



West Ferris Ringette Association
The Birthplace of Ringette

West Ferris Ringette Association of North Bay Bylaws

Contents

Article 1: Definitions.....	2
Article 2: Interpretation	3
Article 3: Name and Colours	3
Article 4: Affiliations.....	3
Article 5: Aims & Objectives.....	3
Article 6: Membership	4
Article 7: Organization & Duties of Executive	5
Article 8: Duties of Executive Members.....	8
Article 9: Annual Meetings, Elections & Voting	10
Article 10: Special Membership Meetings	12
Article 11: Executive Meetings.....	12
Article 12: Committees	13
Article 13: Amendments to the By-Laws.....	14
Article 14: Finance.....	14
Article 15: Protection & Limited Liability of Directors	16
Article 16: Dissolution	17
Article 17: Policies.....	17
SCHEDULE "A": Executive Nomination Form	18
SCHEDULE "B": AGM Motion Request Form.....	20

Article 1: Definitions

In this by-law,

- 1.01 “WFRA” and “WFRA/NB” shall mean the West Ferris Ringette Association of North Bay.
- 1.02 “Association” shall mean the West Ferris Ringette Association of North Bay.
- 1.03 “ORA” shall mean the Ontario Ringette Association.
- 1.04 “Member” shall mean a member of the West Ferris Ringette Association as defined in Article 6.
- 1.05 “Member in good standing” shall mean any member who is not currently suspended and whose registration or any other monies owed are not in arrears.
- 1.06 “Executive” shall mean all members elected or appointed to Executive positions, taken as a whole, as defined in Article 7.
- 1.07 “Player” shall mean each individual who plays Ringette and has been registered with ORA and is permitted to play on a Team according to the rules of ORA.
- 1.08 “Team” shall mean a Ringette Team that has been registered with ORA and has been accepted by WFRA.
- 1.09 “Annual General Meeting” refers to the Annual General Meeting of the Members as defined in Article 9.
- 1.10 “Executive Meeting” shall mean a meeting of the Executive as defined in Article 10.
- 1.11 “Committee” shall mean the Members who have been assigned special duties by the Executive as defined in Article 12.
- 1.12 “Committee Meeting” shall mean a meeting of a Committee as defined in Article 12.
- 1.13 “Articles” shall mean a group of principles or rules governing the structure of this Association.
- 1.14 “By-Laws” means any By-Law of WFRA from time to time in force and effect.
- 1.15 “Policy” means any Policy of WFRA from time to time in force and effect.

1.16 “Resolution” shall mean a motion that was moved and seconded.

1.17 “In writing” shall mean electronic or hardcopy, handwritten or typewritten.

Article 2: Interpretation

2.01 This By-Law shall be, unless the context otherwise requires, construed and interpreted in accordance with the following:

- (a) All terms contained herein and which are defined in the By-Laws or Policies shall have the meanings given to such terms in the By-Laws or Policies.
- (b) Words importing the singular number only shall include the plural and vice versa.
- (c) The headings used in the By-Laws are inserted for reference purposes only and are not to be considered or taken into account in construing the terms or provisions thereof or to be deemed in any way to clarify, modify or explain the effect of any such term or provision.
- (d) Whenever the words, “she, her or herself” are used, they may be interpreted as “he, him and himself” if this is warranted.

Article 3: Name and Colours

3.01 This Association shall be known as the West Ferris Ringette Association of North Bay as shown on the Letters Patent issued on April 10, 1990.

3.02 The colours of the Association shall be white and royal blue.

Article 4: Affiliations

4.01 The Association shall be affiliated and maintain good standing with the North East Region Ringette Association, the Ontario Ringette Association and Ringette Canada.

4.02 The Association operates under and abides by the rules and regulations of the North East Region Ringette Association, the Ontario Ringette Association and Ringette Canada.

Article 5: Aims & Objectives

5.01 The Association recognizes that Ringette is a mass participation team sport which encourages the physical, mental, social and moral development of the individual participants within the highest standards of safety, sportsmanship, personal excellence and enjoyment.

- 5.02 The aims and objectives of the Association shall be:
- (a) To foster, encourage and improve all organized amateur Ringette within the area under its jurisdiction and in accordance with the standards and under the By-Laws and Policies prescribed by the Association. To promote, administer and develop the game of Ringette.
 - (b) To provide the opportunity to participate in a structured, well-organized Ringette program, giving due consideration to the individual capabilities.
 - (c) To provide Ringette to all regardless of race, colour, creed, ability or financial circumstances. To provide entertainment and fun for the participant.
 - (d) To exercise general supervision and direction over all Ringette activities and the Association Members including the playing interest of its players, coaches, officials, managers, spectators and executive, with emphasis on sportsmanship, fair play, good character and good citizenship. The welfare, education and social development of the participants shall be a paramount objective of the Association.
 - (e) To promote and guard the interests of its Members. To provide support and opportunity to players, coaches, officials and administrators to improve the skill.
 - (f) To aid and assist others outside its jurisdiction in the development of the game.
 - (g) To actively promote, adhere to and support the objectives and policies of ORA and Ringette Canada for Ringette.
 - (h) To promote the good name of North Bay through our various teams.
- 5.03 The Association has implemented a Code of Conduct with a view to providing guidelines with respect to conduct expected of the Members of the Association.
- 5.04 The Association is carried on without purpose of gain for its members, and any profits or other accretions to the Association shall be used solely to promote the objectives.

Article 6: Membership

- 6.01 Membership in the Association is open to all residents of North Bay and area.
- 6.02 A Member is a person who satisfies at least one of the following categories of membership:
- (a) A player registered with the Association.
 - (b) The parents or legal guardians of a player under 18 years of age registered with the Association.
 - (c) A life member of the Association.
 - (d) An individual taking an active role in the Association and having been granted membership by the Executive.
 - (e) Executive members or officials.
 - (f) A person selected to fulfill an administrative role for the Association.
 - (g) A person involved in the operation or management of a team.

- 6.03 Honorary Life Membership in the Association is available to:
- (a) Previous Association individuals inducted into the Canadian or Ontario Ringette Hall of Fame.
 - (b) Any individual, who contributes, serves or promotes Ringette in North Bay over an extended period of time in an extraordinary manner.
- 6.04 The Honorary Life Member will be presented with an Honorary Life Member certificate and will be a voting Member.
- 6.05 Each Member in good standing and over the age of 18 years shall be entitled to one vote at annual general meetings of the Association.
- 6.06 A Member may be suspended or expelled from the Association by a majority vote of the Executive.
- 6.08 A Member may withdraw from the Association at any time. Refunds are not generally given to Members who withdraw except under extenuating circumstances or the approval of the Executive. This includes voluntary withdrawal or otherwise.
- 6.09 If any Member is in arrears for registration fees for any fiscal year, the member may be suspended and, if suspended, shall therefore be entitled to no membership privileges or powers in the Association. The suspension ends when the arrears have been paid in full.
- 6.10 The membership of any Member may, at the discretion of the Executive, be suspended with or without conditions, for any cause that the Executive deems reasonable. The duration of the suspension shall be at the discretion of the majority of the Executive.
- 6.11 No Member shall be personally responsible for any debts or acts of the Association.

Article 7: Organization & Duties of Executive

- 7.01 There shall be an Association Executive consisting of the following members:

President	House League Director
First Vice President	Ice Director
Second Vice President	Technical Director
Secretary	Equipment Director
Treasurer	Ways and Means Director
Immediate Past President	Sponsorship Director
Referee-In-Chief	Tournament Director

Publicity Director
Registrar

Rep Team Director
Web Director

- 7.02 Every Executive Member shall be eighteen or more years of age and shall be a Member of the association.
- 7.03 No member of the Executive may hold more than one position.
- 7.04 An Executive Member's term of office shall be for no more than a two year period commencing on the first day of the association year and ending on the last day of the association year (May 31st) of the year in which that position comes up for election.
- 7.05 Voting will be conducted at the Annual General Meeting with half the positions decided in any one year, according to the following:
- (a) The positions of President, First Vice President, Treasurer, Referee-In-Chief, Tournament Director, Equipment Director, Rep Team Director and Ice Director will be elected in even numbers years; and
 - (b) The positions of Second Vice President, Secretary, Registrar, Sponsorship Director, House League Director, Ways and Means Director, Technical Director, Publicity Director, and Web Director will be elected in odd numbered years.
- 7.06 The office of a Director shall ipso facto be vacated:
- (a) If he is convicted of a serious criminal offence, or is found to be a mentally incompetent person or becomes of unsound mind,
 - (b) If, by notice in writing to the Association, he resigns his office which resignation shall be effective at the time it is received by the Association or at the time specified in the notice, whichever is later,
 - (c) If he dies, or
 - (d) If he is removed from office by the Executive pursuant to 7.07, 7.08 or 7.09.
- 7.07 If an Executive Member of the Association is absent from two consecutive Executive meetings, then the office may be declared vacant by the Executive unless granted leave of absence, provided that in so doing two-thirds of the remaining members of the Executive vote to support such action.
- 7.08 A member of the Executive may be removed from office for cause including contravention in any way of ORA and the Associations By-Laws, Policies (including the Code of Conduct), for conduct not benefiting the intent or objectives of the Association, for breaches of confidentiality or, 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. Provided that, in so doing, 2/3 of the remaining members of the Executive vote to support such action.

- 7.09 Removal of an Executive member may be done by way of a motion to that effect at a special general meeting called for that purpose according to Article 11.
- 7.10 Notwithstanding the above paragraph, any vacancy occurring in the Executive (save and excepting the office of Past President which can only be filled by the person who was Immediate Past President), may be filled for the remainder of the term by the Executive then in office if they shall see fit to do so, so long as there remains a quorum of Executive in office as authorized by motion of the current Executive. Otherwise, such vacancies shall be filled at the next annual general meeting.
- 7.11 The Executive may also appoint any Association Member to fill a vacant Executive position provided there remains quorum of Executive in office prior to the appointment. The Executive may also choose to keep the office vacant until the next annual meeting. If due to a vacancy, there is no longer quorum of Executive in office, the remaining Executive shall call a meeting of the Members to fill the vacancy and, in default or if there are no Executive then in office, the meeting may be called by any Member.
- 7.12 The Executive shall be responsible for the operation of the Association and without restricting the generally of the foregoing:
- (a) Shall be responsible for carrying out the aims and objectives of the Association.
 - (b) Shall deal with any matter concerning the operation of the Association.
 - (c) Shall be responsible for setting the rules and regulations for competition and play within such levels of play as it shall establish, approve the placement of teams at these levels and its decision as to the placement of players and teams, the selection and approval of coaches and team representatives, and the interpretation of the rules and regulations shall be final.
 - (d) Shall control the finances and discharge all Association business tabled and accepted before a quorum of its members.
 - (e) Shall enforce adherence to the Association's By-Laws and Policies.
 - (f) Shall provide adequate liability insurance for each Player, Coach, Manager, Trainer and Official of the Association.
 - (g) Shall appoint such standing and ad hoc committees as it deems necessary for the operation of the Association. Such committees shall be responsible to and subject to the direction of the Executive.
 - (h) May suspend for such time as it deems appropriate, expel or discipline a team or any member thereof for:
 - i. Notorious and continued foul play, unfair, unsportsmanlike conduct, or for any conduct unbecoming a person or team representing the Association in any capacity whatsoever, or
 - ii. Refusing to accept and obey a ruling (or spirit of the ruling) of the Executive.
 - (i) May reinstate any Team or Member which is under suspension on conditions which it may determine.

- (j) May suspend for such time as it deems appropriate or discipline any coach, trainer, manager, player, referee or other official connected with any organization or association playing in or forming part of the Association for conduct which is unacceptable to the Executive, including, where applicable, such conduct as referred to in paragraph (h) hereof, and may reinstate such person on conditions which it may determine.
- (k) Shall establish procedures for hearing of all protests and appeals and shall receive and determine appeals from decisions of any Committee established by it for such purpose.
- (l) Shall resolve such other problems as may arise in a manner which is considered to be in the best interests of the Association and its members.
- (m) Shall fix annual Association fees for each player and/or team.

7.13 All Executive members shall keep an accurate record of all business within his or her charge and shall prepare a report for all Executive meetings as well as when requested to do so by the President.

Article 8: Duties of Executive Members

The duties of each office of the Association (which may for greater certainty be detailed by position descriptions approved by the Executive) are as follows:

- 8.01 **President:** The President is the Chief Officer of the Association and as such shall:
- (a) Be the official spokesperson for the Association.
 - (b) Call meetings of the Executive and General membership.
 - (c) Preside (or appoint a chairperson in his/her place) at all its meetings of the executive and General Membership.
 - (d) Exercise the power and authority of the Executive, provided such decision will be reviewed at the next regular meeting of the Executive.
 - (e) Be an ex officio voting member of all standing and ad hoc committees.
- 8.02 **First Vice President:** The First Vice President shall assume all of the duties and responsibilities of the President in the absence of the President, or where the President is unable to act due to illness or other cause or so designates the First Vice President, and otherwise shall assume such duties as may be assigned by the President
- 8.03 **Second Vice President:** The Second Vice President shall assume such duties as may be assigned by the President and, in the absence of the First Vice President, shall perform that person's duties as required.
- 8.04 **House League Director:** The House League Director shall coordinate and be responsible for the operations of the House League teams at all levels.

- 8.05 **Rep Team Director:** The Rep Team Director shall coordinate and be responsible for the operations of the competitive teams at all levels.
- 8.06 **Secretary:** The Secretary shall issue notices and agenda for all meetings and maintain records of proceedings and meetings.
- 8.07 **Treasurer:** The Treasurer shall be responsible for the financial operations of the Association and more particularly shall:
- (a) Pay all accounts and receive all monies on behalf of the Association.
 - (b) Keep accurate records of all monies received and disbursed.
 - (c) Report at each Executive and Annual General Meeting.
- 8.08 **Technical Director:** The Technical Director shall organize technical programs for all coaches, managers, and trainers within the Association and shall work with the Referee-In-Chief to organize officiating clinics for all officials.
- 8.09 **Equipment Director:** The Equipment Director shall be responsible for:
- (a) All playing equipment owned by the Association
 - (b) Ensuring all Association playing equipment is in proper repair.
 - (c) Assigning Association playing equipment
 - (d) Keeping an accurate inventory of all Association equipment and property
 - (e) Ensuring that all Association equipment is returned and stored at the end of each playing season
 - (f) Consulting with all coaches to determine equipment needs.
- 8.10 **Ways and Means Director:** The Ways and Means Director will be responsible for fund-raising activities by the Association.
- 8.11 **Sponsorship Director:** It shall be the duty of the Sponsorship Director to secure sponsorships to be used by House League.
- 8.12 **Tournament Director:** It shall be the duty of the Tournament Director to organize and coordinate the Association's annual invitational tournament.
- 8.13 **Publicity Director:** The Publicity Director shall be responsible for all advertising and promotion of the Association.
- 8.14 **Ice Director:** The Ice Director shall be responsible for allocating ice time for games, practices (where applicable), and other Association events, and shall negotiate and obtain a fair ice allotment for the various Association programs.

- 8.15 **Registrar:** The Registrar shall be responsible for the registration of all players, teams and organizations with the Association as well as with the ORA where required.
- 8.16 **Immediate Past President:** The Immediate Past President shall act as an advisor to the President and Executive.
- 8.17 **Web Director:** The Web Director shall be responsible for maintaining the Association's official website.
- 8.18 **Referee-In-Chief:** The Referee-In-Chief shall be responsible for:
- (a) Assign referees, timekeepers and scorekeepers for all Association games;
 - (b) Regulate and evaluate the performance of all referees, timekeepers and scorekeepers on a regular basis; and
 - (c) Adhere to the rules and regulations as handed down by the O.R.A. and the Association.

Article 9: Annual Meetings, Elections & Voting

- 9.01 A meeting, open to the Membership, will be convened annually at the end of the playing season at such place, date and hour as the Executive shall determine each year, provided that such Annual Meeting be held between April 1 and May 1 with at least one month's public notice of the meeting given to all Members. The presence of Members at an Annual Meeting shall be deemed to constitute a quorum for the transaction of any business and must include the president and/or vice-president
- 9.02 Purpose of AGM:
- (a) Hear and receive any required reports
 - (b) Elect members of Executive
 - (c) Address any other matters properly brought before the meeting
 - (d) Vote on amendments to the bylaws
- 9.03 The order of business at each Annual Meeting shall be as follows:
- (a) Call to order
 - (b) Reading and adoption of the minutes of the previous Annual Meeting and any subsequent Special General Meeting
 - (c) Business arising out of the Minutes
 - (d) President's Report
 - (e) Treasurer's Report
 - (f) Registrar's Report
 - (g) Executive member's Report
 - (h) Committee Reports (if appropriate).
 - (i) By-Law Amendments

- (j) New Business
- (k) Election of Officers
- (l) Adjournment

- 9.04 It is the duty of the Secretary to provide a copy of the current "By-Laws" of the WFRA to any Member, upon their request.
- 9.05 The Secretary shall be responsible to post at least one copy of the current "Bylaws" at all Annual General Meetings, and instruct any Member on the procedures to effect change to same.
- 9.06 Members in good standing shall be entitled to a vote at the Annual General Meeting.
- 9.07 The Chairperson for the meetings shall vote only in the event of a tie.
- 9.08 Elections for the Executive shall be held at the Annual General Meeting, with new Executive to work with the incumbents until the change over meeting in June.
- 9.09 Each year, the Executive shall appoint a Nominating Committee of three Members of the WFRA annually. The Committee Members shall choose a Chair for the Committee from amongst their members. This Committee shall be appointed no later than two months prior to the AGM.
- 9.10 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 weeks prior to the AGM.
- 9.11 When soliciting 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.
- 9.12 The Secretary will post the list of candidates two weeks prior to the AGM and provide copies of the list to the membership of the WFRA if requested.
- 9.13 Nominations from the membership can be submitted to the Nominating Committee up to two weeks prior to the AGM. After that date any two Members of the WFRA may also present other nominations at or prior to the AGM. Nomination forms can be found in Schedule "A" attached hereto.
- 9.14 Voting on candidates or motions shall be by ballot or an alternative method as determined by the Chairperson. No proxy vote shall be recognized.

- 9.15 After voting is complete, all ballots will be destroyed following a motion carried by majority vote.
- 9.16 An affirmative vote by a majority of those present, eligible to vote, and voting at any Association meeting will constitute acceptance of any motion, excepting amendments to the Bylaw as outlined in Article 14.

Article 10: Special Membership Meetings

- 10.1 A Special Membership Meeting may be called by a request of at least 50 Members who are eligible to vote at the Meeting. Such requests shall be in the hands of the President at least 15 days prior to the proposed meeting date. The presence of 25 members at the Meeting shall be deemed to constitute a quorum for the transaction of any business.
- 10.2 The Executive may also call special membership meetings as required.
- 10.3 An Executive member or other designated member of the WFRA may attend the ORA Annual General Meeting to cast its ballot, with the Executive's approval.
- 10.4 Members in good standing shall be entitled to a vote at the Special Membership Meeting.

Article 11: Executive Meetings

- 11.01 The Executive shall meet monthly, or as required, to conduct the business of the Association, and the presence of greater than one-half of the current Executive shall constitute a quorum and shall include at least one of the President, First Vice President, or Second Vice President.
- 11.02 All meetings of the Association shall be conducted in accordance with Atwood's Rules of Order.
- 11.03 Executive meetings shall be at the call of the President. If, for any reason, the President has not called an Executive meeting within two weeks after being requested by five members of the Executive, a meeting may be called under the Chairpersonship of the First Vice President.
- 11.04 Each Member of the Executive shall have one vote and the President will have the tie-breaking vote only. Voting by proxy is not permitted.
- 11.05 Members who wish to address the Executive must make a written request to the President prior to the meeting. The President may invite the member as a guest for that portion of the meeting.

- 11.06 Notice of meetings shall be given by the Secretary prior to such meetings at least seven days in advance to:
- (a) All Executive members
 - (b) The entire Membership
- 11.07 Voting on motions is done by a show of hands, but may be by secret ballot if an Executive Member requests it.
- 11.08 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 51 per cent of its members.
- 11.09 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. No member of the executive may vote if she/he has direct involvement in the issue at hand. The member must declare a conflict of interest immediately.
- 11.10 Minutes will be taken at all Executive meetings. They will be distributed to all Executive Members prior to the next meeting for approval.

Article 12: Committees

- 12.01 Committees may be established from time to time by the President or the Executive.
- 12.02 Committee Members will be appointed by the President. The Executive may move to reconstitute membership of any Committee at any time if deemed appropriate (i.e. conflict of interests with committee members.)
- 12.03 An Executive member will not be permitted to sit on any committee if that Executive member is in a conflict.
- 12.04 The Committee will select a chair from the committee members.
- 12.05 All meetings are at the call of the Chairperson of that Committee.
- 12.06 If the Chairperson of a Committee is not present at a Committee meeting, the members present shall elect a Chairperson for that meeting.
- 12.07 A Committee may meet and adjourn as it thinks proper and questions arising at any meeting shall be determined by the majority of votes of the members present.

12.08 Minutes of proceedings shall be tabled at the next regular meeting of the Executive.

Article 13: Amendments to the By-Laws

13.01 The By-Laws of the Association may be amended at the Annual General Meeting or at a Special Membership Meeting called for the purpose of amending.

13.02 Amendments to the By-Laws must be submitted in writing to the Secretary 14 days prior to the meeting. Proposed amendments must be provided to the membership seven days prior to the meeting. An AGM Motion Request Form can be found at Schedule "B".

13.03 Amendments to the Bylaw Articles may be made at the Annual General Meeting or Special Membership Meeting by a two-thirds majority vote of the Members present if due notice of the motion has been given. Amendments to the By-Law Articles may be made 90 per cent majority vote of the Members present on a motion from the floor. 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.

13.04 A minimum of three Executive members shall review the By-Laws yearly, and prepare revisions for the Annual General Meeting following the procedures as stated in article 13.02. Those Executive members will present their motion of proposed changes firstly to the rest of the Executive where it shall be moved, considered and voted upon and then it will be brought forward at the AGM to be considered and voted upon by the membership.

13.05 The Secretary shall within one month after the Annual General Meeting distribute to each executive member an updated copy of the By-Laws with the amendments that were passed and accepted at the Annual General Meeting.

13.06 The Secretary is required to keep the current copy of the By-Laws and Policies. All the By-Laws and Policies are to be kept together in a binder. Copies of the revised By-Laws and Policies will be dated and distributed to the Executive. The most recent copy of the By-Laws and Policies are to be distributed to new Executive when they take office.

Article 14: Finance

14.01 Each person who actively participates as a player shall pay Registration or Association. Fees shall be due and payable at a time to be determined by the Executive and should be paid to the Registrar.

14.02 The fiscal year of the Association in each year shall be May 31st.

- 14.03 The Executive shall cause true accounts to be kept:
- (a) Of all sums of money received and disbursed by the Association and the matters in respect of which such receipt and expenditure took place;
 - (b) Of all sales and purchases of goods by the Association;
 - (c) Of the assets and liabilities of the Association;
 - (d) Of all other transactions affecting the financial position of the Association.
- 14.04 A system of records adequate to preserve the details of the financial operation of the Association shall be established and maintained as recommended by the Treasurer.
- 14.05 The books of account shall be kept in the possession of the Treasurer, or at such other place as the Executive determine by resolution, and shall always be open to inspection by the Executive.
- 14.06 Every financial transaction involving the Association shall be carried out in the name of the Association and documents pertaining thereto shall be valid only when completed over the signature of its properly authorized representatives. All monies belonging to the Association shall be deposited in the name of the Association in such bank, trust company or other depository as may be designated by the Executive. Such deposits shall be made by the Treasurer or under his/her authority, except those funds duly belonging to the Association's bingo account.
- 14.07 Should monies accumulate beyond the requirements foreseen for reasonably immediate disbursements, any amount in excess of such requirement may be made in fully registered securities which have a guaranteed parity feature, as well as a liquidity feature.
- 14.08 All cheques and disbursements must be signed by two of the president, treasurer and another designated member of the Executive.
- 14.09 All payments in excess of \$1,500 must be approved in advance by the Executive.
- 14.10 The Association shall not borrow money.
- 14.11 Contracts, documents or any instruments in writing requiring the signature of the Association may be signed by either one of the President or Vice President together with the Treasurer. All contracts, documents and instruments in writing so signed shall be binding upon the Association without any further authorization or formality. The Executive shall have power from time to time by resolution to appoint any officer or officers or any person or persons on behalf of the Association either to sign contracts, documents and instruments in writing generally or to sign specific contracts, documents or instruments in writing.

- 14.12 The financial records of the Association shall be under the scrutiny of the Treasurer. He/she shall prepare annually an operation statement, a balance sheet and such other reports as the Executive may direct. Such reports also shall be prepared and presented when the office of any of the signing officers is vacated.
- 14.13 Once at least in every year the Treasurer shall lay before the Association at its Annual General Meeting a financial statement for the period since the preceding statement.
- 14.14 A duly qualified accountant or two Members elected as auditors at an Executive Meeting, Special Membership Meeting or the Annual General Meeting shall audit the books, accounts, and records of the Association at least once each year.
- 14.15 A complete and proper statement of the standing of the books for the previous year shall be submitted to an Executive Meeting within six months of the Fiscal Year end and at the next following Annual General Meeting.
- 14.16 The books and records of the Association may be inspected by any Member at the Annual General Meeting or at any other time upon arranging a time satisfactory to the Executive Member or Executive Members having charge of such books and records. Each Executive Member shall at all times have access to such books and records.

Article 15: Protection & Limited Liability of Directors

- 15.01 Every Executive Member of the Association or other person who has undertaken or is about to undertake any liability on behalf of the Association or any corporation controlled by it and their heirs, executors and administrators, and estate and effects, respectively, shall from time to time and at all times, be indemnified and saved harmless out of the funds of the Association, from and against:
- (a) All costs, charges and expenses whatsoever which such Executive Member or other person sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against the Executive Member or other person for or in respect of any act, deed matter or thing whatever, made, done or permitted by them, in or about the execution of the duties of such office or in respect of any such liability; and
 - (b) All other costs, charges and expenses which the Executive Member or other person sustains or incurs in or about or in relation to the affairs thereof,
- 15.02 Except as otherwise provided in the Act, no Executive Member for the time being of the Association shall be liable for the acts, receipts, neglects or defaults of any other Executive Member or employee or for any loss, damage or expense happening to the Association through the insufficiency or deficiency of title to any property acquired by the Association or for or on behalf of the Association or for the insufficiency or deficiency of any security in or upon which

any of the moneys of or belonging to the Association shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person including any person with whom or which any moneys, securities or effects shall be lodged or deposited or for any loss, conversion, misapplication or misappropriation of or any damage resulting from any dealings with any moneys, securities or other assets belonging to the Association or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of the Executive Member's respective office or trust or in relation thereto unless the same shall happen by or through the Executive Member's own wilful neglect or default.

Article 16: Dissolution

- 16.01 Upon the winding up or dissolution of the Association, the assets (including bingo monies) that remain after the payment of all costs, charges and expenses that are properly incurred in the winding up shall be distributed to the Agnes Jacks Scholarship Fund of Ringette Canada or other registered charity in Ontario as defined in the *Income Tax Act (Canada)* as may be determined by Members of the Association at the time of winding up or dissolution.

Article 17: Policies

- 17.01 The Executive may prescribe such Policies not inconsistent with the By-laws relating to the management and operation of the Association and other matters provided for in these By-laws as they may deem expedient.
- 17.02 Policies may be enacted at an Executive Meeting by a two-thirds majority vote of the Executive Members present.
- 17.03 The Policies that have been approved and adopted by the Executive shall be maintained in a Policy Manual.

SCHEDULE "A": Executive Nomination Form



West Ferris Ringette Association Executive Nomination Form



MEMBER NOMINATION:

I, _____, would like to nominate _____ for the position marked below on the WFRA executive.

<input type="checkbox"/> President	<input type="checkbox"/> First Vice President	<input type="checkbox"/> Second Vice President
<input type="checkbox"/> Secretary	<input type="checkbox"/> Treasurer	<input type="checkbox"/> Registrar
<input type="checkbox"/> House League Director	<input type="checkbox"/> Rep Team Director	<input type="checkbox"/> Equipment Director
<input type="checkbox"/> Tournament Director	<input type="checkbox"/> Ice Director	<input type="checkbox"/> Referee-In-Chief
<input type="checkbox"/> Technical Director	<input type="checkbox"/> Publicity Director	<input type="checkbox"/> Sponsorship Director
<input type="checkbox"/> Web Director	<input type="checkbox"/> Ways and Means Director	

This person would make a good candidate for this position because:

I, _____ accept this nomination.

Date: _____ Signature: _____



SELF-NOMINATION:

I, _____, would like to nominate myself for the position marked above on the WFRA executive. I feel I would make an excellent candidate for this position because:

Date: _____ Signature: _____

**** Note **** E-mail nominations will be accepted as long as the nominated position is listed, the reasons or qualifications are outlined and the nominated person acknowledges and accepts the nomination. Please forward all nominations to tracy.dale.foreshew@sympatico.ca prior to the AGM.

SCHEDULE "B": AGM Motion Request Form



West Ferris Ringette Association The Birthplace of Ringette

AGM MOTION REQUEST FORM

1. To make any changes to the WFRA By-Law Articles a motion must be presented. This Motion Request Form must be submitted to the WFRA secretary at **least two weeks prior** to the AGM Meeting date. Additional pages may be attached if required. Please provide contact information as clarification is required.
2. This form must be submitted to Lynn Price – WFRA secretary lynn.price@sympatico.ca or call 497-8679.

Motion:

Rationale behind Motion:

Submitted By: _____

Phone # _____ Email: _____

Signature

Date

Note: Electronic signature signifies above information is true.