

# CONSTITUTION ST-BONIFACE ST-VITAL RINGETTE ASSOCIATION



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## 1) **Name:**

- The name of the Association is the “St. Boniface - St. Vital Ringette Association”; also known as the Bonivital Ringette Association and District 5 (hereinafter called the BVRA or the “association”).
- The BVRA is a volunteer and not-for-profit association.

## 2) **Mission Statement and Goals:**

To develop, encourage, and promote the sport of ringette for the enjoyment of District 5 participants by providing programs, services, information resources, and opportunities to play and learn in a community-based environment.

## 3) **Definitions:**

*In this constitution:*

- A. The “Association” and “BVRA” means the Bonivital Ringette Association.
- B. Committee, as established by and reports to the president, and is dissolved by the president in that year.

- C. Community Centre Boundary, as defined by the General Council of Winnipeg Community Centres.
- D. Convenor, person appointed annually by their respective Community Centre as the Ringette coordinator.
- E. “Ringette” as defined by; Ringette in all age groups, and both genders, up to and including OPEN Ringette Program, a Community Centre, including the AA Program, having an annual registration for Ringette and an active Convenor.
- F. Ringette Manitoba- Ringette Manitoba is the Provincial Sport Governing Body that administers, implements, supervises and carries out all matters affecting the Sport on a Provincial basis. The purpose of Ringette Manitoba is to set and control policies affecting the Sport. Ringette Manitoba is a subsidiary body of Ringette Canada and therefore abides by their Constitution and By-Laws.
- G. Winnipeg Ringette League- (hereinafter known as “WRL”), is the league in which games and playoffs are conducted. It is responsible for all aspects of running the league, including seeding of teams, loop formations, execution of games, officials, and playoffs.

#### 4) **Objectives:**

*The objectives of the Association are:*

- A. To promote and develop the sport of Ringette in the Bonivital area and in keeping in the priority of decision making of the Board, 1) the Association, 2) the area Community Centres programs and teams, and 3) the individual participants/players.
- B. To provide the opportunity for all interested individuals within Bonivital to participate in organized Ringette.
- C. To encourage and foster ringette in the area as defined by Ringette Manitoba and Winnipeg Ringette league; and
- D. Consistent with the constitution of Ringette Manitoba and Winnipeg Ringette League; to operate ringette in the BVRA area and to decide and adjust any and all matters that may be in dispute; and
- E. To establish teams in the various age groups with jurisdiction to conduct competitions and when necessary make decisions for teams in BVRA; and within Ringette Manitoba and Winnipeg Ringette leagues.
- F. To properly register all teams who participate in leagues under the jurisdiction of Ringette Manitoba and Winnipeg Ringette League.
- G. To provide a safe environment for all participants in all BVRA Ringette programs.
- H. To create a program designed for athletes to grow, develop, acquire life skills and meet friends.
- I. To provide a wholesome, safe, and rewarding experience to those participating in the sport of Ringette by encouraging the development to the highest standards of skills among players, coaches and officials.

#### 5) **Introduction:**

The purpose of this document is to inform interested persons in the Bonivital Ringette Community about how Ringette is organized and managed within the BVRA area.

## 6) By-Laws:

### I) Structure/Composition of Association:

The BVRA Consists of several volunteer members from within the Association that are very passionate about the growth of Ringette. They are continuing to make sure the program is competitive and a place that all kids want to play. The group meets regularly throughout the season with meetings chaired by the BVRA President.

A Board of Directors consisting of the following shall govern the affairs of the Association:

- a) All the Community Club reps and their members as laid out in Section 1 a);
- b) President
- c) Vice-President
  - a. Tournaments
  - b. Equipment
  - c. Ice
  - d. Officials
  - e. Webmaster/Social media
- d) Treasurer
- e) Secretary
- f) Registrar
- g) AA Director
- h) Coaching Director
- i) Player Development
- j) WRL Rep
- k) R4U Convenor

The Executive consists of the following: President, Vice-President, Secretary and Treasurer.  
All non-community club positions will be elected at the AGM on alternating years.

### II) Appointment of Association Members:

- a) Community Centre Ringette Reps except as provided under (e), shall be appointed by their respective Community Centres within the BVRA catchment area and shall have current or past direct involvement in the sport of Ringette. All appointed Community Centre Reps in good standing (active Ringette Program Centers) will be extended all the rights and privileges as any member in good standing of BVRA. Each Community Centre can appoint one representative. The position may be a shared position; only one vote per Community Centre Rep will be allowed.  
Members of Active Community Centres: The Community Centre Reps will take on an Age/Loop Convenor role within the BVRA. The appointed member is part of the board of BVRA.
- b) The Community Centre Rep acts as a liaison with their local Community Centre.

- c) Each year, notices requesting appointments to the Association shall be sent to all active Community Clubs within BVRA boundaries prior to May 31<sup>st</sup>.
- d) Each appointment made under (a) or (e) shall be for a term of 2 years, such term to run from July 1<sup>st</sup> to June 30<sup>th</sup> of the subsequent year.
- e) A member may be reappointed as often as Community Club members deem fit.
- f) If the required number of members are not appointed by the Community Clubs in question by July 1<sup>st</sup> of any year, the Executive Committee may, after 2 weeks' notice in writing to the President of the Community Centres in question, appoint a person or persons, resident of the area in question as a member or members for that Community Club.

### III) **Method of Election:**

Elections of the Board shall be made at the Annual General Meeting.

- 1) The Board shall appoint a Nominating Committee by March 31<sup>st</sup> annually. The Nominating Committee shall accept nominations and present them to the membership for election purposes at the AGM, no later than 10 days before the AGM.
- 2) When nominees for any Board of Directors position are absent from the AGM, the absent nominees must send a formal letter to be read at the AGM at the time of the election of their position stating:
  - 3) reason for being absent;
  - 4) their philosophy regarding the duties of the position (not to exceed 2 minutes)
- 5) Nominees from the floor during an AGM will only be accepted should there be no nominations submitted by the Nomination Committee.
- 6) There shall be no votes by proxy.

### IV) **Administrative:**

- 1. The BVRA may appoint any such committees as they deem necessary.
- 2. Any additional committees will report to the Vice-President as needed.
- 3. Board Members hold their position from date of election until they are replaced or they resign.
- 4. Board members may resign upon written notice to the board's President, and with notification to the board members.
- 5. The BVRA shall have the authority to fill by appointment, any vacancy occurring during a board member's term. Any such appointment must be ratified by the members at the next board meeting.

### V) **Responsibilities of the Executive:**

#### *PRESIDENT*

The President shall:

- a) Preside at all meetings.
- b) Be a member of the Nominating Committee.
- c) Exercise the powers of the Executive in the case of an emergency situations.
- d) Chair all meetings.
- e) Oversee the general management and supervision of the affairs and operation of BVRA.
- f) Convene Special Meetings as required.
- g) Prepare and review an annual operating budget for the Association, with the assistance of the Treasurer.
- h) Appoint/elect other necessary board members as required.
- i) Represents district at various meetings and events.

- j) Act as a signing authority for BVRA.
- k) Assigns board positions as he/she sees fit.
- l) Vote at Annual Meetings, Executive Meetings and Special Meetings only in the event of a tied vote.
- m) Attend all Monthly, Annual and Executive Meetings.
- n) Prepare and submit a year-end report at the Annual Meeting.

#### *VICE-PRESIDENT*

The Vice-President shall:

- a) In the absence of the President, in the event of his/her inability to act, or in the event of a conflict of interest, have and exercise all powers of the President as delegated.
- b) Act as a signing officer for BVRA.
- c) Prepare for board approval: any changes to the constitution, policies, and/or procedures, together with the President.
- d) Oversee the committees and/or person in charge of: tournaments, equipment, ice, officials, and webmaster/social media.
- e) Attend all BVRA meetings, including Annual, Special, and Executive meetings.
- f) Exercise a vote as a member of the Executive.
- g) Prepare and submit a year-end report at the AGM.

#### *SECRETARY*

The Secretary shall:

Apart from the records kept by the Registrar, the Secretary shall keep all the records of the League and shall;

- a) Conduct, under the guidance of the President all correspondence of the Association.
- b) Issue notices and minutes of all meetings.
- c) Record and distribute minutes, agendas of all Council, Executive, Annual and Special Meetings to all Council, Executive Members and Local Association President.
- d) Set dates and locations for Monthly Meetings, Annual Meetings and Executive Meetings.
- e) Record attendance at all meetings, including Annual, Executive and Special Meetings.
- f) Record minutes at all meetings, including Annual, Executive and Special Meetings.
- g) Keep an up to date record of all Members and/or their representative.
- h) Attend all BVRA Meetings, including Annual, Executive and Special Meetings.
- i) Exercise a vote as a member of Executive.
- j) Prepare and submit a year-end report at the Annual Meeting.
- k) Act as a signing officer for BVRA.

#### *TREASURER*

The Treasurer shall:

- a) Receive all monies payable to BVRA and deposit funds with a registered financial institution in the BVRA name.
- b) Keep and preserve full and accurate accounts of all receipts and disbursements of the league and pay all such accounts.
- c) Act as a signing officer for BVRA.
- d) Pay all accounts payable not exceeding \$500 (five hundred dollars) without prior approval of the council, excluding contract payments, pre-approved budget items, and officials. (Payment to WRL & Ringette Manitoba and Community Centres for registration does not require council approval).
- e) Make payment in all cases by either cheque, e-transfer or direct deposit. (The signature of each cheque being a combination for the Treasurer and any one of two other signing officers).
- f) Keep proper books/spreadsheets of accounts and make them available to BVRA Board at each monthly meeting or on special request.

- g) Prepare a financial statement of the current past year for presentation and distribution at the AGM.
- h) Prepare an annual operating budget for BVRA.
- i) Prepare and submit a year-end report at the Annual Meeting.
- j) Attend all monthly meetings and Annual meetings.
- k) Exercise a vote as member of the Executive.

#### *REGISTRAR*

The Registrar shall:

- a) Set dates for BVRA Ringette Registration and send out information to past season registrations.
- b) Be responsible to ensure that all teams and players are properly registered with BVRA and Ringette Manitoba.
- c) Each year prepare a listing of all those Community Centres that comprise the membership of the League.
- d) Keep a record of all BVRA registrations and shall have a complete accounting of players by age, team category and community centre.
- e) Make copies of team rosters and submit to specific teams.
- f) Be on a committee to review any requests for transfers and age advancements.
- g) Attend team formation meetings, with a complete accounting of player registrations by age and loop.
- h) Maintain a record of birth certificates of all new players in the League.
- i) Check team rosters against registrations for deficiencies and report to BVRA.
- j) Maintain communications with Age Convenors.
- k) Maintains all Social Media.
- l) Prepare and submit a year-end report at the Annual Meeting.
- m) Attend monthly meetings and Annual Meetings.

#### *WINNIPEG RINGETTE LEAGUE REPRESENTATIVE*

The Winnipeg Ringette League Representative shall:

- a) Attend all Meetings of the Winnipeg Ringette League as well as Bonivital Meetings and communicate to the board on all matters that are of interest.
- b) Host coaches meeting with the Coaching Director at beginning of season for all coaches within the BVRA.
- c) Attend monthly meetings and Annual Meeting.
- d) Prepare and submit a yearend report at the Annual Meeting.

#### *AA DIRECTOR*

The AA Director shall:

- a) Oversee all aspects of the AA BVRA Angels Program.
- b) Represent the Association at AA level at Ringette Manitoba High Performance Committee Meetings.
- c) With the assistance of the BVRA Executive, select a committee to co-ordinate the BVRA AA Ringette Program.
- d) With the assistance of the Ringette Manitoba High Performance Committee be responsible for advertising and selection of coaches for the respective age groups.
- e) With the assistance of the Ringette Manitoba High Performance Committee, oversee the AA tryouts including co- ordination, selection of player evaluators, and player notification of team selections.
- f) Make recommendations to the BVRA Board of required equipment purchases, and the care of such equipment during her/his term as Director.
- g) Ensure that the AA policy is adhered to regarding all AA matters.

- h) Attend monthly meetings and the Annual General Meeting.

**COACHING DIRECTOR**

The Coaching Director shall:

- a) Select coaches each season for all BVRA teams from U10-U19.
- b) Chair development committee of district coaches.
- c) Promote coaching clinics within the district for club coaches to become qualified as per Ringette Manitoba/WRL standards.
- d) Attend Ringette Manitoba coaching meetings.
- e) Promote good coaching practices.
- f) Develop/update a coaching manual and expectations.
- g) Host coaches meeting with the WRL Rep at beginning of season for all coaches within the BVRA.
- h) Prepare and administer end of season coaching surveys to all BVRA families.
- i) Assist in dealing with annual coaching evaluations.
- j) Attend monthly meetings and Annual Meeting.
- k) Prepare and submit a yearend report at the Annual Meeting.

**DIRECTOR OF PLAYER DEVELOPMENT**

The Director of Player Development shall:

- a) Assist in coordinating district club tryouts
- b) Coordinate player development opportunities for players in the district
- c) Attend monthly meetings and Annual Meeting
- d) Prepare and submit a yearend report at the Annual Meeting

**R4U CONVENOR**

The R4 U Convenor shall:

- a) Communicate and co-ordinates all matters for the current R4U program.
- b) Attend monthly meetings and Annual Meeting.
- c) Prepare and submit a yearend report at the Annual Meeting.

**VI) Association Member Terms**

The election of the BVRA Board shall be as follows:

Even Years

Vice-President  
Player Development  
AA Director  
Secretary  
Registrar

Odd Years

President  
Treasurer  
Coaching Director  
R4U Convenor  
WRL Rep

All positions are for a 2-year term. All positions will be elected at the AGM.

## **VII) Power & Duties of Board Members**

During its term in office and according to the Constitution and Policies of BVRA, the Association shall have the power to administer all the affairs of BVRA, to authorize all expenditures and, without limiting the generality of the foregoing, its powers shall include:

- a) The filling of any vacancies which may occur.
- b) The conducting of all competitions, administrative matters, and business of BVRA.
- c) The registration of all players and/or teams.
- d) The hearing and determination of protests of teams under its jurisdiction.
- e) The suspension of any team, coach, manager, player, parent, or spectator under the jurisdiction of BVRA and the lifting of any such suspension.
- f) The hearing of appeals from any suspension under (e).
- g) The appointment of any other Committee that may be deemed necessary to carry out the required business of BVRA.
- h) Any Association member who misses three (3) consecutive meetings of the Board without notice and/or just reason, may be suspended for the balance of his/her term through a majority vote of quorum of the Board.
- i) The dismissal of any Association member for non-performance of duties by of vote of the Board, through a majority vote of a quorum of the Board.
- j) The determination of all questions arising from situations, which are not otherwise specifically provided for.

## **VIII) MEETINGS**

1. **Monthly Meetings-** There shall be a meeting of the BVRA Board at least once per month. The board can allot 2 months per year where no meeting is needed.
2. **Annual Meeting of the Association**  
The Annual Meeting of the Association shall be held and communicated to all Members within sixty (60) days following April 30<sup>th</sup> of every year.
3. **Special Meetings of the Association**  
A special meeting of the BVRA Board may be called at such times and in such places as the Board of Directors may determine. Such a meeting must be called upon with the written request of two or more members in good standing of the BVRA Board. Such requisition shall state the objective of the proposed meeting and must give at least seven (7) days' notice to all members.
4. **Executive Meeting**  
There will be a meeting of the Executive at the call of the President when necessary.
5. **Committee Meetings**  
As required from time to time, for the efficient operation of the Association.
6. **Robert's Rules of Order**  
Robert's Rules of Order shall prevail at all meetings of the Association except if they conflict with the Constitution and/or By-Laws.
7. The BVRA may appoint any such committees they deem necessary.



**IX) QUORUM**

- The quorum of all Special and Annual Meetings of the Association shall be a majority of the elected members of the Association – therein being no less than 50% of the members present.
- The quorum at all Board Meeting of the Executive shall be a majority of the elected members of the Board – therein being no less than 50% of the members present.

**X) VOTING PRIVILEGES**

- Each member of the Board of Directors shall have one vote at all regular meetings of the Board, Special and Annual Meetings of the Association. The President of BVRA cannot vote at any meetings unless there is a need to break a tie.
- Each member Community Centre shall have one vote at all Special and Annual Meetings of the Association, cast by such delegate or alternate delegate as selected by the Community Centre. Such delegate or alternate delegate is to be communicated in writing by each Community Centre to the Board of Directors at least ten (10) days prior to the Annual Meeting.
- If a board member misses three (3) consecutive meetings; his/her voting privileges will not be reinstated until they have attended two (2) consecutive meetings.
- The BVRA Annual General Meeting is open to all athletes and/or parents of athletes, board members and Community Centre representatives. Voting privileges are granted to existing elected board members. An amount of votes-at-large, equal to the elected board members minus one (1), will be granted no more than ten (10) days prior to the AGM. The distribution of the votes-at-large will be determined by the percentage of athletes registered by Community Centre. Each Community Centre will be guaranteed one (1) vote-at-large.

**XI) EXECUTION OF DOCUMENTS**

Two Members of the Executive shall sign contracts, engagements, and cheques on behalf of the Association.

**XII) FISCAL YEAR**

The fiscal year of the Association shall end on the 31<sup>st</sup> day of March in each year.

**XIII) MEMBERSHIP FEES & REGISTRATION**

- a) Each player from the BVRA Association is to pay the Community Club fee at time of registration. (The Community Club fee is determined by the individual Community Clubs).
- b) The Association shall determine a date each year on or before which the registration fees or any part thereof shall be paid. Notification of such date shall be sent out to each Community Club and advertised on the BVRA website.
- c) If the registration fees determined are not paid by the date specified by the Association, the Association may suspend any players from playing until the fees are paid.
- d) Late fees- any player registering after registration is closed will be charged a late fee.
- e) Refunds- no refunds will be given after October 1<sup>st</sup>.
- f) Late registration will only be accepted until January 15<sup>th</sup> of each year, in correlation with Ringette Manitoba's roster deadline.

**XIV) FINANCIAL RESPONSIBILITIES**

- The Association is responsible for managing the expenses and revenues from the following: AA Program, Ice Allocations, Membership Association Fees, Player Fees, Team League Fees, Game Officials, Insurance for Players, Officials, and Coaches, Association Fundraising and Publicity Costs.
- The President shall present a Proposed Budget for the Association by the date of the AGM and the previous year Actual Budget shall be closed ten (10) days prior to the Annual General Meeting.
- Revenue and Expense Statements for Association activities shall be presented to the Board at the next regular Board meeting.

**XV) AMENDMENTS TO THE CONSTITUTION**

The Constitution and Bylaws may be amended by a 2/3 vote of the total available votes present at any properly constituted Annual or Special Meeting, provided such a proposal be distributed to all members at least ten (10) days prior to the meeting. The member submitting the amendment may only move the proposal in person at the Annual or Special Meeting.

**XVI) NOMINATING COMMITTEE**

The Nominating Committee shall be made up of the President and a representative from the Ringette Community.

**XVII) POLICIES**

- a) Policies passed by the board or executive may be amended at a Monthly, Annual, Executive, or Special Meeting.
- b) All policies will be posted on the BVRA website.