

**CONSTITUTION, BY-LAWS,  
AND REGULATIONS  
OF THE  
METCALFE AND DISTRICT RINGETTE  
ASSOCIATION**

**Approved at the March 23, 1997  
General Meeting**

# **CONSTITUTION**

## **METCALFE AND DISTRICT RINGETTE ASSOCIATION**

### **ARTICLE 1: NAME**

- 1.1 This organization shall be known as the "Metcalf and District Ringette Association", hereinafter referred to as the MDRA.

### **ARTICLE 2: AIMS AND OBJECTIVES**

- 2.1 To foster, encourage and provide a recreational outlet by teaching fair play, sportsmanship, the game of ringette and its related skills to players under its charge.
- 2.2 To have and exercise supervision and direction over players, teams, officials and executives of the MDRA with emphasis on the enhancement of good character, sportsmanship and citizenship.
- 2.3 To provide fun, recreation and healthy enjoyment through activities, development programs and competition for all who desire to participate in ringette, given due consideration to individual capabilities.
- 2.4 To aid and assist the development of ringette outside the MDRA jurisdiction.

### **ARTICLE 3: BOUNDARIES**

- 3.1 The areas included in the MDRA are: the Townships of Osgoode, Russell, and Winchester.
- 3.2 Further acceptance of registrants from other associations would be permitted under rules of affiliate associations regarding waivers, releases, and transfers and as approved by proper authority. Registrants from neutral areas (areas without a Ringette Association) who elect to play in the MDRA will also be accepted as allowed by rules the affiliate associations.

### **ARTICLE 4: AFFILIATION**

- 4.1 The MDRA is affiliated with the National Capital Ringette League, Eastern Region Ringette Association, Ontario Ringette Association and Ringette Canada.
- 4.2 The MDRA Constitution, By-Laws and Regulations shall govern its structure, elections and operation and shall not be in conflict with rules and regulations of affiliated leagues and associations. In cases where a conflict arises the rules and regulations of the senior league or association shall prevail.

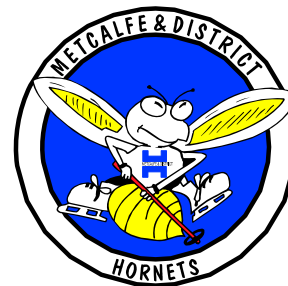
### **ARTICLE 5: MEMBERSHIP**

The membership of the MDRA shall be:

- 5.1 Executive (elected and/ or appointed)
- 5.2 Ex-officio Directors (team officials in good standing)
- 5.3 General Membership (all parents or legal guardians who have one or more children registered in the ringette program during the current season)
- 5.4 Ex-officio Membership (persons actively engaged by or in MDRA operations and immediate past executive members).

**ARTICLE 6: CREST**

- 6.1 The MDRA crest shall consist of the words "Metcalfe and District Hornets"



**ARTICLE 7: AMENDMENTS TO THE MDRA CONSTITUTION & BY-LAWS**

- 7.1 The Constitution and By-Laws of the MDRA shall not be amended except at the Annual General Meeting. Notice of the proposed amendment shall be given to the Secretary in writing no later than thirty (30) days prior to the annual meeting.

All proposed amendments to the Constitution and By-laws shall require a two-thirds (2/3) majority of the voting members present at the Annual General Meeting.

Sub-amendments to such amendments may be made and voted upon at the meeting provided that such sub-amendments do not change the original intent of the motion.

**ARTICLE 8: EFFECTIVE DATE**

- 8.1 This Constitution replaces the Constitution of the MDRA dated April 1989 and shall come into force upon its approval by the membership.

Confirmed by the members of the MDRA at a meeting of which due notice was given and at which a quorum was present on the 23<sup>rd</sup> day of March, 1997.

Original Signed by Betty White,  
March 23, 1997

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President

Original Signed by June Whyte,  
March 23, 1997

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Secretary

**METCALFE AND DISTRICT RINGETTE ASSOCIATION  
BY-LAW 1 - GENERAL**

## **ARTICLE 1: REGULATIONS**

- 1.1 Regulations may be created, amended or repealed with two thirds (2/3) the approval of a quorum of an Executive meeting. The regulations shall govern the structure and operation of the MDRA and its programs. Regulations may add to but shall not conflict with the Constitution and By-Laws of the Metcalfe and District Ringette Association and those rules and regulations enacted by affiliate associations.
- 1.2 Amendments to Regulations of the MDRA may be recommended at any time. All amendments shall require approval at a meeting of the Executive prior to implementation.
- 1.3 The Executive shall have it made known to the membership the content of new or amended Regulations by posting in the arena in Metcalfe.

## **ARTICLE 2: GENDER**

- 2.1 All references to "she, her, herself, him, he, himself, etc." used in the Constitution, By-laws or Regulations of the MDRA shall be interpreted as either gender.

Confirmed by the members of the MDRA at a meeting on the 23<sup>rd</sup> day of March, 1997 of which due notice was given.

Original Signed by Betty White,  
March 23, 1997 President

Original Signed by June Whyte,  
March 23, 1997 Secretary

**METCALFE AND DISTRICT RINGETTE ASSOCIATION  
BY-LAW 2 - EXECUTIVE**

**ARTICLE 1: RESPONSIBILITIES OF THE EXECUTIVE**

- 1.1 The business and affairs of the MDRA shall be conducted by the Executive, who shall act in accordance with the Constitution and such By-Laws and Regulations as may from time to time be enacted. Their duties shall include but not be limited to:
- a) setting of rules and regulations for competition within each division.
  - b) hear and resolving all protests
  - c) suspending or expelling a team, and/or players for notorious or continued foul play, unfair or unsportsmanlike conduct in an arena or on the ice.
- 1.2 The general management of the MDRA shall be vested in an Executive consisting of a President, Immediate Past President, Vice President, Secretary, Treasurer, Registrar, Referee-In-Chief, Ice Scheduler, Publicity Director, Tournament Director, Equipment Director, Player Development Director, Coaching Director, Fund Raising Director, Statistician and Competitive Team Director (16 members).
- 1.3 The term of office of the Executive of MDRA will commence on April 15<sup>th</sup> following the Annual General Meeting (AGM) and continue on until the next April 15<sup>th</sup>. If the AGM is held after April 15<sup>th</sup> the term shall commence after the AGM and continue until the later date of the next AGM or April 15<sup>th</sup>.

**ARTICLE 2: ELECTIONS**

- 2.1 The 16 members of the Executive, with the exception of the Past President, shall be elected for a two (2) year term at the AGM. To provide continuity half of the members will be elected in alternate years. If all positions are not filled at the Annual General Meeting the Executive shall appoint person(s) from within the membership to fill the vacant position(s) on the Executive.

The Executive may appoint other members to the Executive but these appointees will hold no voting power on the Executive.

- 2.2 The election will be conducted by the President at the AGM. If the President is running for office he/she shall relinquish the Chair while the election is being conducted. A vote by ballot will be conducted.
- 2.3 Should an Executive position become vacant, a new member may be elected by majority vote of the present executive, but only after the position has been posted in the arena for a 2 week period and when possible the executive should take into account the player levels of present executive member's children as to ensure input from all levels of competition. If no member is forthcoming then the executive may assign an individual from amongst themselves to fill the vacant position until such time as a replacement can be found. The new member will take the year/position of the vacating member.

**ARTICLE 3: NOMINATIONS**

- 3.1 A Nominating Committee of three (3) members of the MDRA shall be appointed annually by the Executive. The member shall choose a Chair for the Committee from amongst their members. This committee shall be appointed no later than two (2) months prior to the AGM.
- 3.2 The Nominating Committee will solicit candidates as well as accepting nominations from the membership to allow for the filling of all Executive positions (excepting Past President) that will be vacated. They will then prepare a list of nominees for the Executive and submit the list of the nominees to the Secretary no later than two (2) weeks prior to the AGM.

When preparing the list of candidates the Nomination Committee should endeavour to strike a balance on the Executive of experienced members, new members, and representatives from the various team levels. They shall assure that the candidates will allow their names to stand for nomination.

The Secretary will post the list of candidates two(2) weeks prior to the AGM and provide copies of the list to the membership of the MDRA if requested.

- 3.3 Nominations from the membership can be submitted to the Nomination Committee up to two weeks prior to the AGM. After that date any two (2) members of the MDRA Executive only may present other nominations at or prior to the AGM.

#### **ARTICLE 4: DUTIES OF MEMBERS**

- 4.1 The President shall:
  - a) be the Chief Executive Officer of the MDRA
  - b) be responsible for the general operations of the MDRA
  - c) appoint committees and committee chairpersons as required.
  - d) preside at all meetings.
  - e) be a signing officer of the association.
  - f) exercise the powers of the executive in the case of emergency.
  - g) have the authority to suspend players, officials or members of the MDRA, subject to ratification at an emergency meeting of the Executive Committee which shall be called within 48 hours.
  - h) at all times be an ex-officio voting member of all Committees.
  - i) shall not vote except in the case of a tie and then will cast the deciding vote.
  - j) shall attend the regularly meeting of the Eastern Region and NCCRL Board of Directors
  - k) hold in safe keeping one (1) set of keys to the trophy case.
- 4.2 The Vice-President shall:
  - a) perform the duties of the President in his/her absence or at the President's request.
  - b) in the absence of the President, the Vice-President will assume all duties of the President.
  - c) shall not vote when assuming the duties of President except in the event of a tie when he/she will cast the deciding vote.
  - d) be a signing officer of the MDRA
  - e) shall be an ex-officio member of all committees.

4.3 The Past-President shall:

- a) be available to assist the President on request.
- b) be a stand-by for the President and Vice-President for all committees and meetings.

4.4 The Treasurer shall:

- a) pay all accounts by cheque signed by the Treasurer and the President. In the absence of the Treasurer or the President, the Vice President may provide the second approval signature. The Treasurer will arrange for signing authority on the bank account(s) or financial instruments to be any two of the President, Treasurer or Vice President.
- b) keep an accurate record of all monies received and disbursed.
- c) give a report at all Executive meetings and a yearly report at the Annual General Meeting.
- d) provide information and assist the auditors appointed by the MDRA at the AGM

4.5 The Secretary shall:

- a) issue notice of all meetings.
- b) maintain records of proceedings and meetings.
- c) have custody of all documents pertaining to the affairs of the MDRA with the exception of documents pertaining to team registration.
- d) keep accurate account of all amendments to the Constitution and By-laws for their presentation at the next AGM.
- e) help the President with the agenda for all meetings.

4.6 The Registrar shall:

- a) co-ordinate all phases of player registration.
- b) be responsible for the registration of all MDRA players.
- c) be guardian of all documents regarding registration of all players.
- d) be responsible for the accurate completion of all Ontario Ringette Association registration forms.

4.7 The Equipment Director shall:

- a) be responsible for and keep records of all equipment belonging to the MDRA
- b) make recommendations for the purchase of new equipment.
- c) provide estimates, and upon approval of the purchase by the Executive Committee, obtain said new equipment.
- d) arrange for distribution, handling, storage, repairing, cleaning and inventory of all equipment.
- e) arrange and make sure all equipment is returned after the season.
- f) inform the treasurer when deposits on player's equipment can be refunded and if charges should be deducted for abused equipment.
- g) exercise his/her discretion in the loaning of equipment of the MDRA
- h) make application for equipment grants from the government when appropriate

4.8 The Player Development Director shall:

- a) be the official liaison between the players and the Executive
- b) be a member of the Coach's Committee
- c) operate within the guidelines and framework of the Coaching Development Committee as established by the Ontario Ringette Association.

4.9 The Fund Raising Director shall:

- a) contact all sponsors by July of each year to solicit their sponsorships (new sponsorships shall be encouraged)
- b) co-ordinate and supervise all fundraising activities sanctioned by the MDRA
- c) provide the Executive with written application for all fundraising requests within the MDRA
- d) be responsible for the issuing of letters thanking all sponsors and contributors for their support of the Association.

4.10 The Ice Scheduler shall:

- a) acquire and assign ice times for games and practices.
- b) advise the Treasurer of ice assignments so that the appropriate league can be billed.
- c) work in conjunction with all coaches to ensure ice is in use at all times.

4.11 The Publicity Director shall:

- a) promote the MDRA, its games, and teams, activities, and sponsors with the media.

4.12 The Tournament Director shall:

- a) in conjunction with team convenors or managers coordinate all MDRA tournaments
- b) assure that rules for hosting of tournaments as established by the Ontario Ringette Association are followed.

4.13 The Referee-In-Chief shall:

- a) recruit, evaluate and upgrade referees so as to achieve uniformity, consistency, and the highest possible calibre of officiating.
- b) schedule referees for all games
- c) keep records of referee assignments and arrange with the Treasurer for payment of the referees
- d) be a member of the Coach's Committee

4.14 The Statistician shall:

- a) keep a record of team individual statistics
- b) report game scores to the appropriate league official
- c) when available post league statistics in the Metcalfe Arena on a least a bi-weekly basis

4.15 The Competitive Team Director shall:

- a) act as liaison between the competitive teams and the Executive.
- b) assist the competitive teams co-ordinating ice scheduling, fund raising, coach



selection, and team activities with the rest of the Association.

4.16 The Coaching Director shall:

- a) be the official liaison between coaches and the Executive
- b) Chair the Coach's Committee
- c) recruit the coaches for MDRA with the assistance of the Executive
- d) operate within the guidelines and framework of the Coaching Development Committee as established by the Ontario Ringette Association

Confirmed by the members of the MDRA at a meeting on the 23<sup>rd</sup> day of March 1997 of which due notice was given.

Original Signed by Betty White,  
March 23, 1997 President

Original Signed by June Whyte,  
March 23, 1997 Secretary

**METCALFE AND DISTRICT RINGETTE ASSOCIATION  
BY-LAW 3 - MEETINGS**

**ARTICLE 1: GENERAL MEETINGS**

- 1.1 The Annual General Meeting (AGM) will be held during the month of March or April each year. Its purpose shall be to review the activities of the past season, to carry out elections, to consider policies, Constitutional and By-Law amendments for the coming season.
- 1.2 The agenda for the annual meeting shall be prepared by the President and shall be in the following format:
  - a) Minutes of the previous Annual General Meeting
  - b) Correspondence pertaining to the A.G.M.
  - c) President's Report
  - d) Treasurer's Report
  - e) Executive Member's Reports
  - f) Committee Reports
  - g) Proposed Constitutional and By-Law Amendments
  - h) Old Business
  - i) New Business
  - j) Election of the Executive
  - k) Appointment of Auditor
  - l) Adjournment
- 1.3 General meetings may be called by the Executive with due notice of one (1) week.
- 1.4 General meetings are open to everyone interested, but input is open to everyone from the floor provided that all input is submitted to the Executive and placed on the agenda. All correspondence will be brought to the attention of the Executive only for discussion as to whether or not it will be placed on the agenda for the next General Meeting. If input is placed on the agenda, a letter of acknowledgement will be sent to the originator and the originator must attend the general meeting to give the presentation. The letter of acknowledgement must be mailed within one week after being placed on the agenda.
- 1.5 Those with voting rights when attending the Annual General Meeting or General Meetings, shall be:
  - a) membership of the MDRA,
  - b) parents or guardians of a registered player who resides within MDRA boundaries but is playing at a higher level
  - c) registered MDRA ringette players of voting age
- 1.6 There will be no voting by proxy.
- 1.7 No one member shall have more than one vote for each item requiring a vote.
- 1.8 The vote shall be taken by show of hands, by rising or by ballot. The method of voting shall be the decision of the President or the person presiding over the meeting. Voting by ballot can be ordered by a majority vote or by general consent.

- 1.9 The President, or Vice-President acting in this capacity, may only cast the deciding vote in the event of a tied vote.
- 1.10 The quorum for general meetings shall be 15 members of which 5 must be members of the Executive.

## **ARTICLE 2: EXECUTIVE MEETINGS**

- 2.1 Executive meetings shall be at the call of the President.
- 2.2 Each member of the Executive shall have one (1) vote and the President will have the tie-breaking vote only.
- 2.3 Executive meetings shall be open to the public. Persons wishing to address the Executive Meeting should submit a request to the Secretary in advance of the meeting and if approved by the President will be placed on the agenda. Voting privileges are extended to the Executive only. The Executive may move to an in-camera session and bar the public from the meeting on a carried motion.
- 2.4 Notice of meetings shall be given by the Secretary to all Executive members prior to such meetings.
- 2.5 Emergency meetings of the Executive may be held at any time providing that the quorum of the Executive agree to such a meeting. If such a meeting is held, this meeting will become legal and constitutional. The quorum for Executive meetings will be five (5) of its members.
- 2.6 If a member of the Executive is absent for two consecutive meetings, that due notice has been given by the Secretary with at least one week's notice, their position may be declared vacant by an approved motion of the Executive. This will not apply when a member of the Executive is absent due to emergencies or work commitments.
- 2.7 If an Executive member has a conflict of interest with an issue before the Executive they shall declare their conflict and withdraw from the discussion and not cast a vote on the issue.

## **ARTICLE 4: RULES OF ORDER**

- 4.1 In the absence of rules in the By-Laws or Constitution, all meetings shall be conducted in accordance with Robert's Rules of Order.

Confirmed by the members of the MDRA at a meeting on the 23<sup>rd</sup> day of March, 1997 of which due notice was given.

Original Signed by Betty White,  
March 23, 1997 President

Original Signed by June Whyte,  
March 23, 1997 Secretary

- 1.1 The Coach's Committee shall be comprised of: the coaching staff (Head Coach, Assistant Coach, Manager, Trainer) of each team, the Coaching Director, Player Development Director, and Referee-In-Chief.
- 1.2 The Coaching Committee shall meet at least once during the months of October, February and April.
- 1.3 The Coach's Committee shall:
  - a) ensure adherence to the teaching of skills as set out in the MDRA Coaching Manual.
  - b) discuss and resolve common and/or individual coaching problems.
  - c) reinforce MDRA coaching philosophy, Ringette philosophy and spectator's code.

Confirmed by the members of the MDRA at a meeting on the 23<sup>rd</sup> day of March, 1997 of which due notice was given.

Original Signed by Betty White,  
March 23, 1997      President

Original Signed by June Whyte,  
March 23, 1997      Secretary

**METCALFE AND DISTRICT RINGETTE ASSOCIATION  
BY-LAW 5 - FINANCIAL**

**ARTICLE 1: FINANCIAL YEAR**

1.1 The financial year of the MDRA shall terminate on the 31th day of March of each year.

**ARTICLE 2: AUDIT/AUDITOR**

2.1 An audit of the MDRA finances must be completed after the closing of the financial matters for the financial year. Confirmation of the audit along with the year end financial statement must be presented at the Annual General Meeting for approval by the members.

2.2 The members of the MDRA at each Annual Meeting should appoint one or more auditors to hold office until the close of the next Annual Meeting , and if an appointment is not so made, the Executive may make the appointment at a later date.

Confirmed by the members of the MDRA at a meeting on the 23<sup>rd</sup> day of March, 1997 of which due notice was given.

Original Signed by Betty White,  
March 23, 1997 President

Original Signed by June Whyte,  
March 23, 1997 Secretary