

Montague Ringette Association



Constitution and By-Laws



Montague Ringette Association By-Laws and Constitutions

SECTION A. – CONSTITUTION

NAME

The Association shall be known as the Montague Ringette Association, hereinafter to be referred to as MRA.

AIMS AND OBJECTIVES

To promote, administer and develop the recreational sport of Ringette.

To teach fair play and sportsmanship with emphasis on the enhancement of good character and citizenship.

To provide entertainment and fun for the participants.

To provide competition for all players desiring to participate in the sport of Ringette, giving due consideration to their individual capabilities and interests.

To exercise supervision and direction over its members, including the players, coaches, officials, parents and spectators.

To ensure that all members have the opportunity of presenting and having their views heard. To provide support and opportunity to players, coaches, officials, and administrators to improve their skills.

To actively promote, adhere to and support the objectives and policies of the Provincial and National Associations for Ringette.



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SECTION B. - BY-LAWS

1. MEMBERSHIP

1.1. Membership in the MRA shall be open to all players within Three Rivers and surrounding areas.

1.2. All parents or guardians of players are members of the association.

1.3 Registration and Agreement to Governing Documents

By Registering a player with the Montague Ringette Association (MRA), the player, and where applicable, their parent, legal guardian, acknowledges and agrees to comply with the Constitution and Bylaws, policies and Procedures, Codes of Conduct, and all other applicable rules and policies of the MRA, Ringette PEI, and Ringette Canada. Registration constitutes acceptance of these governing documents and the responsibilities and expectations contained therein.

2. BOARD OF DIRECTORS

2.1. The Board of Directors of the MRA shall consist of the following officers:

- President
- Vice President
- Secretary
- Treasurer
- Past President



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Plus the following Directors:

1. Officials Coordinator
2. Marketing and Awards
3. Ice Coordinator
4. Equipment Manager
5. Fundraising
6. Coaching Director
7. Development
8. 2 Members at large

2.2. All Directors shall be eighteen or more years of age.

2.3 All terms as a member of the Board of Directors are for 2 years.

3. BOARD OF DIRECTORS - POWERS AND DUTIES

3.1. The Board of Directors shall have control of the affairs of the MRA and shall have power to

amend the regulations of the MRA

3.2. The Board of Directors shall appoint both Standing and Ad hoc Committees, and shall have terms of reference, providing these shall be within the aims and objectives of the Constitution and not contrary to the Constitution

3.3. Vacancies on the Board of Directors, however caused, shall be filled by the Board of Directors from the qualified members of the MRA if they shall see fit to do so. Otherwise such vacancies shall be filled at the next Annual General Meeting of members.



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4. OFFICERS- POWERS AND DUTIES

4.1. The Officers of the MRA shall be President, Vice President, Treasurer, Secretary, and Past President.

4.2. President

- 4.2.1. Shall preside at all Board of Directors and Executive Committee meetings.
- 4.2.2. Shall prepare an agenda for all such meetings.
- 4.2.3. Shall issue notice of all meetings.
- 4.2.4. Shall exercise the power and authority of the MRA Board of Directors in cases of emergency but subject to ratification by the entire Board at the next meeting.
- 4.2.5. Shall be the official spokesperson for the MRA
- 4.2.6. Shall be charged with the general management and supervision of the affairs and operations of the MRA
- 4.2.7. Shall be an Ex-officio member of all standing and Ad-hoc Committees.
- 4.2.8. Shall co-sign cheques signed by the Treasurer.
- 4.2.9. Shall not vote except in the case of a tie where he/she shall cast the deciding vote.
- 4.2.10. Shall ensure that all Officers and Directors perform their duties.
- 4.2.11. Shall be the official liaison between the Provincial Ringette Association and ensure that all correspondence is brought before the MRA Board of Directors.

4.3. Vice-President:

- 4.3.1. Shall perform the duties of the President in their absence or at their her request and they shall then have all the powers and rights of the President.
- 4.3.2. When acting as President they shall not have the right to vote except in the case of a tie.
- 4.3.3. Shall assist the President in performing their duties and may hold the position of Chairman on an Ad-hoc or any Standing Committee.
- 4.3.4. Shall perform other duties as assigned.
- 4.3.5. In the absence of the President, may co-sign cheques signed by the Treasurer.



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4.4. Secretary:

- 4.4.1. Shall issue notice of all meetings.
- 4.4.2. Shall maintain records of proceedings and meetings.
- 4.4.3. Shall ensure that all correspondence is attended to and keep an accurate record of all business transactions of the Board of Directors. Have custody of all documents and records, except financial, pertaining to the affairs of the MRA
- 4.4.4. Shall be the official liaison between the Provincial Ringette Association and ensure that all correspondence is brought before the M.R.A. Board of Directors.
- 4.4.5. Shall perform other duties as assigned.

4.5. Treasurer:

- 4.5.1. Shall pay all accounts by cheque, signed by him/herself and one of either the President or Vice-President.
- 4.5.2. Shall keep complete and accurate records of accounts in which shall be recorded all receipts and disbursements of the MRA and report the same at all regular and Annual General meetings.
- 4.5.3. Shall perform other duties as required.

4.6. Past-President:

- 4.6.1. Shall carry out all duties assigned by the Board of Directors and act as advisor to the Board of Directors.
- 4.6.2. Shall be a full voting member of the Board of Directors.

5. DIRECTORS – POWERS AND DUTIES

5.1. Referee Coordinator:

- 5.1.1. Shall attend all Board of Directors meetings.
- 5.1.2. Shall be responsible for all officials in the MRA including the advancement of their skill levels.



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5.1.3. Shall be responsible for scheduling of officials.

5.1.4. Shall perform other duties as assigned.

5.4. Marketing and Awards Coordinator

5.4.1. Shall be responsible for all promotions dealing with the MRA including press releases, advertising and placing notices events.

5.4.2. Shall keep the MRA website up to date with all important information for the membership.

5.4.3. Shall perform other duties as assigned.

5.5. Ice Coordinator

5.5.1. Shall be responsible for scheduling all ice for MRA.

5.5.2. Shall be liaison for renting all ice for MRA.

5.5.3. Shall be responsible for announcing practice times on the website.

5.5.4. Shall perform other duties as assigned.

5.7. Equipment Manager:

5.7.1. Shall be responsible for all equipment of the MRA

5.7.2. Shall purchase equipment as approved in the budget.

5.7.3. Shall be responsible for the equipment education of all coaching staff, parents, and players within MRA

5.7.4. Shall perform other duties as assigned



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5.8 Fundraising

- 5.8.1 Planning and coordinating Fundraising initiatives
- 5.8.2 Support the associations strategic goals
- 5.8.3 Exploring new fundraising opportunities
- 5.8.4 Other duties as required

5.9 Development Coordinator

- 5.9.1 Plan, Implement and evaluate development opportunities for players and goalies at The beginning and throughout the season
- 5.9.2 Be familiar with, and follow the Ringette Canada athlete Development matrix and Long Term Development Model when planning sessions
- 5.9.3 Work with Ringette PEI and other associations for development opportunities
- 5.9.4 Work with coaches, assistant coaches and junior coaches to plan, implement and evaluate coach and athlete development.
- 5.9.5 Work with Ice Scheduler to identify and secure ice time for development sessions
- 5.9.6 Create and maintain good working relationships with on ice instructors
- 5.9.7 Other duties as required

6.0 Coaching Director

- 6.0.1 Responsible for opening applications for coach, assistant coach, manager and junior coaching positions.
- 6.0.2 Ensuring coaches and managers have required certifications and Criminal Record Checks
- 6.0.3 Schedule time for player assessments to divide teams when needed
- 6.0.4 Act as a resource for coaches and managers, sharing materials and resources



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6.0.5 Work with development coordinator to plan, implement and evaluate coach Development

6.0.6 Other duties as required

7.0. ELECTION OF OFFICERS AND DIRECTORS

7.1. Six weeks prior to the Annual General Meeting, the Board of Directors shall appoint from amongst its members, a nominating Committee of three who shall be responsible for putting forth a slate of names willing to run for each position.

7.2. All Officers and Directors shall then be elected by secret ballot for a term of two years at the

MRA Annual General Meeting.

7.3. No proxy vote shall be recognized.

7.4. All Members of the Board of Directors and all members of the MRA in good standing shall have one vote.

7.5. Nominations will also be accepted from the floor at the Annual Meeting.

8. STANDING COMMITTEES

8.1. The Standing Committees of the MRA shall be:

8.1.1. Appeals Committee

8.1.2. The Division Committee



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9. AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

9.1. The Constitution of the MRA shall not be amended except at the Annual General Meeting by a two thirds vote of the members present. Notice of the proposed amendments shall be given to the Secretary in writing at least twenty one (21) days prior to the Annual General Meeting and he/she shall provide copies of the proposed revisions to all those entitled to vote at such a meeting.

9.2. The By-laws of the organization may be amended by two thirds vote of the members at the Annual General Meeting or a special meeting called for this purpose.

10. ANNUAL GENERAL MEETING

10.1. The Annual General Meeting shall be held at such place on such a date and at such an hour as the MRA Board of Directors shall determine each year, provided that such Annual General Meeting shall be held not later than the 31st of May. At least a seven day notice of the meeting shall be given to all Members in good standing.

10.2. The order of business at the Annual General Meeting shall be as follows:

Call to order

Adoption of Minutes of previous Annual Meeting and General Meetings held since the previous Annual Meeting

Business arising out of the minutes

The President's Report

The Treasurer's Report

The Registrar's Report

Balance of Board of Directors and Committee Reports Constitution and By-Law amendments

Election of next year's Board of Directors

New Business

Adjournment



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11. QUORUM

10.1. The presence of one half 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.