

Constitution of the Canadian University and College Ringette Association

1 – DEFINITIONS AND INTERPRETATION

100. **Association**

Association shall mean the Canadian University and College Ringette Association.

101. **Player**

Player shall mean each individual who is registered and approved to play on a team.

102. **Team**

Team shall mean a ringette team duly approved and sanctioned by a recognized post secondary institution in Canada.

103. **General Meeting**

General Meeting shall mean the Annual General Meeting of the Members.

104. **Special Meeting**

Special Meeting shall mean any meeting of the Members that is not a General Meeting or an Executive Meeting.

105. **Meeting**

Meeting shall mean any General Meeting or Special Meeting of the Members, and may be convened electronically or by telephone.

106. **Resolution**

Resolution shall mean a motion that was moved and seconded.

107. **Due Notice**

Due Notice means that sufficient information about the item or event has been given through at least two of the following media:

- a. The Association Website;
- b. Email to appropriate individuals;
- c. Written letter to appropriate individuals.

108. **Special Resolution**

Special Resolution shall mean a resolution passed at a Meeting:

- a. Of which not less than 30 days Due Notice has been given specifying the intention of the resolution, and
- b. By the vote of not less than 75% of the Members eligible to vote at the Meeting.

109. **The Executive**

The Executive shall mean all of the Executive Members together.

110. **Executive Meeting**

Executive Meeting shall mean a meeting of the Executive.

111. **In Writing**

In Writing shall mean electronic or hardcopy, hand written or typewritten.

112. **Member Data**

Member Data shall mean information about a Member required, or deemed necessary or beneficial to the Association for management of the affairs of the Association.

113. **Player Data**

Player Data shall mean information about a Player required, or deemed necessary or beneficial to the Association for management of the affairs of the Association.

114. **Arrears**

Arrears shall mean 10% or greater of an amount due to the Association has not been paid by the date specified.

2 – MEMBERSHIP

200. Membership Categories

The categories of Membership are as follows:

- a. A player who is at least 18 years of age by December 31st
- b. A person elected as an Executive Member
- c. A person selected or appointed by the Executive to fulfill an administrative role for the Association.
- d. A person involved in the operation or management of a Team.

201. Member

A member of the Association is a person:

- a. Of whom it can be said to fall into at least one of the Membership Categories (**see 200**);
- b. Whose Membership Fee is paid in full;
- c. Abides by the Code of Conduct of the Association.

201.1. Voting Member

A voting member of the Association is a person:

- a. who is described at 200 b, c, or d above;
- b. Whose Membership Fee is paid in full;
- c. Abides by the Code of Conduct of the Association.

202. Membership Fee

The Membership Fee, if any, in the Association shall be determined, from time to time, by the voting members at a Meeting and may be described by one or more component fees.

203. Paid in Full

Paid in Full means that full payment has been made for Membership Fee by the date determined by the Association.

204. Withdrawal

Any member wishing to withdraw from membership may do so upon notice to the Executive through the Registrar.

205. Suspension on Financial Grounds

If any Member is in arrears for fees or assessments for any Fiscal Year, the Member shall be automatically suspended and shall thereafter be entitled to no membership privileges or powers in the Association. The suspension ends when the arrears have been paid to the Association.

206. Suspension of Membership

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.

207. Cancellation of Membership

The membership of any Member may be cancelled only through the Special Resolution process (**see 108**). Presentation of the Special Resolution of the Meeting cannot include the name of the Member. The Member cannot be present at the meeting. The Executive will inform the Member of the results of the vote in writing within 48 hours of adjournment of the meeting. Cancelled memberships cannot be reinstated.

3 – MEETINGS

300. Business - The business the Association shall conduct at its General Meeting includes; but is not necessarily limited to:

- a. Present the financial statements of the Association;
- b. Present the reports of the Executive Members;
- c. Determine the person or persons who will perform the review (**see 900**) for the ensuing year;
- d. Elect new Executive Members.

In the event that any of the above items is not presented at the General Meeting, the Executive will call a Special Meeting at the General Meeting to address the missing items.

301. Annual General Meeting

The Annual General Meeting shall be held prior to the 30th day of April in each and every calendar year, at such time and place, and in such manner as the Executive shall fix unless 30 days Due Notice is given before the 30th day of April for the date of the Annual General Meeting. A deferred Annual General Meeting shall be held before the 30th day of June of the same year.

302. **Special General Meetings**

The President shall convene a Special General Meeting within 30 days of receipt of a petition setting forth the reason for calling the Special General Meeting. The petition must be signed by at least one fifth of the Members eligible to vote at the Special General Meeting. Special General Meetings may also be called from time to time as deemed necessary by the Executive.

303. **Notice**

At least 30 days Due Notice stating time and place shall be given for the Annual General Meeting. At least ten days advance Due Notice stating the time, place, and purpose shall be given for Special General Meetings. **See 107 Due Notice** for the type of Notice to be used for notification of membership meetings.

4 – PROCEEDINGS AT MEETINGS

400. **Quorum**

No business shall be transacted at any Meeting unless at least six Members are present at the meeting, at least three of which must be Executive Members (**see 700**) one of those which must be the President or Vice President.

401. **Right to Vote**

Every Voting Member present at a Meeting shall be entitled to one vote on any issue for which a vote is called. One member or executive may only ever carry one vote.

402. **Proxies**

A proxy may not vote.

403. **Resolutions**

At any Meeting a resolution shall be carried in the event of a simple majority of votes unless the resolution is a Special Resolution.

404. **Vote by Show of Hands**

At any Meeting, a resolution voted upon at the Meeting shall be decided on a show of hands, unless a ballot is, before or on the declaration of the result of the show of hands, demanded by at least one Member present.

5 – EXECUTIVE MEETINGS

500. **Number of Meetings**

Executive Meetings shall be held as often as may be required, but at least once every six months, and shall be called at the discretion of the President. An Executive Meeting will also be called by the President on receipt of a request from any two Executive Members provided the request is in writing and states the purpose of the business to be dealt with. Executive Meetings shall be open to all Members.

501. **Notice**

At least three days advance verbal or written notice shall be given to each Executive Member for an Executive Meeting.

502. **Waiver of Notice**

An Executive Meeting may be held without notice if a quorum is present provided, however, that any business transactions at such meeting shall be null and void unless ratified at the next called Executive Meeting. That Executive Meeting with proper Notice (**see 501**) must be called within seven days of the Executive Meeting held under waiver.

6 – PROCEEDINGS AT EXECUTIVE MEETINGS

600. **Quorum**

No business shall be transacted at any Executive Meeting unless at least four Executive Members are present at the Meeting, one of which must be the President or Vice President.

601. **Right to Vote**

Every Executive Member present at an Executive Meeting shall be entitled to vote on any issue for which a vote is called.

602. **Proxies**

A proxy may not vote.

603. **Resolutions**

At any Executive Meeting, a resolution shall be carried in the event of a simple majority of votes.

604. **Vote by Show of Hands**

At any Executive Meeting, a resolution voted upon at the Executive Meeting shall be decided on a show of hands. In the case of virtual meetings, or tele-conferences, voting shall be decided in the manner agreed to by the members.

7 – EXECUTIVE MEMBERS

700. **Executive Members**

The Executive of the Association shall be made up of:

- a. The following elected officers:
 - i. President;
 - ii. Vice President;
 - iii. Secretary
 - iv. Treasurer

- b. Persons appointed to the following roles:
 - i. Member at Large
 - ii. Registrar
 - iii. University Challenge Cup Co-ordinator

701. **Election**

The Executive will be established by election from the Members at the Annual General Meeting.

702. **Term**

The term of each member of the executive shall be for two years, and shall last until the Annual General Meeting, in the case of the President and Treasurer, in even numbered years, and in the case of the vice president and secretary, odd numbered

years. The University Challenge Cup co-ordinator is a one year position that shall last until the Annual General Meeting each year. The Registrar and Member at Large are two year appointments that last until the Annual General Meeting in odd and even number years respectively.

703. **Vacancies**

Any Executive Member position vacant shall be filled by Executive appointment until the next Meeting where the office shall be filled by election for the balance of the term.

704. **Removal from Office**

An Executive Member may, upon the passage of a Special Resolution, be removed from office for any cause that the Association may deem reasonable.

8 – POWERS AND DUTIES OF EXECUTIVE MEMBERS

800. **General Powers**

The Executive shall, subject to the Bylaws or directions given it by a majority vote at any Meeting properly called and constituted, have full control and management of the affairs of the Association. Also, the Executive may choose to appoint any person, regardless of whether that person is a Member, to fulfill roles that the Executive deems appropriate for the management of the affairs of the Association. The Executive may, in a vote at an Executive Meeting, remove any appointment.

801. **General Duties**

It is the duty of all Executive Members to:

- a. Carry out their responsibilities to the Association as interpreted by the individuals of the Executive;
- b. Represent the Players and act in their best interest;
- c. Perform any duties for the betterment of the Association.

802. **President**

It is the additional duty of the **President** to:

- a. Call and preside as Chairman at all meetings and Executive Meetings;
- b. Exercise general supervision over the affairs of the Association;

c. Be a signing authority, together with the Treasurer, for the Association bank account.

803. **Vice President**

It is the additional duty of the **Vice President** to:

- a. Act as Chairman at all Meetings and Executive Meetings in the absence of the President;
- b. Carry out duties as requested by the President;
- c. When the President is not able to attend meetings or fulfill the role of President.

804. **Secretary**

It is the additional duty of the **Secretary** to:

- a. Attend all Meetings and Executive Meetings and record accurate minutes of those meetings;
- b. Ensure that Due Notice is given for all Meetings and Executive Meetings as required;
- c. Maintain files as records appropriate for the operation of the Association.

805. **Treasurer**

It is the additional duty of the **Treasurer** to:

- a. Be a signing authority of the Association bank account together with the President;
- b. Properly account for all funds of the Association and keep such books and records as may be directed;
- c. Pay all legitimate bills received by the Association;
- d. Prepare budgets yearly or as requested by the President;
- e. Supply a report on the financial status of the Association at all Executive Meetings;
- f. Make the books and financial records available at all General Meetings for any Member to view;
- g. Receive all money paid to the Association and be responsible for the deposit of that money to whatever bank account the Executive may order.

806. **Neglect of Duty**

Disciplinary actions prescribed by the Association will be taken if it is determined (by any Member) that an Executive Member is not fulfilling the duties within the Association that they were entrusted with.

9 – Financial Review

900. General

A duly qualified accountant or two Members elected as auditors at a Meeting, shall review t the books, accounts and records of the Association at least once a year.

901. Timing

A complete and proper financial statement for the previous year shall be submitted to an Executive Meeting within six months of the year end and at the next following General Meeting.

902. Fiscal Year

The fiscal year of the Association will be determined by the Executive of the Association.

903. Inspection

The books and records of the Association may be inspected by a Member at the General Meeting or at any other time upon arranging a time satisfactory to the officer or officers having charge of such books and records. Each Executive Member shall at all times have access to such books and records.

10 – GENERAL

1000. Principal Office

The principal office for the transaction of business of the Association is as determined by the Executive of the Association.

1001. Amendment

These By-Laws may be rescinded, altered, amended or added to by a Special Resolution at any time.

1002. Liability

No member shall, in his individual capacity, be liable for any debt of the Association.

1003. Remuneration

Unless authorized at a Meeting, no Member shall receive any remuneration for their services.