

**INDUS
RINGETTE
ASSOCIATION
BY-LAWS**

JULY 2009

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I. CONSTITUTION

A. Article 1 – Name

1. The Association shall be known as the Indus Ringette Association, hereinafter to be referred to as IRA.

B. Article 2 - General

1. Ruling on Bylaws

Except as provided in the SOCIETIES ACT (ALBERTA), the Association will have the authority to interpret any provision of these Bylaws that is contradictory, ambiguous, or unclear, provided such interpretation is consistent with the SOCIETIES ACT (ALBERTA) and with the objectives of the Association.

2. Amendments

Subject to the SOCIETIES ACT (ALBERTA), the Bylaws of the Association shall not be altered, amended, added to or rescinded except by Special Resolution as by presented to the Board of Directors for discussion and duly approved by the Officers of the Association and none of the foregoing shall be in effect until registered by the Secretary of the Association, as defined in the SOCIETIES ACT (ALBERTA).

3. Included words

In all Bylaws, the feminine shall include the masculine, the singular the plural and the plural the singular. Wherever reference is made to the Societies Act (Alberta) or a section thereof, such reference shall be deemed to extend and apply to any amendment to the act or section, as the case may be.

4. Head office

The head office of the Association shall be in the Hamlet of Indus, in the Province of Alberta and at Indus Recreation Centre. Currently the mailing address of the Association is 225155A RR281A, Indus, Alberta T1X 0H7. The Secretary and/or the President of the Association will ensure that the mailbox is checked no less than once a week to ensure that any notices from the Regulatory agencies are not delayed in being processed and/or addressed within the Association in a timely manner.

5. Corporate Seal

The Association does not have a corporate seal.

C. Article 3 – Membership

1. Membership in the IRA shall be open to all interested persons living within the geographical boundaries as set out by Zone 2 of Ringette Alberta. This area includes but not limited to the Indus, Langdon and Chestermere Recreational Areas.
2. Players from outside these boundaries shall be accepted, if openings are available and permissible by Zone 2 of Ringette Alberta.

D. Article 4 – Board of Directors

2. The Board of Directors of the IRA shall consist of the following officers: President, Vice-President, Secretary, Treasurer and Past-President, plus the following Directors: Referee-in-Chief, Registrar, Director of Coaching and Player Development, Director of Publicity and Promotion, Director of Fundraising, and Ice Scheduler.
3. All officers shall be eighteen or more years of age. ~~No officer may act as Coach, Trainer, or Manager of any team unless approved by the Board of Directors.~~
4. The responsibilities of the Executive and duties of the officers shall be defined in the Bylaws of the IRA.

E. Article 5 - Election of Officers and Directors

- i. Three (3) weeks prior to the Annual General Meeting, the Board of Directors shall appoint from amongst its members, a Nomination Committee of three, who shall be responsible for putting forth a slate of names willing to run for each position. *(not sure from my notes what we wanted to change to....I have the notes "nominations" and "look"....any ideas??)*
- ii. All officers and directors shall then be elected to serve in the elected position for a period of one (1) year *(change to: with exception of President, which is elected for a two year term)*. All officers and directors are elected by a show of hand at the IRA Annual General Meeting.
- iii. No proxy vote shall be recognized.
- iv. All members of the Board of Directors and all members of the IRA in good standing shall have one (1) vote.

F. Article 6 - Standing Committee

- i. The Standing Committee of the IRA shall be assigned at the first Executive Meeting following the Annual General Meeting and be as follows:
 - a. Appeals or Grievance Committee – shall consist of three appointed officers who have the final authority on the disposition of all grievances or appeals.

G. Article 7 - Amendments to the Bylaws

1. Proposed revisions must be advertised for at least twenty-one (21) days prior to the AGM or special meeting.
2. The bylaws can only be changed by a special resolution of the members. A $\frac{3}{4}$ (75%) vote of the members present at the AGM or a special meeting called for this purpose is required for passage of changes to the bylaws. Change to: As per Section E, #2, under Bylaw 4 - Quorum.

BYLAWS

A. Bylaw 1 – Meetings

a. Annual General Meeting

1. The Annual General Meeting shall be held at such place on such a date and at such an hour as the IRA Board of Directors shall determine each year and provided that such an Annual General Meeting shall not be held later than the 31st of March. At least fourteen (14) days public notice of the meeting shall be given.
2. The purpose of the meeting shall be:
 - a. to receive the audited financial statements of the Association for the previous season
 - b. to receive the interim financial reports/budgets and to appoint the Association auditors for the current season.
 - c. To receive the reports of the Board of Directors
 - d. To elect the Officers and Board of Directors positions of the Association which are up for re-election or which became vacant.
3. The order of business at the Annual General Meeting shall be as follows:
 - e. Call to Order
 - f. Adoption of Minutes of the previous Annual General Meeting and General Meeting.
 - g. Business arising out of the Minutes
 - h. The President's Report
 - i. The Treasurer's Report
 - j. The Registrar's Report
 - k. Balance of Directors' and Committee Reports
 - l. Constitution and Bylaw Amendments
 - m. Elections of Next Year's Board of Director's
 - n. New Business
 - o. Adjournment
4. All members in good standing will have the right to vote at the AGM.
5. Voting will be by show of hands. No proxy votes allowed.

b. Special General Meetings

1. A Special General Meeting of the Association shall be called by the President, upon receipt of a written request signed by 50% of the Individual Members registered at that time. Such a request shall state the reason for the Special General Meeting. Written notice of Special General Meetings shall be posted on the Association website within seven days after the receipt of the request and the notice shall be given seven days in advance of the meeting date.
2. All members in good standing will have the right to vote at a Special General Meeting.
3. Voting will be by show of hands. No proxy votes allowed.

B. Bylaw 3 – Fees

1. Each player shall pay fees based on requirements as determined by the Board of Directors as noted on the yearly registration form.
2. Failure to pay required fees by date noted on registration form will result in immediate suspension of practice and game privileges and the member not being in good standing in IRA.
3. If fees are outstaying after payment deadlines, re-instatement of the player will not be accepted until full cash payment is made to the IRA Treasurer for outstanding fees.

E. Bylaw 4 – Quorum

1. The presence of one half of the Board of Directors plus one shall be necessary to constitute a quorum to conduct the affairs of the IRA at a meeting of the Executive Committee or Board of Directors.
2. The presence of one half of the Membership plus one shall be necessary to constitute a quorum (change to 15 persons consisting of representation from each team....had suggested 3-4 persons per team question if that may limit us in the case of U6) at an Annual General Meeting or Special Meeting.

F. Bylaw 5 – Membership

1. Membership in IRA is acquired by an adult player or parent/guardian to a child who is registered to play in the coming season.
2. "All" members must participate in the functioning of the program by openly and actively participating, organizing, fundraising, coordinating, directing, managing, or coaching within the program. Members are required to volunteer and fulfill the expectations as set by the IRA Executive.

3. Membership may be granted upon payment of the prescribed registration fee. All memberships expire at the closing of the Annual General Meeting or at the end of the playing season, whichever is latest. The membership fee shall be established by the Executive and recommended either to the Annual General Meeting for Approval or at a budget planning meeting prior to the start of the next playing season.
4. New memberships requested after the December 1st (change to Nov 1 or Ringette Alberta Registration deadline, whichever is later). deadline shall be at the discretion of the Board of Directors.
5. There shall be two (2) types of memberships:
 - i. Individual Member – is open to interested citizens residing within the boundaries of the Indus Ringette Association.
 - ii. Associate Member – is open to organizations outside of the recreation area that wish to affiliate with the IRA.
6. Any member wishing to withdraw from membership may do so upon a notice, in writing, to the IRA through its Secretary. There will be no refund of fees after December 1 (change to Nov 1 or Ringette Alberta Registration deadline, whichever is later). Prior to December 1 (change to Nov 1 or Ringette Alberta Registration deadline, whichever is later), withdrawals will be refunded on a pro-rated basis with no refund for Ringette Alberta/Ringette Canada fees.
7. If any member is in arrears for fees or assessments for any such year, such member will be automatically suspended and shall thereafter be entitled to no membership privileges or powers in the society until re-instated.
8. Any member, upon two-thirds vote of the members of the IRA in good standing, may be expelled for any cause that the IRA may deem reasonable.

G. Bylaw 6 – Conduct of Members

1. The IRA expects committee members, team officers, and program participants to exhibit qualities of good sportsmanship and decorum consistent with levels of propriety towards committee members, game officials, opponents and spectators. As Such, standards of behavior consistent with IRA Cod of Conduct, Ringette Alberta, and Ringette Canada, league policies shall be maintained throughout the season, within a climate of mutual respect. It is recognized, however, that, from time to time, sanctions may be necessary for behavior, which transgresses acceptable standards. Such sanctions may be applied to any players, team officials, parents, or committee members for actions deemed to be unsportsmanlike, and will take the form of:

- A. A verbal reprimand
- B. A written reprimand
- C. A suspension
- D. An expulsion, or
- E. Any combination of the above.

The IRA, through its elected or appointed officials, has the authority to discipline any reprimand players, team officials, parents or committee members. (Add: After above protocol has been met) The President shall ensure that each disciplinary incident is:

1. Dealt with by a committee of not less than three (3) people.
2. Treated fairly and that consistency is maintained across divisions/categories
3. The right of appeal is extended
4. Handled in such a way that the integrity and stature of all persons are respected.

Standard Suspensions of team staff and/or players:

Where the Ringette Canada, Ringette Alberta or league policies dictate a suspension of team staff or players for a rule transgression and game officials determine by write-up, that such a transgression took place, the suspension will be implemented by the Coach and Player Development Director in consultation with the League/Director as a matter of routine.

Non-Standard Suspensions:

When incidents occur that contravene IRA Bylaws and are not covered by Ringette Canada and Ringette Alberta Policy, game officials, coaches, and team officials may report the incident to the IRA Grievance Committee for their dispensation. Incidents should be reported as soon as possible.

Appeal:

Should a coach, player, team official, committee member or parent feel that the IRA Grievance Committee has not satisfactorily resolved the issue, an appeal may be registered by a written letter to the IRA Secretary, accompanied by a \$50.00 appeal fee a suggestion has been made to remove the 50.00 appeal fee because we are a volunteer organization...that is why we want \$50.00 appeal fee so people think twice about appealing a grievance they have received. The secretary will assure the matter is placed on the agenda of the next IRA executive meeting and inform the President and respective Grievance Committee members of its receipts. The IRA shall provide up to thirty minutes of meeting time for the person(s) making the appeal. A discussion of the

case shall take place in committee of the whole, which shall render its decision by motion. A simple majority shall suffice. The decision of the IRA shall be final and binding on all parties. If the appeal to the AIRA results in endorsement of the decision of the Grievance Committee or an increase in penalty, the fee shall be forfeited. If the appeal to the IRA results in overruling the Grievance Committee's decision or lesser penalty than that imposed, the entire \$50.00 shall be refunded.

H. Bylaw 7 - Audits

1. The books, accounts and records of the Treasurer shall be audited at least once a year by a duly qualified accountant or two board members of the IRA, elected for that purpose at the Annual General Meeting. The books must be available to the auditors thirty (30) days prior to the Annual General Meeting. A complete and proper statement of the standings of the books for the previous year shall be submitted by the auditor(s) at the Annual General Meeting of the IRA.

I. Bylaw 8 – Remuneration

1. Unless authorized at the Annual General Meeting and after notice of same shall have been given, no Officer or Director of the IRA shall receive any remuneration for his/her services.

J. Bylaw 9 – Borrowing

1. For the purpose of carrying out its objectives, the IRA may borrow, raise, or secure a payment of money in such manner that it thinks fit, but this power shall be exercised only under the authority of the IRA, and in no case without the sanction of an extraordinary resolution of the IRA.

K. Bylaw 10 – Bylaws

The Bylaws may be rescinded, altered or added to by an extraordinary resolution **as by a majority of not less than three-quarters of such members entitled to vote as are present in person at a General Meeting** **change to: As per Section E, #2, under Bylaw 4 - Quorum.** of which twenty one (21) days public notice specifying the intention to propose the resolution as an extraordinary resolution has been duly given.

L. Bylaw 11 – Books and Records

1. IRA fiscal year end shall be **June 30th**. **(Change to August 31st)**
2. The books and records of the IRA may be inspected by any member of the IRA at the Annual General Meeting provided for herein or at any time upon giving reasonable notice and arranging a

time satisfactory to the officer or officers having charge of same. Each member of the Executive shall at all times have access to such books and records.

M. Bylaw 12 – Board of Directors – Powers and Duties

1. The Board of Directors shall have control of the affairs of the IRA and shall have the power to amend the regulations of the IRA.
2. Board of Directors shall appoint both Standing and AD-Hoc committees whose objectives shall be within the aims and objectives of the Constitution and not contrary to the Constitution.
3. Vacancies on the Board of Directors, however caused, shall be filled by the Board of Directors from the qualified members of the IRA if they shall see fit to do so. Otherwise, such vacancies shall be filled at the next General meeting of the members.
4. Any Director, upon two-thirds vote of the members of the IRA in good standing, may be removed from office for any cause that the IRA may deem reasonable. Vote is by show of hands. No proxy votes allowed.
5. Directors:
 - a) **Referee-in-Chief**
 - i) Shall attend all Board of Directors meetings
 - ii) Shall be responsible for all officials in the IRA including the advancement of their skill levels
 - iii) Shall be responsible for minor officials—timekeepers and scorekeepers including advancement of skill levels.
 - iv) Shall be responsible for scheduling of officials.
 - v) Shall perform other duties as assigned.

b) Registrar

- i) Shall attend all Board of Directors meetings
- ii) The Registrar shall be responsible for making all necessary arrangements for registration.
- iii) Shall be the sole keeper of waiting lists for each age group and be responsible for placing of a player from this list onto a team.
- iv) Shall register all players with the Provincial Association and Ringette Canada.
- v) Shall register all transfers with the necessary associations.
- vi) Shall maintain an accurate list of the members of the IRA as outlined in the Societies Act.
- vii) Shall perform other duties as assigned.

c) Director of Coaching and Player Development

- i) Shall attend all Board of Directors meetings.
- ii) Shall act on behalf of coaches complaints or protests in all divisions.
- iii) Shall be responsible for the advancement of the skill levels of all coaches.
- iv) Shall coordinate all coaches' clinics available from the Provincial Association for skill development.
- v) Shall act on behalf of all player complaints or protests in all divisions.
- vi) Shall represent each player in all matters pertaining to suspensions or expulsions.
- vii) Shall be responsible to coordinate the players and skill development clinics and test available from the Provincial Association.
- viii) Shall perform other duties as assigned.

d) Director of Publicity and Promotion

- i) Shall attend all Board of Directors meetings.
- ii) Shall be responsible for all promotions dealing with the IRA including press releases, advertising and notices of fundraising events.
- iii) Shall coordinate a Ringette week campaign in conjunction with the Provincial/National Associations.
- iv) Shall perform other duties as assigned.

e) Director of Fundraising

- i) Shall attend all Board of Directors meetings.
- ii) Shall head fundraising committees.
- iii) Shall provide event(s) financial report.
- iv) Shall perform other duties as assigned.

f) Ice Scheduler

- i) Shall attend all Board of Directors meetings.
- ii) Shall be responsible for booking of all required ice.
- iii) Shall be responsible for allocation of ice slots to member teams.
- iv) Shall be responsible for the cancellation of all ice when necessary.
- v) Shall inform the coaches of the member teams of any changes to the ice schedule.
- vi) Shall attend Ag. Board User Group Ice Scheduling meetings as they arise.
- vii) Shall perform other duties as assigned.

N. Bylaw 13 – Officers-Powers and Duties

1. The Officers of the IRA shall be President, Vice-President, Secretary, Treasurer and Past-President
2. Any Officer, upon two-thirds vote of the members of the IRA in good standing, may be removed from office for any cause that the IRA may deem reasonable **Add: after the protocol under Section G #1 under Bylaw 6 – Conduct of members has been met.** Vote is by show of hands. No proxy vote allowed.

6. Officers:**a) President**

- i) Shall preside at all Board of Director and Executive Committee meetings.
- ii) Shall prepare an agenda for all such meetings.
- iii) Shall exercise the power and authority of the Board of Directors in cases of emergency.
- iv) Shall be the official spokesperson of the IRA
- v) Shall be charged with the general management and supervision of the affairs and operations of the IRA.
- vi) Shall be ex-officio member al all Standing and Ad-Hoc committees.
- vii) Shall co-sign cheques signed by the Treasurer.
- viii) Shall not vote, except in the case of a tie where he/she shall cast the deciding vote.

- ix) Shall insure that all Officers and Directors perform his/her duties.
- x) Shall be the official liaison with the Provincial Ringette Association and Zone 2.

b) Vice-President

- i) Shall attend all Board of Directors meetings.
- v) Shall perform the duties of the President in his/her absence or at his/her request and shall then have all the rights and powers of the President.
- vi) When acting as President, shall not have the right to vote except in the case of a tie.
- vii) Shall assist the President in performing his/her duties and may hold the position of Chairperson of any Ad-Hoc or Standing Committee.
- viii) In the absence of the President, shall co-sign cheques signed by the Treasurer.
- ix) Shall perform other duties as assigned.

c) Secretary

- i) Shall attend all Board of Directors meetings.
- i) Shall issue notice of all meetings.
- iii) Shall maintain records of proceedings and meetings.
- i. Shall insure that all correspondence is attended to and keep an accurate record of all business dealings of the Board of Directors. Have custody of all documents and records, except financial, pertaining to the affairs of the IRA.
- ii. Shall insure that all correspondence is brought before the Board of Directors.
- iii. Shall perform other duties as assigned

d) Treasurer

- i. Shall attend all Board of Directors meetings.
- ii. Shall pay all accounts by cheque, signed by self and one of either the President or Vice-President.
- iii. Shall collect and receive annual dues or assessments levied by the IRA and shall be responsible for the deposit of same in whatever bank the Executive may order. He/she shall properly account for the funds of the IRA and keep such books as may be directed. He/she shall present a full detailed account of receipts and

disbursements to the Executive whenever requested and shall prepare, or have prepared for submission to the Annual General Meeting a statement of the financial position of the IRA, and include a copy of same in the records of the IRS.

- iv. Shall arrange for the audit of the books on an annual basis, noting June 30 as year end.

e) Past – President

- i. Shall attend all Board of Directors meetings.
- ii. Shall carry out all duties assigned by the Board of Directors and act as advisor to the Board of Directors.
- iii. Shall be a full voting member of the Board of Directors.

N. Bylaw 14 – IRA Code of Conduct

1. Attached IRA Code of Conduct shall be adhered to by coaches, players, parents, and officials.

Signed by:

Michele Wheeler

Dallas Ruckaber

Pam Tanner

Bobbi-Lynn Werbowesky

Stu Wheeler

Witnessed by:

Linda Perich

These Codes of Conduct should be supplemented with a high degree of common sense and keeping the best interests of the players and the game in mind. Please read these Code of Conducts and embrace their content and spirit. Violation of the guidelines may result in disciplinary actions that could include, but are not limited to, verbal and/or written warnings, as well as coach, parental, and in extreme cases, player suspension. Let's make participation in Ringette FUN for everyone.

Coaches' Code of Conduct

It is the responsibility of the coaches to:

1. Commit yourself to learning the rules of the game, skills to be taught, and coaching techniques for player and team development.
2. Commit yourself to learning the correct procedures for caring for and recognizing the most common injuries of your players.
3. Timely and properly communicate schedule changes to players and parents. Keep lines of communication with your player' parents open. Inform everyone associated with your team (assistants, managers, players, parents/guardians) of their rights and responsibilities; make known your intentions about playing time right **form** **change to: from** the outset.
4. Develop a feeling of success in all your players. Every child should have an opportunity to experience some degree of success in sports and to feel good about themselves and sports.
5. Create a setting for continued growth and development: physical, mental, and emotional.
6. Create a safe environment in which your players can practice and play.
7. Develop the quality of leadership in your players.
8. Establish discipline, develop cooperation and team spirit, and instill an appreciation for sports.
9. Help to channel each child's natural energy in a positive direction.
10. Teach players how to compete, and to accept both winning and losing. Teach players how to accept defeat and make it a positive step towards growth.
11. Make sure your attendance at practice and games is timely and with proper equipment. Delegate to your assistant coach this responsibility if you cannot attend.
12. Teach how to handle stress and pressure in competition.
13. Be a positive role model; applaud a good effort in both victory and defeat, and enforce the positive points of the game.
14. Winning is a consideration, but not the only one.

Code of Conduct for Parents

The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. The highest potential of sports is achieved when competition reflects these "six pillars of character."

A parent's attitude toward sport —its goals and how to achieve them, and sense of sportsmanship and fair play— will hugely impact on his/her child's experience and long-term enjoyment of the game of ringette. It will also affect the team and often the Association. Please keep in mind that ringette should be, first and foremost, fun to play....development will follow.

- ❖ Totally support your child's desire to play ringette by offering encouragement and by taking a sincere interest in them and their team. It is for their enjoyment, not mine.
- ❖ Allow your child to establish their own goals and to play the game for themselves. Your child is playing ringette, not you. Positive reinforcement is the best way to help your child achieve their goals.
- ❖ Encourage your child to always play by the rules (both sport and team)
- ❖ Recognize and appreciate the importance of coaches, as they are vital to the development of your child and the sport of ringette. Coaches volunteer their time to make your child's ringette experience a positive one. Communicate with them and support them. Never voice criticisms or concerns towards coaches, referees or administrators in front of any player. Refrain from coaching from the stands.
- ❖ If you have a concern, communicate openly and constructively with your child's **coach** **add: or Parent Liason** in the spirit of team effort and take time to speak with coaches at an agreed upon time and place, giving at least 24hours of space between the incident and the discussion and in the presence of a designated 3rd party (appointed by the Association Executive). Disrespectful or offensive treatment of any coach is unacceptable under all circumstances and violations will be dealt with promptly and decisively.
- ❖ Emphasize skill development and practices and how they benefit the child over winning. De-emphasize games and competition in the lower age groups so that the child will never feel defeated by the outcome of a game or his/her performance.
- ❖ Be a positive role model. Children learn best by example. Applaud good plays/performances by both my child's team and their opponents. Show respect to coaches, referees, opponents and other spectators.
- ❖ Do not expect the coaches to act as babysitters. Be on site to assist the coach should my child need my assistance with equipment, hair, bathroom break.
- ❖ Ensure my child gets to and from the arena in a timely manner as to not disrupt the practice or game.
- ❖ Enjoy the game, learn all you can about ringette---and PLEASE VOLUNTEER.

CODE OF CONDUCT FOR PLAYERS

- ◆ **Play for fun** and enjoyment
- ◆ **Respect your teammates and coaches** - treat them as you would wish to be treated
- ◆ Learn and **play by the rules**
- ◆ **Co-operate** with **add: your** coach, team-mates and opponents
- **Do not argue** with your fellow players, referees, and/or the coach - **use your energies for playing better**
- ◆ Recognise **should be: recognize** and **applaud all good play**
- ◆ **Be a good sport** - win with modesty, lose with dignity
- ◆ If you do not understand **ask the coach** for an explanation.
- ◆ **Inform the coach** of any injury as soon as possible
- ◆ **Inform the coach** if you need to leave the ice
- ◆ **Thank officials and opponents after competition**
- ◆ **Arrive** at practice and games **on time** and with all your equipment.