying for set fees, re: clinics.

#### **Part 5 – BOARD OF DIRECTORS AND OFFICERS**

1. The directors of the Society shall consist of the following officers: president, vice-president, secretary, treasurer, and past president, plus the following directors; director of coaching, director of publicity and fund raising, director of officials, director of sport development, registrar, three director(s) at large, ice ambassador and equipment manager.
2. All directors must be eighteen years of age or more. No director may act as coach, trainer, or manager of a house league team unless approved by the board of directors.
3. No director shall be remunerated for being or acting as a director but a director shall be reimbursed for all expenses, approved by the directors, necessarily and reasonably incurred by him while engaged in the affairs of the Society or for British Columbia Ringette Association business.
4. The president shall be the chairman of all meetings of the directors, but if at any meeting the president is not present within 30 minutes after the time appointed for hold the meeting, the vice-president shall act as chairman.
5. The members may, by special resolution, remove a director before the expiration of his term of office and may elect a successor to complete the term of office.
6. The presence of one half (1/2) of the board of directors plus one shall be necessary to constitute a quorum to conduct the affairs of the association at a meeting of the executive committee or board of directors.
7. The president shall not vote except in the case of a tie where he shall cast the deciding vote.
8. Board meetings shall be held at least every two (2) months, on a consistent day and at a consistent hour.
9. Resolutions which receive an affirmative vote at the annual general meeting shall be placed on the agenda of the first meeting of the board of directors which follows the annual general meeting, to be dealt with by the board in a timely fashion.

## **Part 6 – POWERS AND DUTIES OF DIRECTORS AND OFFICERS**

1. The officers of the Society shall be president, vice-president, secretary, treasurer and past president.

### **2. President:**

- a. Shall call and preside at all board of directors and executive committee meetings;
- b. Shall prepare an agenda for all such meetings;
- c. Shall be one of the signing officers;
- d. Shall be an ex-officio member on all committees with the right to vote;
- e. Shall submit a written report if unable to attend executive meeting;
- f. Shall be responsible for ensuring that all administrative procedures and communications are carried out;
- g. Shall be responsible for ensuring that the Society and its members adhere to the policies as laid down by Ringette Canada, British Columbia Ringette Association and the Thompson Okanagan Ringette League;
- h. Shall assist the treasurer and the vice-president with the budget;
- i. Shall attend or appoint a representative from the board to attend the B.C.R.A. annual general meeting, and maintain contact with all associations concerned with ringette;
- j. Shall attend or appoint a representative from the board to attend Thompson Okanagan Ringette League meetings, and other B.C.R.A. meetings that may be held;
- k. Shall be familiar with the constitution and by-laws, and shall strive to ensure that the business of the Society is conducted in accordance with them;
- l. Shall ensure that all members of the board are given copies of the constitution and that the director of coaching is given a copy of B.C.R.A. policy Article VI-Coaching Development.



### **3. Vice-President**

- a. Shall perform the duties of the president in his/her absence, or at his/her request and shall then have all the powers and rights of the president
- b. Shall assist the president in performing his duties and may hold the position of Chairman on any committee;
- c. Shall be one of the signing officers;
- d. Shall attend any B.C.R.A. meetings in the absence of the president;
- e. Shall be familiar with any grant programs and prepare submissions for grants to the Provincial Government;
- f. Shall co-ordinate the preparation of the association's annual programs, including assisting the treasurer in budget preparations;
- g. Shall be responsible for soliciting new sponsors and the collection of monies from same;
- h. Shall be responsible for renewing sponsors before the start of the new season, and monies collected as early as possible;
- i. Shall ensure that a written report is submitted if unable to attend executive meetings;
- j. Shall ensure team pictures and letters of thanks are sent out to the sponsors at the close of the season and ensure sponsors are aware of the Society's activities and functions;
- k. Shall be responsible to act as a public relations officer.

### **4. Secretary:**

- a. Shall attend all executive meetings and record, type and distribute minutes to all members, before the next monthly meeting;
- b. Shall conduct all correspondence for the Society;
- c. Shall issue notice of all meetings;
- d. Shall submit a written report if unable to attend executive meetings;
- e. Shall keep a roll of all members and their offices;
- f. Shall provide an annual report to the membership at the annual general meeting;

- g. Shall ensure that written notice of the annual general meeting shall be given not less than fourteen (14) days before the date of the meeting;
- h. Shall reserve the board room for meetings;
- i. Shall be responsible for ensuring that all executive members have up to date copies of the constitution and by-laws.

**5. Treasurer:**

- a. Shall be one of the signing officers;
- b. Shall pay all accounts by cheque, signed by self and one other of the officers, president or vice-president;
- c. Shall collect and deposit all monies belonging to the Society in such bank as he may select and keep a record of same;
- d. Shall submit a report at all regular meetings and a written financial report at the annual general meeting;
- e. Shall prepare the annual budget in cooperation with the president and the vice-president;
- f. Shall communicate regularly with the vice-president re: status of sponsorships;
- g. Shall communicate regularly with director of coaching re: status of ice times purchased;
- h. Shall ensure together with the director of fund raising and publicity, that individual team fundraising be authorized.

**6. Past President:**

- a. Shall act as an advisor to the executive and assist the president;
- b. Shall serve as chairperson for the nominating committee for the election of officers at the annual general meeting;
- c. Shall carry out any duties assigned by the board of directors;
- d. Shall be a full voting member of the board of directors.

## **7. Directors and their duties**

### **Registrar**

- a. Shall be responsible for making all the necessary arrangements for player registrations and dates to be held in September of each year;
- b. Shall be responsible for registering each player with the Provincial Association and Ringette Canada;
- c. Shall be responsible for maintaining blanket insurance coverage for all members of the Society, including coaches, team managers, referees, timekeepers and scorekeepers;
- d. Shall be responsible for filling out player and team registrations. All forms to be completed by dates specified by BCRA, Ringette Canada and Thompson Okanagan Ringette League;
- e. Shall ensure that all players, coaches and managers are properly registered with BCRA;
- f. Shall be responsible for ensuring that all players are registered in their appropriate age categories with a photocopy of their proof of birth, or a baptism certificate as proof of age;
- g. Shall be responsible for registering any new player with BCRA as soon as possible after the deadline, so that injury insurance is in effect before the player participates in ringette;
- h. Shall provide a copy of the master list of all players to the Director of Coaching and shall keep a copy of the team registrations on file for future reference;
- i. Shall be responsible for placing an ad in the newspapers 3 weeks ahead of designated registration dates;
- j. Shall make copies of the constitution and by-laws, as well as the policies of WRA, available for perusal at designated registration times.

## **Director of Coaching**

- a. Shall be responsible for all coaching programs and appointing coaches to teams;
- b. Shall be the Society representative to the scheduling meeting for the Thompson Okanagan Ringette League;
- c. Shall recommend to the Society any rule changes when deemed appropriate by the Thompson Okanagan Ringette League;
- d. Shall be responsible to interpret and increase awareness of any rule changes by BCRA;
- e. Shall be responsible for the right to suspend any coach for conduct that is unbecoming of a coach with the proviso that said coach will reserve the right to appeal the decision;
- f. Shall receive reports from committee chairpersons and act as a liaison between the executive and various committees;
- g. Shall act on behalf of coaches' complaints or protests in all divisions;
- h. Shall be responsible for the advancement of skill level of all coaches;
- i. Shall coordinate all clinics for coaches and players, available from the BCRA for skill advancement;
- j. Shall represent every player in all matters pertaining to suspensions or expulsions according to BCRA rules and regulations; also shall act on behalf of players' complaints;

## **Director of Officials**

- a. Shall attend all board of directors meetings;
- b. Shall be responsible for all officials in the Society including the advancement of their skill levels;
- c. Shall be responsible for supplying sweaters, whistles and other supplies and ensuring their care and return;
- d. Shall be responsible for scheduling officials referees, timekeepers and scorekeepers;
- e. Shall be responsible for the advancement of timekeepers and scorekeepers and scheduling them for games;

- f. Shall be a liaison person with referee in chief and with all other associations;
- g. Shall be responsible to balance the monthly officiating expenses and hand in a report to the treasurer each month;
- h. Shall be responsible for the right to suspend any official for conduct unbecoming of an official with the proviso that said official will reserve the right to appeal such a decision.

**Director of Publicity and Fund Raising:**

- a. Shall establish philosophy, objectives, guidelines and programs relating to public relations;
- b. Shall publish and inform media about upcoming events, news items, pictures and league standings;
- c. Shall coordinate a ringette week campaign in conjunction with the BCRA and Ringette Canada promotions;
- d. Shall distribute promotional material as requested and promote ringette in the community and the schools;
- e. Shall be responsible for working with a committee to establish annual fund raising events and inform the executive of all available promotions;
- f. Shall present fund raising ideas to the executive where they will be decided upon by vote. All major fund raising is to be established before September registration dates;
- g. Shall ensure together with the treasurer, that individual team fund raising be authorized.

**Director of Sport Development**

- a. Shall strive to develop ringette in new areas and in the schools, in cooperation with the director of public relations;
- b. Shall promote ringette in the schools, by setting up visitations and liaison with school personnel;
- c. Shall help coordinate all clinics with the director of coaching;
- d. Shall be a liaison person with all committee chairpersons and board members in the area of sport development;
- e. Shall represent every player in all matters pertaining to complaints, suspensions or expulsions, in cooperation with the director of coaching and the director of officials;

- f. Shall be responsible for providing that every player has the opportunity to play the sport in her age group and caliber of play.

### **Equipment Manager**

- a. Shall be responsible for all equipment of the Westside Ringette Association;
- b. Shall be responsible for the purchase of equipment as approved by the budget;
- c. Shall be responsible for the equipment education of all coaches, parents and players within the Society;
- d. Shall ensure that all coaches are provided with proper equipment and that coaches do not allow players on the ice without equipment approved by BCRA and Ringette Canada guidelines;
- e. Shall submit an annual report to the annual general meeting, as well as take inventory and necessary replacements for the next season.

### **Ice Ambassador**

- i. Shall schedule practice ice times fairly, and clearly post the schedule at practice sites in a place visible to the general membership;
- j. Work with Thompson Okanagan Ringette League ice scheduler on behalf of Westside Ringette Association;
- k. Shall work with the executive to schedule games for the league;
- l. Shall work with the executive to schedule tournaments for Westside Ringette Association;
- m. Inform Director of Coaches of tournaments, deadlines and changes to schedules;
- n. Coordinate with coaches and treasurer in verification of games and ice expenses;
- o. Shall attend the District of West Kelowna general meetings re: arena ice schedule and time allotments;
- p. Shall submit a written request for ice dates and times to the District of West Kelowna by the deadline specified.

## **Director at Large (Three to be elected)**

- b. Shall carry out any duties assigned by the board of directors.

## **Part 7 – ELECTION OF OFFICERS**

2. Six weeks prior to the Annual General meeting the board of directors shall appoint from amongst its members a nominating committee of three with the past president as chairperson. This committee will be responsible for putting forth a slate of names willing run for the positions.
3. Nominations for executive positions shall also be accepted from the floor at the annual general meeting.
4. The officers will be elected for two years in order to obtain continuity during the annual general meeting, therefore seven officers will be elected for two years as per:
  - a. Even numbered years; president, secretary, director of coaching and director of publicity and fund raising, ice ambassador, and director at large
  - b. Odd numbered years; vice-president, treasurer, registrar, director of officials, director of sport development, director at large and equipment manager.
5. All officers and directors shall then be elected by secret ballot for terms as outlined in the above statement.
6. No proxy vote shall be recognized.
7. all members of the board of directors and all members of the Society in good standing have one vote.

## **Part 8 – STANDING COMMITTEES**

1. Standing committees may be set up by the Westside Ringette Association for:
  - a. Appeals;
  - b. Divisions

when found necessary.

## **Part 9 – BORROWING**

1. In order to carry out the purposes of the Society the directors may, on behalf of and in the name of the Society, raise or secure the payment or repayment of money in such manner as they decide and in particular but without limiting the generality of the foregoing, by the issue of debentures.
2. No debenture shall be issued without the sanction of a special resolution.

## **Part 10 – SEAL**

1. The directors may provide a common seal for the Society and they shall have power from time to time to destroy it and substitute a new seal in place of the seal destroyed.
2. The common seal shall be affixed only when authorized by a resolution of the directors and then only in the presence of the persons prescribed in the resolution or if no persons are prescribed, in the presence of the president and secretary or president secretary-treasurer.

## **Part 11 – AUDITOR**

1. This article applies only where the Society is required or has resolved to have an auditor.
2. The first auditor shall be appointed by the directors who shall also fill all vacancies occurring in the office of auditor.
3. At each annual general meeting the Society shall appoint an auditor to hold office until he is re-elected or his successor is elected at the next annual general meeting.
4. An auditor may be removed by ordinary resolution.
5. An auditor shall be informed forthwith in writing of appointment or removal.
6. No director and no employee of the Society shall be auditor.
7. The auditor may attend general meetings.



## **Part 12 – AMENDMENTS TO THE CONSTITUTION AND BY-LAWS**

1. The constitution of the Society shall not be amended except at the annual general meeting by seventy-five (75%) percent of the members present. Notice of the proposed amendments shall be given to the board secretary in writing at least twenty-one days prior to the annual general meeting and he shall provide copies of the proposed revisions to all those entitled to vote at such a meeting.
2. The by-laws of the organization may be amended by seventy-five (75%) percent of the members present at the annual general meeting or a special meeting called for this purpose.
3. At least one week's notice of special meetings must be given to members in good standing.

Dated this 30<sup>th</sup> day of May, 2009.