

Beaconsfield - Kirkland Ringuette Association

Operating Procedures and Bylaws



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1. Name of Association

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

2. Aims and Objectives

The Aims and Objectives of the BKRA are:

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

3. Membership

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

3.4 Honorary Membership

- 3.4.1 The Executive may from time to time award an Honorary Membership to BKRA to a person who is deemed to be worthy. This person shall have no voting rights at any BKRA meetings unless that person is an active member of the Executive.
- 3.4.2 An Honorary Member may be invited as an honoured guest to BKRA activities.
- 3.4.3 Nominations for Honorary Membership must be submitted to an Executive member and will be tabled for discussion and possible selection at the next meeting of the Executive.
- 3.4.4 The following Members have the esteemed distinction as Honorary Members:
 - i Debbie Frail - 2015

4. Fiscal Year

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

5. Officers and Directors

- 5.1 The BKRA shall have the following Officers:

- 5.1.1 President
- 5.1.2 VP Operations
- 5.1.3 Secretary
- 5.1.4 Treasurer
- 5.1.5 VP Tournament

- 5.2 The BKRA shall have the following Directors:

- 5.2.1 Registrar
- 5.2.2 Scheduler
- 5.2.3 Director of Coaching
- 5.2.4 Fundraising Director
- 5.2.5 Publicity & Promotion Director
- 5.2.6 Equipment Manager
- 5.2.7 Technical Director
- 5.2.8 Minor Officials Coordinator
- 5.2.9 Public Relations Director
- 5.2.10 U8 Coordinator

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

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

6. Term of Office of Executive

- 6.1 All members of the Executive shall take office 7 days following their election at the Annual General Meeting (AGM) in May.
- 6.2 Such a term of office shall end 7 days following the AGM in May.
- 6.3 Terms of Officers shall be two years and staggered such that President and Treasurer are elected in even years, and VP Operations, Secretary & VP Tournament are elected in odd years. If the roles are vacated prior to the ending of term for any reason, or if the role was filled in interim for one year by the Executive due to lack of nominations in the defined election year, then the role will be elected for one year. Terms of Directors shall be one year, except for Scheduler and Registrar which will be two years due to the level of difficulty of the role.

7. Appointment of Officers and Directors

- 7.1 Officers and Directors shall be elected to the Executive by voting members of the BKRA who are present at the AGM except as otherwise provided in these operating procedures and bylaws.
- 7.2 Only BKRA members in good standing may be appointed as an Officer or Director.
- 7.3 Nominations must be received, and the candidate must have agreed to it in writing to the Secretary ten (10) days prior to the AGM. In the event that no nominations are received 10 days prior to the AGM, then nominations will be accepted up to and at the AGM.
- 7.4 In the event of more than one candidate, the candidate with the most votes shall be deemed elected.

8. Duties of Officers and Directors

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

8.2 VP Operations shall:

- 8.2.1 Assume all of the duties and responsibilities of the President in the absence of the President, or where the President is unable to act;
- 8.2.2 Assume all of the responsibilities of the convening process [in accordance with the BKRA Convening Policy] including the formation of a convening committee, recruiting & assigning convenors for all levels, and evaluating the levels of play (A/B/C) of each category;
- 8.2.3 Oversee all of the duties required to execute the season's operations on the ice from scheduling, minor officials, equipment, etc.;
- 8.2.4 Have signing authority;
- 8.2.5 Represent BKRA at the A.R.R.L.S.L. monthly meetings and at the R.Q. AGM (if possible).

8.3 Secretary shall:

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

8.4 Treasurer shall:

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

8.5 VP Tournament shall:

- 8.5.1 Recruit the tournament committee;
- 8.5.2 Propose a budget to the Executive for approval;
- 8.5.3 Coordinate all activities of the tournament;
- 8.5.4 Organize and oversee the tournament;
- 8.5.5 Have signing authority.

8.6 Registrar shall:

- 8.6.1 Organize and supervise the registration process (including registration for the season in August/September (and "early bird" in July) as well as registration for additional player development activities, when applicable);
- 8.6.2 Keep accurate records of the payments and data;
- 8.6.3 Remit all monies to the Treasurer on a regular basis;
- 8.6.4 Communicate with the A.R.R.L.S.L. Registrar and the R.Q. Office (if required), and respect their deadlines for registering players.

8.7 Scheduler shall:

- 8.7.1 Incorporate the BKRA games in the Master Schedule and plan the practices on a rotation for all the teams;
- 8.7.2 Work with other regional schedulers (as needed) in order to schedule games;

- 8.7.3 Work together with the Technical Director to coordinate the scheduling of extra player development activities both within and outside of allotted practice times.
- 8.8 Director of Coaching shall:
 - 8.8.1 Provide ongoing support and development to coaches, and include the Technical Director (as needed);
 - 8.8.2 Coordinate the selection of coaches with the VP Operations and President;
 - 8.8.3 Coordinate the certification training for coaches.
- 8.9 Fundraising Director shall:
 - 8.9.1 Propose and organize fundraising activities;
 - 8.9.2 Work closely with the Publicity & Promotion Director to promote BKRA and partner with industry & the community to raise funds;
 - 8.9.3 Coordinate the tournament program advertisement activities with the teams.
- 8.10 Publicity and Promotion Director shall:
 - 8.10.1 Liaison with A.R.R.L.S.L. Promotions as well as local cities and media to promote the BKRA, and the sport of ringuette to attract new members (open house, BKRA tournament, learn-to-skate program, etc.);
 - 8.10.2 Maintain promotional material to promote the BKRA and the sport of ringuette;
 - 8.10.3 Update the arena displays (including the hanging of recent tournament championship banners);
 - 8.10.4 Organize and maintain the BKRA website;
 - 8.10.5 Work with the Registrar to assist with online registration and promotion of BKRA activities.
- 8.11 Equipment Manager shall:
 - 8.11.1 Remit, recuperate and safeguard the material (jerseys, rings, goalie equipment) to and from the teams at the beginning and end of the season;
 - 8.11.2 Keep an inventory of equipment and replenish worn equipment within an approved budget.
- 8.12 Technical Director shall:
 - 8.12.1 Work together with the Scheduler and Registrar to plan and organize goalie clinics, power skating sessions and other clinics desired to assist in the development of players according to an approved budget;
 - 8.12.2 Work with the Director of Coaching (as needed) to assist in the development and training of coaches;
 - 8.12.3 Provide options for drills targeting various skills and assist coaches with the design & structure of practice plans (as requested);
 - 8.12.4 Coordinate activities with older players who continue to play ringuette at an elite level by encouraging them to stay involved with the BKRA (i.e., giving back in various capacities and mentoring our younger players) [e.g., in accordance with the BKRA Sponsorship of Team Canada Players Policy].

8.13 Minor Officials Coordinator shall:

- 8.13.1 Develop, schedule and supervise the time keepers and the shot clock operators;
- 8.13.2 Submit scoresheets to inter-regional associations, when required.

8.14 Public Relations Director shall:

- 8.14.1 Maintain regular contact with the city councils and the recreational services personnel of each city;
- 8.14.2 Attend the annual ice meeting of each arena;
- 8.14.3 Negotiate and secure the ice, gymnasium and room rental contracts for the association's regular activities and the tournament.

8.15 U8 Coordinator shall:

- 8.15.1 Coordinate and convene the U8 program to form teams/groups and recommended levels for all U8 participants;
- 8.15.2 Oversee the Learn-to-Skate program;
- 8.15.3 Provide support and communication to all U8 members;
- 8.15.4 Make ongoing recommendations to promote players throughout the season to higher level teams to promote their development (when applicable).

9. Duties of the Executive

9.1 Membership: All Officers and Directors of BKRA.

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

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

- 9.3.1 Shall be responsible for carrying out the aims and objectives of the BKRA;
- 9.3.2 Shall be responsible for applying the Rules and Regulations for competition and play within such levels of play as it shall establish, and its decision as to the placement of players and the interpretation of the Rules and Regulations shall be final;
- 9.3.3 Shall appoint such officials as are required to ensure the proper conduct of ringuette, including those which are set out in the bylaws;
- 9.3.4 Shall fix annual registration fees for players and teams as required and may, as well, provide for additional levies on players and teams as deemed necessary;
- 9.3.5 Shall appoint such standing and ad hoc committees as it deems necessary for the operation of the BKRA who shall be responsible to and subject to the direction of the Executive;
- 9.3.6 Shall appoint a person, on an interim basis to the following AGM, to fill any office becoming vacant on the Executive as soon as possible following the time at which the position becomes vacant, or where the BKRA has failed to fill any office at its AGM, endeavour to fill such office as soon as possible;

- 9.3.7 Shall establish procedures for the hearing of all protests and appeals, and shall receive and determine appeals from decisions of any committee established by it for such purpose;
- 9.3.8 May suspend for such time as it deems appropriate, expel or discipline a team or any member thereof for;
 - 9.3.8.1 Notorious and continued foul play, unfair, unsportsmanlike conduct, or for any conduct unbecoming a person or team representing the BKRA in any capacity whatsoever [in accordance with the BKRA Code of Conduct].
 - 9.3.8.2 Refusing to accept and obey a ruling of the Executive.
- 9.3.9 May reinstate any team or member thereof which is under suspension on conditions which it may determine;
- 9.3.10 May suspend for such time as it deems appropriate, expel, or discipline any member, coach, trainer, manager, or other official connected with or forming part of the BKRA for conduct which is unacceptable to the Executive including where applicable such conduct as referred to in paragraph 9.3.8 hereof, and may reinstate such person on conditions which it determines;
- 9.3.11 May declare vacant an office of the Executive or appointed official where the person holding that office is in the opinion of the Executive either unable or unwilling to carry out the duties of that office; providing that in so doing two-thirds of the remaining members of the Executive vote to support such action;
- 9.3.12 Shall resolve such other problems as may arise in a manner which is considered to be in the best interests of the BKRA and its members.

10. Amendments to the Operating Procedures, Bylaws and Rules & Regulations

- 10.1 The Operating Procedures and Bylaws shall only be amended at the AGM, by a vote of two-thirds of the voting members present.
- 10.2 Notice of amendments must be given to the Secretary in writing by any member of the BKRA 10 days prior to the AGM.

11. Annual General Meeting (AGM)

- 11.1 Membership: all BKRA members are eligible to one (1) vote per registered player or appointed member.
- 11.2 A quorum shall be ten percent (10%) of the membership (i.e. 25 registered members represented if 250 registered players) plus one for accepting changes to the Operating Procedures or Bylaws, and five percent (5%) plus one for electing the Executive. The Executive are included in attaining quorum thresholds.

11.3 Duties:

- 11.3.1 Election of Officers and Directors of BKRA;
- 11.3.2 Adoption of the financial statement for the last fiscal year;
- 11.3.3 Presentation of special reports from the different Officers and Directors;
- 11.3.4 Review any amendment changes to the Operating Procedures and Bylaws;
- 11.3.5 Discussion of other items on the agenda.