



Oshawa Storm Ringette Association Constitution and

By-Laws Adopted January 13, 1993

**With amendments 19/09/2005; 17/04/2006;
23/04/2007; 24/04/2009; 17/05/2010; 18/04/2011;
7/05/2012, 17/11/2012, 13/05/2013, 28/04/2014,
20/04/2015, 18/04/2016, 24/04/2017, 27/05/2019**

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Constitution

Article 1 : Name

- a) This organization shall be known as the (Oshawa Storm Ringette Association) hereinafter in the Constitution and By-laws referred to as the Association.

Article 2 : Colours

- a) The organizations colours will be red, with black and white trim. Alternate colours shall be white, with red and black trim or black with red and white trim pending ORA approval. Various other colours will be used for house league teams only.

Article 3 : Purpose

- a) The purpose of this association shall be to provide a wholesome Ringette environment not only for players involved, but also for coaches, managers, parents and league officials.

Article 4 : Objectives

- a) This association will govern the game of Ringette for players within the City of Oshawa, the Municipality of Clarington and other areas not currently serviced by Ringette as stated by the Ontario Ringette Association hereinafter known as the O.R.A.
- b) This association will endeavor to cultivate a true spirit of sportsmanship among all participants and will promote fair play and friendly competition.
- c) This association will endeavor to promote, organize and control team competition, in the area of operation to the maximum of playing accommodation and financial resources. These to be administered by a group of elected volunteers, namely called the Oshawa Ringette Board of Directors.
- d) To provide competition for all who desire to participate in Ringette, giving due consideration to their individual capabilities.

Article 5 : Membership

- a) Membership in the association is open to all residents of the city of Oshawa and surrounding areas where Ringette has not been established upon registration.
- b) Members to include Board of Directors, Coaching Staffs, and Players.

Article 6 : Finance

- a) Fees : At the time of registration each person who actively participates as a player shall pay a registration fee.
- b) Funds : Every financial transaction involving the Association shall be carried out in the name of the Association. All Association funds, other than funds received from lottery proceeds, shall be deposited in the name of the association, in a current account by the Treasurer, in a designated financial institute. Funds received from lottery proceeds must be deposited into a Lottery Trust Account in compliance with Provincial Regulations.
- c) Dissolution : If the Oshawa Storm Ringette Association should dissolve, the Association provides for the distribution of the Association's assets and property held or acquired from the proceeds of the licensed lottery events (e.g. lottery trust accounts or property purchased with lottery proceeds) to charitable organizations that are eligible for lottery licenses in Ontario.

Article 7 : Officers

- a) The Board of Directors shall consist of all executive members, Referee-In-Chief, Publicity, Ice Convener, Bingo Chairperson, Tournament Chairperson, Adult Coordinator, Equipment Resource Person, Player Development, Webmaster, House League Coordinator, Past President, Come Try Ringette Coordinator, Coaching Coordinator, Director at Large, and all other appointed positions.
- b) The Executive shall consist of a President, 1st Vice-President, 2nd Vice-President, Treasurer, Secretary and Registrar.

Article 8 : Quorum

- a) At a General, Board of Directors or Annual General meeting a quorum shall consist of 3 Executive members in addition to 5 members of the Board of Directors as established in the Constitution Article 7: Officers. .

Article 9 : Meetings

- a) There shall be Annual, Special, Emergency and General meetings of the Association as defined in the By-laws.
- b) All minutes from board meetings shall be posted on website within 10 days following the Board meeting, for all members to read.

Article 10 : Amendments

a) How initiated:

Every proposed amendment to the Constitution and By-laws shall be presented in writing as a Notice of Motion to the Board at a regular Board meeting and shall be signed by the Mover and Seconder. First reading shall occur at that time.

b) Evaluation:

Every such amendment shall be examined by the Board in respect to its relation to the Constitution and By-laws. If alteration is considered advisable, suggestion to this effect shall be made to the Mover and Seconder.

c) Presentation:

By-law amendments : At the next regular Board meeting following the meeting at which the Notice of Motion was presented, the Motion shall be placed on the agenda and shall be considered and voted upon.

d) Adoption:

An amendment shall require an affirmative vote of the members present at such meetings as follows:

- i) To amend the Constitution – a 2/3 majority vote of the Membership present at the Annual General Meeting
- ii) To amend or add a By-law – a simple majority (over 50%) of the Board of Directors.
- iii) Upon acceptance of amendments to the Constitution or By-Laws, going forward the most updated Constitution and By-Laws shall supersede all past constitutions and By-Laws or past practices.
- iv) Upon acceptance of amendments to the Constitution or By-Laws, a copy shall be posted on the OSRA website and available to every member no later than 10 days following the next board meeting.
- v) If or when issues arise that the constitution or By-Laws do not cover, the Board by majority vote shall be allowed to use past practices when dealing with the issue.

BY-LAWS

Section A: Membership

1. Voting members are all members in good standing and all registered players 18 years of age and over.
2. Parents of players who are minors shall also be considered members with one vote each. Parents having more than one child playing in the Association shall be considered as having only one child for voting purposes.
3. Registration: The registration fees and dates for registration for Ringette shall be established yearly by the Board of Directors.
4. No player should be allowed on the ice if they have not:
 - 1) paid all previous years fees including all monies owed to teams
 - 2) paid all registration fees by October 1st of each yearAny exceptions should be at the discretion of the Board, if requested in writing by the player or parent.

Section B: Finance

1. Disbursement of Association funds shall be made by cheque by the Treasurer. Such cheques shall carry the signature of the Treasurer and one of the President or Secretary.
2. Upon Board of Directors approval, should monies accumulate beyond the requirements foreseen for reasonably immediate disbursement, any amount in excess of such requirement may be deposited in fully registered securities which have a guaranteed parity feature as well as a liquidity feature.
3. For accounting purposes the fiscal year shall run from June 1st to May 31st.

Section C: Officers

1. a) The affairs of the Association shall be managed by the Board of Directors who shall be elected to hold office by the membership at the Annual meeting.
 - b) If a member of the Board of Directors coaches, he/she can address the Board in matters concerning his/her team during a Board meeting but shall not vote on any motion arising from the matter.
 - c) Upon presentation of evidence in writing of misconduct, the President shall notify the offending party of the complaint and shall convene a hearing with both parties in attendance. If the offender or their representative(s) are not in attendance, a decision may be rendered in their absence.

- d) Upon presentation of evidence in writing of misconduct, from another association, the President shall notify the offending party of the complaint and shall convene a hearing with the offender in attendance. If the offender or their representative(s) are not in attendance, a decision may be rendered in their absence.
 - e) The Executive shall have the authority to suspend or dismiss any player, coach, manager or any other member of the Association whose conduct is detrimental to the best interest of the Association.
 - f) The Executive shall have full power to deal with financial and disciplinary action, as well as other sensitive membership issues.
2. The composition and duties of the Board of Directors shall be listed at the end of the By-laws with their terms of office defined.

Section D: Quorum

1. A quorum for a Board of Directors meeting, a General Meeting or an Annual General Meeting shall consist of 3 Executive members and 5 Board members as established in the Constitution Article 7: Officers

Section E: Meetings

1.
 - a) Meetings must be held monthly. Additional meetings may be called at the discretion of the president.
 - b) the agenda, subject to change, will be posted on the website five days prior to each monthly board meeting.
2.
 - a) An Annual General Meeting will be held to cover the Constitution amendments, any membership concerns and relevant Board reports. The meeting will also include elections for positions on the Board.
 - b) All constitutional amendments submitted up to 72 hours prior to the A.G.M. shall be posted to the website for membership review and consideration.
3. Any member of Oshawa Ringette requesting to attend a Board meeting with a problem or suggestion must submit in writing, with reason given, to the Secretary, five (5) days prior to the next Board Meeting a letter stating their request. If time is available on the Board business schedule for that meeting they will be notified to attend, or given an alternate date to be heard.
4. Two player representatives elected by team members shall be entitled to request attendance at a Grievance Committee Meeting where they shall be allowed to speak out but not to vote.

Section F: Elections

1. No member may be elected to or otherwise hold more than one executive position unless

insufficient volunteers are available. To be eligible for election to the office of President, a candidate must have been on the Board of Directors for at least 1 year in the past 2.

2. An Election Committee appointed by the Board of Directors and consisting of 5 members in good standing shall post a notice of elections on the bulletin board at the arena and in a newsletter to the membership one month prior to the gather nominations for the available positions and upon confirmation of interest of the nominee shall present them to the President for presentation to the membership at the Annual General Meeting for elections. Voting shall be by secret ballot if required and election of officers shall be by majority vote of eligible members.
3. Any member of the Board of Directors not fulfilling their obligations to the Association or not attending 2 consecutive or 3 total meetings on a regular basis can be forced to resign from their position by a 2/3 majority vote of the total Board of Directors. Any open position will be filled by appointment by a majority vote until the next A.G.M. Voting to be done by secret ballot.

Section G: Procedure

1. a) The Executive shall have the power to appoint a chairperson to form ad hoc committees of the Board of Directors to deal with matters of business pertaining to the operation of the Association.
 - b) Each committee must have one Executive member.
 - c) Committees that deal with receipt or disbursement of monies shall prepare a financial statement and reconcile this with the Treasurer on completion of each project.
 - d) The chairperson of the committee or a Board member may be replaced and/or a committee dissolved, at any time, by the Executive if it feels that the task as set out for the committee is not being carried out fully and/or properly.
 - e) All committees will report back to the Board their findings and/or recommendations. The board will have the final vote whether to accept or decline the committee's recommendations.
 - f) Board of Directors shall be in conflict of interest for matters in matters where they have a vested interested in the outcome, if they are named, or are related to a person named, in a complaint, occurrence, or application to be discussed.
 - g) Board members shall declare themselves in conflict before discussions start. The Board shall have the final say by vote, to determine if a board member is in conflict.
2. a) Players are to be play within their age group. Any exceptions to this rule must be forwarded to the Board in writing. Exception to this rule will be made by the Board and the following guidelines are implemented to help board members determine if a player shall be considered:
 - A player wishing to play up with a higher age group.
 - i. Must not displace an age appropriate player from the team of the higher age.
 - ii. Must not leave their age appropriate team (s) with less than 10 players or 1 goalie.
 - iii. Should generally be in their final year of their age appropriate division.

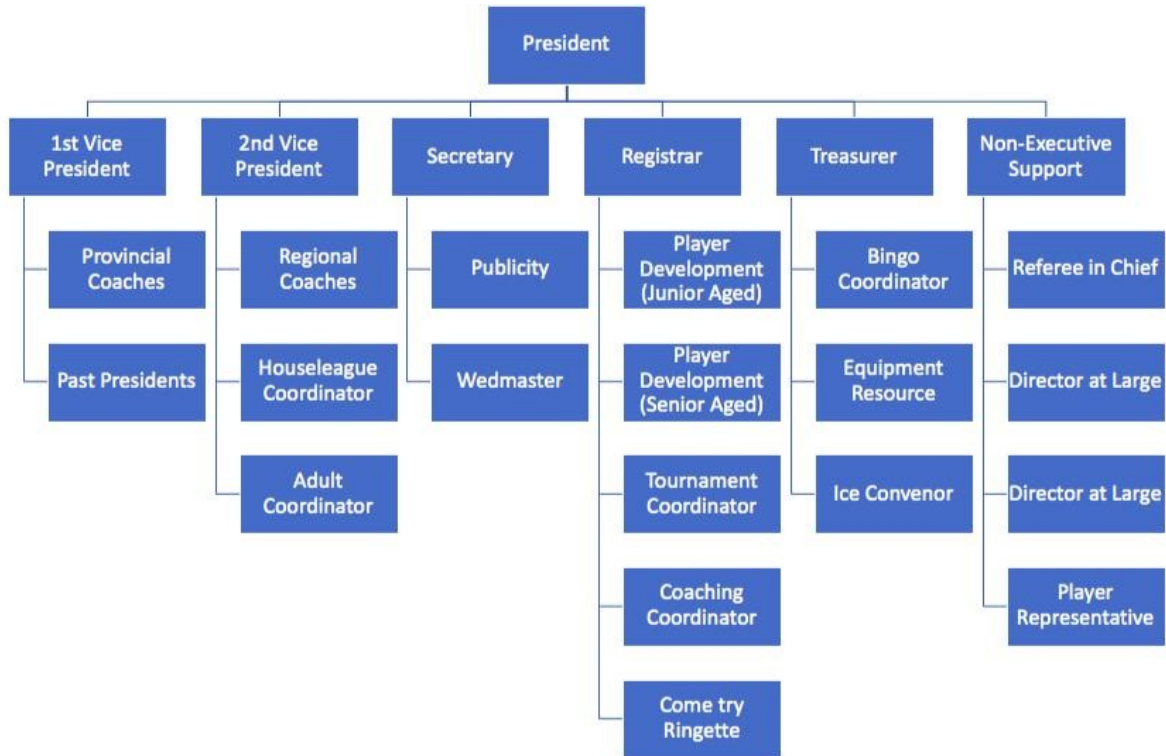
- iv. Must have the skill level to compete at the older age level.
 - b) Releases will be handled as per the guidelines issued by Ringette Ontario (RO). Specifically: Membership Services #9 Player Tryout/ Release.
 3. a) The current Board will accept applications and place coaches for the following season where possible. Applications will be made available at least 30 days prior to the selection date. Selection criteria is as follows:
 - i) has coaching level as required by O.R.A. regulations or attainable by January 2nd of each year;
 - ii) previous coaching experience;
 - iii) head coaches will pick the remaining bench staff according to the guidelines set out by the O.R.A.
 - iv) if there are 2 or more qualified applicants apply for the same position a decision will be made by the Board (vote by secret ballot)
 - v) it will be the intent of the Board to assign a head coach to only one team per season
 - vi) When two or more applicants apply for the same head coaching position, all applicants shall be interviewed. The Board may elect to appoint a head coach if only one applicant applies for a position.
 4. a) Head coaches may discipline players or staff as they feel necessary up to the point of suspending a player or staff member. Suspensions of players or staff will be decided upon by the Board upon written presentation as per the By-laws (Section C 1d).
 - b) A coach shall endeavor to make a fair evaluation of his/her team's level of play and register the team accordingly
 - c) All appeals of the Board decisions regarding authority will be directed through the Board to the appropriate governing body.
 - d) All trf bench staff are to have their police check verified, or proof in process by Oct 15th every year. Each member will sign-off with their respective board coordinator. An official embossed (original or copy) of the police check is to be provided to the privacy officer.”
 - e) That the 1st VP and 2nd VP be allowed to suspend bench staff for O.R.A. or O.C.R.R.L. teams for failure to produce a police check, within a reasonable time frame, or a receipt showing the process has started.
5. No player will be allowed on the ice unless they are wearing full Ringette equipment in accordance with O.R.A. regulations.
6. Any correspondence, other than tournament information with outside associations and governing bodies will be directed through the appropriate elected Board member.

7. Should a situation arise that is not covered by the rules in the above sections, Roberts Rules of Order (manual to parliamentary procedure) shall apply.
8. Whenever the words “she, her, herself” are used in the Constitution and By-laws, they may be interpreted as he, him, himself” as applicable.

Section H : Composition and Duties of Officers

Organizational Chart

Executive:



President: Two year term elected in even numbered years.

1. Shall call all meetings of the Board of Directors at least once per month.
2. Shall preside at Board of Directors meetings and Annual General Meetings and elections.
3. Shall supervise the general management of the affairs of the Association subject to the Constitution.
4. Shall represent the Association at all functions where the interest of the Association is concerned.
5. Shall not vote except in the case of a tie when he/she shall cast the deciding vote and shall be an Ex-officio member of all Standing and Ad Hoc Committees.
6. Shall represent Oshawa Storm Ringette Association at the Central Region Ringette monthly board meetings, and report back to the Association.

1st Vice President: Two year term elected in odd numbered years.

1. Shall exercise the usual privileges of the President's office in the absence of the President.
2. As Central Ontario Ringette League Rep. shall represent the Association at monthly C.O.R.L. meetings and report back to the Association.
3. As Coaching Co-coordinator shall be responsible to the coaching staff of all Provincial teams, distributing all pertinent information issued by the O.R.A., O.C.R.R.C., and C.O.R.L. It is his/her responsibility to handle any complaints from the coaching staff, and bring it to the attention of the Board. He/She shall see that coaching staff attend clinics to obtain their levels of coaching.

2nd Vice President: One year term

1. Shall exercise the usual privileges of the President's office in the absence of the President and 1st Vice President.
2. As O.C.R.R.L. Representative shall represent the Association at all O.C.R.R.L. meetings and report back to the Association.
3. As Coaching Co-coordinator shall be responsible to the coaching staff of all Regional teams distributing all pertinent information issued by the O.R.A., O.C.R.R.C., and O.C.R.R.L. It is his/her responsibility to handle any complaints from the coaching staff, and bring it to the attention of the Board. He/she shall see that coaching staff attend clinics to obtain their levels of coaching.

Secretary: One year term

1. Shall issue notice of all meetings, conduct all correspondence, maintain records of proceedings and meetings, have custody of all documents and records pertaining to the affairs of the Association.

Treasurer: Two year term elected in odd numbered years.

1. Shall maintain a financial record for the Association
2. Shall supervise all banking of the association.
3. Shall prepare an annual statement for the AGM.
4. Shall have the authority to pay all bills incurred by the Association.

Registrar: One year term

1. Shall arrange registration day(s).
2. Shall be responsible for registrations of all players, coaches, managers, referees and Board members.
3. Shall check that all player forms are signed and correctly filled out.
4. Shall forward all forms to the ORA as per their guidelines.
5. Shall collect all registration fees as directed by the Board and provide a receipt for same
6. Shall provide the Board with a list of all players' names addresses, telephone numbers and parent's names.
7. Shall hold the title of O.S.R.A. Privacy Officer in accordance with the provisions of O.R.A., for the purpose of collecting, maintaining and the appropriate use of all confidential/personal information to include the holding of police checks.

Board:

Referee-In-Chief: Two year term elected in odd numbered years.

1. Shall arrange clinics to upgrade officials on an annual basis when necessary and notify referees of clinics available to them.
2. Shall attempt to assign the proper level of referee for each game.
3. Shall pay referees with funds obtained from the Treasurer and provide an annual financial report to the Treasurer.
4. Shall provide the O.R.A. with information they require about our referees.

Publicity: One year term.

1. Shall be responsible for all promotion of the Association to all media.
2. Shall submit all game results and statistics for publication in the media available each week.
3. Shall be responsible for issuing newsletter four times per season.
4. Shall be responsible for all social and promotional activities for the OSRA, including, but not limited to, Leisure Fairs, Santa Claus Parade, Skate with Santa, and year end banquet.

Ice Convenor: Two year term elected in even numbered years.

1. Shall be responsible for all ice time allotted the Association (regular season and tournament).
2. Shall see that all ice time is distributed fairly to teams and keep records of ice time used by all teams.
3. C.O.R.L. Representative, O.C.R.R.L. Representative, Tournament Chairperson and Treasurer shall work along with the Ice Convenor throughout the year.
4. Shall be the point of contact between the association and the City of Oshawa for all ice contracts.
5. Shall have the authority to sign all City of Oshawa ice contracts on behalf of the Association.

Bingo Chairperson: One year term

1. Shall be responsible for a monthly report to the Board.
2. Shall select a committee (the Treasurer will be a member of the committee) approved by the Board to work with the Bingo Chairperson.
3. Responsible for attending a monthly Bingo meeting, as called upon.
4. Shall be responsible for all Bingo deposits in cooperation with the Treasurer
5. Shall be responsible for submitting monthly reports associated with the Bingo to the Treasurer .

Tournament Chairperson: One year term.

1. Shall be primarily responsible for the marketing of the Annual Tournament.
2. Shall chair the Tournament Committee, appointed by the Board, in accordance with the Board's annual policy on Tournament procedures.
3. Shall submit a report, including financial information, to the Board no later than January 21st of the calendar year immediately following the Tournament.

Equipment Resource Person: One year term

1. Shall be responsible for equipment inventory including an itemized list, allocation of equipment, needed repairs and off-season storage of equipment, as well as maintaining an orderly equipment storage location.
2. Shall be responsible for purchase of any equipment needed after Board approval.

Player Development Persons (2): Two year term elected in odd numbered years.

1. Shall be responsible for setting up and staffing clinics for players.
2. Shall encourage development of older players into instructors.
3. Shall work in conjunction with Player Development Rep. at O.R.A. and Central Region

Webmaster: Two year term elected in even numbered years.

1. Shall be responsible for the maintenance and update of the Association's website.
2. Shall be responsible for the development of website links with other Association's, organizations and media outlets which will increase the exposure of Oshawa Ringette in the community.

House League Coordinator: Two year term, elected in odd numbered years.

1. This position shall be responsible for setting up and staffing all house league games and clinics for players. This roll shall encourage development of all players new and encourage more experienced players into regional and provincial players. Shall work in conjunction with the Player Development Representative and Coaching Coordinator and act within the best interest of the association

Come Try Ringette (CTR) Coordinator: Two year term, elected in even number yrs.

1. This position shall facilitate the Come Try Ringette program, as per the O.R.A. policy.

Coaching Coordinator: Two year term, elected in odd numbered years

1. Act honestly and in good faith with a view to the best interests of the Association
2. Oversee the appointment of Coaching selections or assist on a committee that has been chosen to do so
3. Ensure all Bench Staff obtain the proper certification for the current coaching year
4. Inform chosen Bench Staff of any upcoming Coaching Courses or opportunities to enhance their certification

Adult Coordinator: One year term

1. the position is in place to provide guidance and correlation between the adult team and the board
2. bring an adult perspective to the game as the board largely focuses on the organization of minors

Director at Large: Two year term, elected in even numbered years

1. The Director at Large role with the Oshawa Ringette Board is in place to ensure continuity with the community within the City of Oshawa.
2. The position ensures the Oshawa Ringette Board is maintaining a mandate that is consistent with similar organizations and is aligned to the directives of governing bodies.
3. Specific duties include:
 - a. A familiarity with programs governing minor sports associations,
 - b. An understanding of rules & regulations for the City of Oshawa, Durham Region and related regulatory bodies,
 - c. An understanding of the guiding documentation for not-for profit board boards,
 - d. How the above connect to the OSRA Constitution and by-laws.
4. Requirements for the position:
 - a. Position holder cannot have any direct relation to the Oshawa Ringette Association (e.g. no relatives playing, coaching or a parent within the association),
 - b. Position holder must attend Oshawa Ringette Board Meetings and must maintain regular attendance (as outlined in the OSRA Constitution & By-Laws),
 - c. Position holder is entitled to one (1) vote on board issues,
 - d. Position holder has a two year term

Player Representative: one year term

1. Provide liaison between players and the board, voicing any suggestions, comments and concerns
2. Guiding CITs and players who are interested in coaching through the certification process
3. Recruiting player volunteers for tournaments, CTR and other association events

