

Beaconsfield – Kirkland Ringuette Association

Operating Procedures and Bylaws



2016-05-07

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Article 1 - Name

- 1.1. This Association shall be known as the Beaconsfield Kirkland Ringette Association, hereinafter referred to as the BKRA.

Article 2 - Aims and Objectives

The Aims and Objectives of the BKRA are:

- 2.1. To provide wholesome fun-filled recreation for all participants and to encourage the development of competitive teams in all age groups.
- 2.2. To foster, encourage and improve all organized amateur ringette within the area under its jurisdiction.
- 2.3. To maintain, promote and increase interest in the game of ringette.
- 2.4. To administer and manage ringette.
- 2.5. To undertake procedures necessary in order to develop and improve ringette.
- 2.6. To recruit and train coaches as required, ensuring the proper functioning of ringette.
- 2.7. To exercise general supervision and direction over the playing interest of its players, coaches, officials, managers and executive, with emphasis on the enhancement of good character and citizenship.
- 2.8. To represent itself at A.R.R.L.S.L. meetings.
- 2.9. To respect the rules and regulations of the A.R.R.L.S.L. and R.Q.

Article 3 - Membership

- 3.1. Membership in BKRA is open to all residents of the cities of Beaconsfield, Kirkland, Baie-D'Urfe, Sainte-Anne-de-Bellevue and Senneville.
- 3.2. A person becomes a member of the BKRA by:
 - 3.2.1 Being registered to play ringette in our territory;
 - 3.2.2 Being a parent or guardian of a child or children so registered;
 - 3.2.3 Being so designated by the Executive.
- 3.3. Only members who are eighteen years or over are entitled to vote at meetings of BKRA or to be a member of the Executive of the BKRA. These members shall be known as voting members. A voting member shall carry only one vote at any meeting of the BKRA.
- 3.4. Honorary Membership
 - 3.4.1 The Executive may from time to time award an Honorary Membership to BKRA to a person who is deemed to be worthy.

This person shall have no voting rights at any BKRA meetings unless that person is an active member of the Executive.

- 3.4.2 An Honorary Member may be invited as an honoured guest to BKRA activities.
- 3.4.3 Nominations for Honorary Membership must be submitted to an Executive member and will be tabled for discussion and possible selection at the next meeting of the Executive.
- 3.4.4 The following Members have the esteemed distinction as Honorary Members:
 - i. Debbie Frail - 2015

Article 4 - Fiscal Year

- 4.1 The operating and fiscal year shall begin on May 1st and end on April 30th of the following calendar year.

Article 5 - Officers and Directors

- 5.1 The BKRA shall have the following Officers:
 - 5.1.1 President
 - 5.1.2 Vice-President
 - 5.1.3 Secretary
 - 5.1.4 Treasurer

- 5.2 The BKRA shall have the following Directors:
 - 5.2.1 Registrar
 - 5.2.2 Scheduler
 - 5.2.3 Director of Coaching
 - 5.2.4 Tournament Director
 - 5.2.5 Web Master
 - 5.2.6 Fundraising Director
 - 5.2.7 Publicity & Promotion
 - 5.2.8 Equipment Manager
 - 5.2.9 Referee in Chief
 - 5.2.10 Technical Director
 - 5.2.11 Minor Officials Scheduler
 - 5.2.12 Public Relations
 - 5.2.13 U8 Coordinator

- 5.3 Both the Officers and Directors shall be members of the Executive committee.

- 5.4 Positions of an Officer and a Director may be shared, however only one of the parties of a shared position may vote in the Executive committee. If the parties cannot agree on a voter then they shall have no vote.

Article 6 - Term of Office of Executive

- 6.1 All members of the Executive shall take office on May 1st unless the person assuming such an office is appointed to fill a vacancy, on an interim basis, resulting from a resignation or displacement by the Executive, in which case the person shall assume such office at such time as designated by the Executive.
- 6.2 Such term of office shall end on April 30th of the calendar year, two years following the date of appointment, if elected at the Annual General Meeting or, if appointed on an interim basis, at the following Annual General Meeting.
- 6.3 Terms of Officers and Directors shall be staggered such that no more than 50% of the Executive positions are open for elections at any one time.

Article 7 - Appointment of Officers and Directors

- 7.1 Officers and Directors shall be elected to the Executive by voting members of the BKRA who are present at the Annual General Meeting except as otherwise provided in these operating procedures and bylaws.
- 7.2 Only BKRA members in good standing may be appointed as an officer or director.
- 7.3 Nominations must be received, and the candidate must have agreed to it in writing to the Secretary ten (10) days prior to the AGM.
- 7.4 In the event of more than one candidate, the candidate with the most votes shall be deemed elected.

Article 8 - Duties of Officers and Directors

- 8.1 President shall:
 - 8.1.1 Be the chief officer of the BKRA;
 - 8.1.2 Be the official spokesperson;
 - 8.1.3 Chair all Executive and general meetings including the Annual General Meeting;
 - 8.1.4 Have signing authority;
 - 8.1.5 Exercise the power and authority of the Executive, provided a majority of the Executive approve of the decision and such decision will be reviewed at the next regular meeting of the Executive;
 - 8.1.6 Report to the Executive as needed;
 - 8.1.7 Report annually to the Annual General Meeting;
 - 8.1.8 Represent BKRA at the LSL monthly meetings and at the R.Q. AGM (if possible).

8.2 Vice-President shall:

- 8.2.1 Assume all of the duties and responsibilities of the President in the absence of the President, or where the President is unable to act;
- 8.2.2 Assume other duties assigned by the President;
- 8.2.3 Have signing authority;
- 8.2.4 Represent BKRA at the LSL monthly meetings and at the R.Q. AGM (if possible).

8.3 Secretary shall:

- 8.3.1 Maintain records of proceedings and meetings;
- 8.3.2 Have custody of all documents and records of the BKRA;
- 8.3.3 Issue notices of all meetings;
- 8.3.4 Have signing authority.

8.4 Treasurer shall:

- 8.4.1 Pay all accounts and receive all monies on behalf of the BKRA;
- 8.4.2 Keep accurate records of all monies received and disbursed;
- 8.4.3 Have signing authority;
- 8.4.4 Report at each Executive meeting as required;
- 8.4.5 Report annually at the Annual General Meeting.

8.5 Registrar shall:

- 8.5.1 Organize and supervise the registration process (early birds: from April to July) and public registration sessions (end of August);
- 8.5.2 Keep accurate records of the payments and data;
- 8.5.3 Remit all moneys to the treasurer on a regular basis;
- 8.5.4 Communicate with the LSL registrar and the RQ office (if required) and respect their deadlines for registering players.

8.6 Scheduler shall:

- 8.6.1 Incorporate the BKRA games in the Master Schedule and plan the practices on a rotation for all the teams;
- 8.6.2 Work with other regional schedulers (as needed) in order to schedule games;
- 8.6.3 Report at each Executive meeting as needed.

8.7 Director of Coaching:

- 8.7.1 Recruit and assign conveners for all levels;
- 8.7.2 Through the convening and pre-season process, ascertain the levels (A,B,C) of play for each ringette category;
- 8.7.3 Provide on-going support and development to coaches;
- 8.7.4 Coordinate the selection of coaches with the VP and President;
- 8.7.5 Coordinate the certification training for coaches.

8.8 Tournament Director shall:

- 8.8.1 Recruit the tournament committee;
- 8.8.2 Propose a budget to the Executive for approval;
- 8.8.3 Coordinate all activities of the tournament;
- 8.8.4 Organize and oversee the tournament.

8.9 Web Master shall:

- 8.9.1 Organize and maintain the website.
- 8.9.2 Support the online registration of BKRA activities.

8.10 Fundraising Director shall:

- 8.10.1 Propose and organize fundraising activities;
- 8.10.2 Work closely with the Publicity & Promotions Director to promote BKRA and partner with industry and the community to raise funds;
- 8.10.3 Coordinate the tournament program advertisement activities with the teams.

8.11 Publicity & Promotions shall:

- 8.11.1 Liason with local cities and media to promote the BKRA and the sport of ringette to attract new members (open house, BKRA tournament, learn-to-skate program, etc.);
- 8.11.2 Maintain promotional material to promote the BKRA and the sport of ringette;
- 8.11.3 Update the arena displays;

8.12 Equipment Manager shall:

- 8.12.1 Remit, recuperate and safeguard the material (jerseys, rings, goalie equipment) to and from the teams at the beginning and the end of the season;
- 8.12.2 Keep an inventory of equipment and BKRA pants and replenish worn equipment within an approved budget.

8.13 Referee in Chief shall:

- 8.13.1 Encourage and supervise the development of local referees from BKRA players and members;
- 8.13.2 Liaison with the LSL referee scheduler and RQ referee in chief.

8.14 Technical Director shall:

- 8.14.1 Plan and organize the goalie clinics, power skating sessions and other clinics desired to assist in the development of players according to an approved budget;

8.14.2 Work closely with Director of Coaching to develop and train coaches.

8.15 Minor Officials scheduler shall:

8.15.1 Develop, schedule and supervise the time keepers and the shot clock operators;

8.15.2 Submit score sheets to inter-regional associations, when required.

8.16 Public Relations shall:

8.16.1 Maintain regular contact with the city councils and the recreational services personnel of each city;

8.16.2 Attend the annual ice meeting of each arena;

8.16.3 Negotiate and secure the ice, gymnasium and room rental contracts for the association's regular activities and the tournament.

8.17 U8 Coordinator shall:

8.17.1 Coordinate and convene the U8 program to form teams/groups and recommend levels for all U8 participants;

8.17.2 Oversee the Learn-to-Skate program;

8.17.3 Make ongoing recommendations to promote girls throughout the season to higher level teams to promote their development, (when applicable);

8.17.4 Provide support and communication to all U8 members.

Article 9 - Duties of the Executive

9.1 Membership: All Officer and Directors of BKRA.

9.2 A quorum shall be fifty percent (50%) of the members plus one.

9.3 The Executive of the BKRA shall be responsible for the operation of the BKRA and without restricting the generality of the foregoing:

9.3.1 Shall be responsible for carrying out the aims and objectives of the BKRA;

9.3.2 Shall be responsible for setting the Rules and Regulations for competition and play within such levels of play as it shall establish, and its decision as to the placement of players and the interpretation of the Rules and Regulations shall be final;

9.3.3 Shall appoint such officials as are required to ensure the proper conduct of ringette, including those which are set out in the Bylaws;

9.3.4 Shall fix annual registration fees for players and teams as required and may, as well, provide for additional levies on players and teams as deemed necessary;

- 9.3.5 Shall appoint such standing and ad hoc committees as it deems necessary for the operation of the BKRA who shall be responsible to and subject to the direction of the Executive;
- 9.3.6 Shall appoint a person, on an interim basis to the following Annual General Meeting, to fill any office becoming vacant on the Executive as soon as possible following the time at which the position becomes vacant, or where the BKRA has failed to fill any office at its AGM, endeavour to fill such office as soon as possible;
- 9.3.7 Shall establish procedures for the hearing of all protests and appeals, and shall receive and determine appeals from decisions of any committee established by it for such purpose;
- 9.3.8 May suspend for such time as it deems appropriate, expel or discipline a team or any member thereof for;
 - 9.3.8.1 Notorious and continued foul play, unfair, unsportsmanlike conduct, or for any conduct unbecoming a person or team representing the BKRA in any capacity whatsoever.
 - 9.3.8.2 Refusing to accept and obey a ruling of the Executive.
- 9.3.9 May reinstate any team or member thereof which is under suspension on conditions which it may determine;
- 9.3.10 May suspend for such time as it deems appropriate, expel, or discipline any member, coach, trainer, manager, or other official connected with or forming part of the BKRA for conduct which is unacceptable to the Executive including where applicable such conduct as referred to in paragraph 9.3.8 hereof, and may reinstate such person on conditions which it determines;
- 9.3.11 May declare vacant an office of the Executive or appointed official where the person holding that office is in the opinion of the Executive either unable or unwilling to carry out the duties of that office; providing that in so doing two-thirds of the remaining members of the Executive vote to support such action;
- 9.3.12 Shall resolve such other problems as may arise in a manner which is considered to be in the best interests of the BKRA and its members.

Article 10 - Amendments to the Operating Procedures, Bylaws, and Rules and Regulations

- 10.1 The Operating Procedures and Bylaws shall only be amended at the Annual General Meeting (AGM).
- 10.2 In respect to the Operating Procedures by a vote of two-thirds of the voting members present.

- 10.3 In respect to the Bylaws by a vote of two-thirds of the voting members present.
- 10.4 The Rules and Regulations shall be only amended by a two-thirds vote of the members of the Executive present at a meeting thereof.
- 10.5 Notice of amendments must be given to the Secretary in writing:
 - 10.5.1 In respect to the Operating Procedures and Bylaws by any member of the BKRA 10 days prior to the AGM.
 - 10.5.2 In respect to the Rules and Regulations by a member of the Executive at a meeting of the Executive prior to the meeting at which the amendment will be voted upon.
- 10.6 The Executive shall review the Rules and Regulations annually and no later than three months after the AGM.

Article 11 - Annual General Meeting

- 11.1 Membership: all BKRA members are eligible to vote.
- 11.2 A quorum shall be ten percent (10%) of the members plus one.
- 11.3 Duties:
 - 11.3.1 Election of Officers and Directors of BKRA;
 - 11.3.2 Adoption of the financial statement for the last fiscal year;
 - 11.3.3 Presentation of special reports from the different Officers and Directors;
 - 11.3.4 Review any amendment changes to the Operating Procedures, Bylaws or Rules & Regulations;
 - 11.3.5 Discussion of other items on the agenda.