

Spruce Grove Ringette Association Bylaws

The name of the Society is Spruce Grove Ringette Association, and is referred to in the Bylaws as the Association.

The address of the Association is:
Box 3302
Spruce Grove, AB T7X 3A5

The Association does not have a seal.

BYLAW I: OBJECTIVES

The objectives of the Association will be:

- to promote the playing of Ringette at various skill levels among youth and adults within Spruce Grove and surrounding area;
- to improve skill development;
- to improve team work;
- to encourage good sportsmanship;
- to provide opportunities for competition at various levels;
- to provide opportunities for young women to take part in leadership roles (refereeing, coaching, organizing).

BYLAW II: DEFINITIONS

In these By-Laws the following definitions and interpretations shall apply:

"Association" means Spruce Grove Ringette Association;

"Executive" means President, Vice-President, Secretary, Treasurer and Division Directors.

"Delegate" means an individual who is designated by a group member to represent that group member at any Meeting of the Association;

"General Meeting" means any annual general meeting of the Members of the Association;

"Meeting" means any general or special meeting of the Members of the Association;

"Member" means all group members, associate members, zone members and honorary members of the Association;

"Player" means each individual who plays Ringette and who is registered with the Association by the group member for which that individual plays;

"Special Meeting" means any meeting of the Association that is not a General Meeting;

"Resolution" means a motion that has been moved, seconded and carried at a meeting;

"Special Resolution" means a resolution passed at a Meeting of which not less than 30 days notice specifying the intention to propose the resolution has been given, and by the vote of not

less than 75% of the voting members; a resolution proposed and passed as a Special Resolution at a Meeting of which less than 30 days' notice has been given, if all the Voting Members so agree; or a resolution consented to in writing by all the Voting Members.

"Voting Member" means the means the executive and the members of the association;

BYLAW III: GENERAL

Amendment - The by-laws may be amended at any annual general meeting attended by the presiding executive. Subject to the Societies Act (Alberta), the by-laws of the Association shall not be altered, amended or added to except by Special Resolution and no rescission or alteration of or addition to the by-laws has effect until it has been registered by the Registrar, as defined in the Societies Act (Alberta).

Included Words - In all by-laws the masculine shall include the feminine, 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.

BYLAW IV: MEMBERSHIP

The following persons shall be eligible to become members of the Association:

- Registered player for the purpose of participating in Ringette, and may apply for membership to the Executive.
- Parents/Guardians of registered players are automatically granted membership upon payment of the prescribed membership fee and application form for each season.
- Any person who in a current year is voluntarily contributing time and effort to the Association

Fees - Fees are to be determined by previous year's executive for presentation and approval at the annual general meeting.

Withdrawal - Any member wishing to withdraw from membership may do so upon notice in writing to the Executive. Withdrawal of a Member shall not affect the right of the Association to pursue, at the discretion of the Board, payment of any monies owed to the Association by that Member.

Suspension -

On Financial Grounds - If any member is in arrears of his membership fees for a period of 90 days from the date that such fees were assessed, or becomes a judgment debtor of the Association, his membership shall be automatically suspended, and he shall cease to be a member in good standing and shall forfeit any and all membership rights, privileges and powers, including power to designate until reinstated. One of the conditions of reinstatement shall be the payment of such late payment penalty as may be fixed from time to time at a General Meeting.

Neglect of Duty – Disciplinary actions prescribed by the Association will be taken if it is determined that an Executive Member is not fulfilling the duties assigned by the Association.

Participation - Only member in good standing with Spruce Grove Ringette may participate in any of the benefits and advances thereof. Persons who are not members in good standing cannot exercise authority over, nor impose constraints upon Spruce Grove Ringette or any of its members.

BYLAW V: GENERAL MEETINGS

An annual general meeting shall be held by April 30 of the season for organizational purposes:

BUSINESS of the AGM

Present the financial statements of the Association

Present reports of the executive

Elect new executive

Conduct any other items of business

Three weeks notice to the public shall precede all annual and general meetings.

The executive shall meet as required to conduct business of the association, but must meet a minimum of six times per year.

A special meeting shall be called when requested to do so by four or more members of the association.

PROCEEDINGS AT MEETINGS

Quorum:

Not less than five members of the executive shall be required to conduct executive meetings.

Not less than ten adults shall constitute a Quorum at a general or special meeting.

Voting:

Voting privileges shall be limited to members 18 years of age and over. In cases where a parent/guardian is representing a player(s) under the age of 18, there is a maximum of one vote per player, to a maximum of two votes per family.

A voting proxy will not be accepted at any meetings.

The President is not entitled to vote on any matter unless there is an equality of votes, whether on a show of hands or on a poll, in which case the President shall cast the deciding vote.

Review:

The books, accounts and records of the treasurer shall be reviewed once a year by any member of the association. A complete and proper statement of the standing of the books for the previous year shall be submitted by such review at the annual meeting.

The books and records of the association may be inspected by any member of the association at the annual meeting provided for herein or at any time satisfactory to the officer or officers having charge of same.

BYLAW VI: EXECUTIVE & COMMITTEES

The executive shall consist of individuals over the age of 18 years elected at the general meeting to president, vice president, secretary, treasurer and one person representing each division registered in that playing season.

Executive members are elected for, but not restricted to, a two (2) year term or until their successors are elected or appointed as follows:

- a) Executive Members are elected on even-numbered years at the Annual General Meeting.
- b) Terms of office for Executive Members are from the date of the Annual General Meeting at which they are elected until the second following Annual General Meeting, or until their successors are elected.
- c) Any Executive Member elected or appointed to fill a vacancy holds that position for the remainder of the term of the vacancy.
- d) An Executive Member is automatically removed if he or she is absent from three (3) consecutive regular Executive meetings in a twelve (12) month period following the Annual General Meeting.
- e) All executive members have voting privileges.

Committees

- a) The Executive will establish standing committees to advise the Executive and/or to operate programs and services for the Association. For the purpose of the business of the Association the standing committees must include, but are not limited, to the following:
 - Bingo and Casino
 - Equipment
 - Ice Allocation
 - Publicity and Promotions
 - Referee
 - Sponsorship
 - Technical
 - Tournament
 - Website
- b) The Executive approves terms of reference for each committee that outline committee roles, responsibilities, and accountabilities. The Executive may delegate to these committees any powers, subject to the restrictions in these Bylaws, or any resolution passed by the Executive.
- c) Standing Committee Chairs are elected for a two (2) year term, or until their successors are elected or appointed.
 - ii) Standing Committee Chairs are elected on odd-numbered years at the Annual General Meeting.
 - iii) Any Committee Chair elected or appointed to fill a vacancy holds that position for the remainder of the term of the vacancy.
- d) The Executive may, by resolution, dissolve any committee.
- e) No committee has the power to act for or on behalf of the Association, or to commit or bind the Association to any course of action without prior approval of the Executive. Without this approval, committees have the power only to make recommendations to the Executive, or to the Members as directed by the Executive.
- f) Any Committee Chair must be a Full Member in Good Standing.

- g) Committee Chairs may attend the meetings of the Association, but do not have voting privileges.
- h) If not attending the meeting of the Association, the Chair MUST submit a report to the executive.

The executive shall be empowered to transact all business on behalf of the association. At no time shall the association become involved in borrowing monies.

It shall be the duty of the past-president to act in an advisory capacity and to promote continuity between executives.

It shall be the duties of the president to organize, advertise, and preside over the annual general meeting and/or special and executive meetings.

It shall be the duty of the vice president to act as a chairperson in the absence of the president and to assist the various executive committees. The vice president shall also act as the coaching director.

The secretary shall be required to keep accurate minutes of the proceedings of all meetings of the Association and executive and shall be responsible for the Association correspondence.

The treasurer shall be responsible for keeping a proper record of all monies and shall prepare a financial statement to be presented at the annual spring meeting. The treasurer's signature on cheques shall be endorsed by the president or one other determined executive.

The duties of the directors are to be defined in the Operating Policies of the Association.

No member of the executive or directors shall receive remuneration for their services. The Executive may approve reimbursement of reasonable expenses incurred while Executive Members, Directors and Committees are carrying out duties of the Association.

BYLAW VII: RULES OF THE GAME

The game shall be played according to the rules and regulations specified by Ringette Alberta. Membership in the provincial association, Ringette Alberta, shall be decided by the executive.

BYLAW VIII: DISTRIBUTING ASSETS AND DISSOLVING THE ASSOCIATION

Dissolution of the Association requires a Special Resolution of Members at a Special General Meeting.

When the Association is dissolved, funds and assets are first used to satisfy the Association's debts and liabilities.

The Association does not pay any dividends or distribute its property among its Members.

Any remaining funds or assets are transferred to a registered and incorporated organization whose objects are similar to, or compatible with, the objects of the Association.

Voting Members select this organization by Special Resolution of Members on or before the date of dissolution.

BYLAW IX: BYLAWS

These Bylaws may be cancelled, altered or added to by a Special Resolution at any Annual General Meeting or Special General Meeting of the Society.

Details of the proposed resolution to change the Bylaws must be included in the (3) week's notice of the General Meeting.

The amended bylaws take effect after acceptance by the Corporate Registry of Alberta.

Revised April 2006