



Terrace Ringette Association

Bylaw Manual

Adopted January 4, 2023

TERRACE RINGETTE ASSOCIATION BYLAWS

Part 1 - Interpretation

- 1.1** In the constitution and the bylaws:
- a) “Act” means the Societies Act, and “Regulations” means any regulations enacted under the Act,
 - b) “AGM” means an annual general meeting,
 - c) “Board” or “Board of Directors” means the directors of the Society for the time being, acting as a body,
 - d) “director” means a director of the Society,
 - e) “general meeting” includes an AGM and a special general meeting,
 - f) “member” means a member of the Society,
 - g) “registered address” means a member’s address as recorded in the register of members,
 - h) “Society” means Terrace Ringette Association,
 - i) “constitution”, “bylaws”, “special resolution” and “ordinary resolution” have the meaning given to them in the Act,
 - j) “written” means any mode of representing or reproducing words in written form, including printing, lithography, typewriting, photography, e-mail, and fax,
 - k) the singular includes the plural and vice versa, and
 - l) persons include corporations and associations.
- 1.2** 1) The definitions in the Act apply to the bylaws.
- 2) if there is a conflict between the bylaws and the Act or the Regulations, the Act or the Regulations, as the case may be, prevail.
- 1.3** The constitution and bylaws can only be altered by special resolution.
- 1.4** The Association shall operate without financial gain to its members and any profits or accretions to the Association shall be used to promote the objectives of the Association. This provision of the Constitution was previously unalterable.
- 1.5** The Association shall be affiliated with Ringette Canada and Ringette British Columbia. This provision of the Constitution was previously unalterable.
- 1.6** Upon winding up or dissolution of the Association, any assets of the Association remaining after the satisfaction of its debts and liabilities shall be given or transferred to Ringette British Columbia; and insofar as effect cannot be given to the foregoing provision, then such funds shall be given or transferred to some other charitable organization, charitable trust, or charitable corporation, as may be determined by members at the time of winding up or dissolution. This provision of the Constitution was previously unalterable.

Part 2 - Membership

- 2.1** Membership is defined as any parent or guardian identified in the registration records for Terrace Ringette Association (herein referred to as TRA) players for the current season.
- 2.2** Any other person of the full age of eighteen (18) years and being of good character may become a member of TRA upon payment of registration fees for the current TRA office or anyone who holds a volunteer position approved by the Board within TRA is member of TRA for the current season.
- 2.3** Any person who has made an outstanding contribution to the welfare of TRA may be elected to the honorary membership by a simple majority of the Annual General Meeting upon the recommendation of the executive. Honorary members do not hold voting rights within TRA.

The members of the Society shall be the subscribers to the constitution and of these bylaws and those persons admitted membership in conformity with these bylaws.

- 2.4** An application for membership must:
- a) be in a form approved by the Board (which includes formal player registration),
 - b) include the full name, address, e-mail address, and telephone number of the applicant,
 - c) include such other information as the Board may require, and
 - d) include annual membership dues, if required.
- 2.5**
- 1) A person may apply to the Board for membership, and on acceptance by the Board and payment of annual membership dues (if required) is a member.
 - 2) The Board may in its sole discretion approve, postpone, or refuse an application for membership.
 - 3) The Board may in its sole discretion require that a member:
 - a) on applying and annually thereafter, complete and execute a disclosure and waiver form,
 - b) in the case of a Player Member or an Official Member who is 18 or fewer years of age, submit a disclosure and indemnification agreement executed by that member's legal guardian
- 2.6**
- 1) Membership is not transferable.
 - 2) Except where determined by the Act or the bylaws, the privileges, responsibilities of members of each category and the list of consequences for transgressions by members must be determined by resolution of the Board.
- 2.7** Every member and director must uphold the constitution, and must comply with:
- a) the Act,
 - b) the bylaws,
 - c) any rules, regulations and policies made by the Society and by Ringette British Columbia, including Codes of Conduct, and

- d) any rules of order governing the conduct of general meetings and of meetings of the Board.
- 2.8** A member ceases to be a member on:
- a) delivering a written resignation to the Society,
 - b) death,
 - c) having been a member not in good standing for 30 days, or
 - d) being expelled.
- 2.9** A member becomes a member not in good standing on failing to pay:
- a) a debt due and owing to the Society, or
 - b) annual membership dues by the date set by the board.
- 2.10** 1) A member may be expelled by special resolution.
- 2) The notice of a special resolution for expulsion must be accompanied by a brief statement of the reason or reasons for the proposed expulsion.
- 3) A member who is the subject of a proposed special resolution for expulsion must be given an opportunity to be heard at the general meeting before the resolution is put to a vote.
- 2.11** 1) Subject to any policies made by the Society and by Ringette British Columbia, the Board may suspend or discipline a member for conduct contrary to the constitution and bylaws by a vote of which not fewer than two-thirds of the directors then in office are in favour.
- 2) A member who is the subject of a resolution of the Board to suspend or discipline themember must be given:
- a) reasonable notice of the meeting at which the resolution will be considered, and
 - b) an opportunity to be heard at the meeting of the Board before the resolution is voted upon.

Part 3 - Meetings of Members

- 3.1** 1) General meetings must be held at the time and place, in accordance with the Act and the bylaws, that the Board determines.
- 2) An AGM must be held at least once in every calendar year.
- 3) Every general meeting, other than an AGM, is a special general meeting.
- 3.2** 1) The Board may when it thinks fit convene a special general meeting.
- 2) The members may requisition a general meeting under the Act.

Part 4 - Notice to Members

- 4.1** 1) Notice of a general meeting must:
- a) specify the place, day and hour of meeting,
 - b) include the text of any special resolution to be proposed at the meeting,

- c) state the nature of any business, other than ordinary business, to be transacted at the meeting in sufficient detail to permit a member receiving the notice to form a reasoned judgment concerning that business, and
 - d) be sent to all members not fewer than 14 days but not greater than 60 days before the meeting.
- 2) The accidental omission to send notice of a general meeting to a member, or the non-receipt of notice by a member, does not invalidate any proceedings at that meeting.
- 4.2** 1) Notice of a general meeting must be given to:
- a) every member shown on the register of members on the day notice is given, and
 - b) the auditor, if any.
- 2) No other person is entitled to receive a notice of general meeting.
- 4.3** A notice may be given to a member either personally, by e-mail or by other electronic means to the member at the member's e-mail address, as shown in the register of members.
- 4.4** A notice sent by e-mail or other electronic means is deemed to have been received 24 hours after being sent.
- 4.5** A member must promptly and in writing notify the Society of any change in the member's name, address, e-mail address, or telephone number.

Part 5 - Proceedings at General Meetings

- 5.1** 1) The business at an AGM is to:
- a) elect a chair, if required,
 - b) determine that there is quorum,
 - c) adopt rules of order,
 - d) approve the agenda,
 - e) review minutes of the last AGM and any intervening general meetings,
 - f) consider any report of the Board on its activities and decisions since the last AGM,
 - g) receive the financial statements for the previous financial year, and the auditor's report (if any) on them,
 - h) appoint an auditor, if any,
 - i) elect directors,
 - j) business arising out of the financial statements, the auditor's report, the report of the Board, and any matter about which notice has been given in the notice of the meeting,
 - k) special resolutions, if any, of which notice has been given as required by the Act and the bylaws,
 - l) any members' proposals under section 81 of the Act, and

m) adjourn.

2) The financial statements presented to an AGM must comply with the Act.

3) The business at a special general meeting is limited to:

a) adopting rules of order,

b) that set out in a requisition under bylaw 3.2, if applicable, and

c) any business or resolution that has provided to the membership in accordance with the notice period in compliance with the Act (60 days).

5.2 1) Quorum at a general meeting is 10% of current registration, but not less than twenty, of the voting members present at the start of the meeting.

2) Voting shall be decided by;

(i) a simple majority on ordinary resolutions.

(ii) a majority of not less than sixty-six (66) percent on special resolutions.

(iii) In person ballots only. Proxy voting is prohibited.

3) Business, other than the election of a chair and the adjournment or termination of the meeting, must not be conducted at a general meeting unless a quorum of voting members is present.

4) If at any time during a general meeting there ceases to be a quorum of voting members present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

5.3 If within 30 minutes from the time set for holding a general meeting a quorum of voting members is not present:

a) in the case of a meeting convened on a requisition of members, the meeting is terminated, and

b) in any other case, the meeting stands adjourned to a time and place determined by the Board but not more than 14 days later, and if, at the adjourned meeting, a quorum is not present within 30 minutes from the time set for meeting, the voting members who are present constitute a quorum for that meeting.

5.4 1) A general meeting can only be adjourned by ordinary resolution.

2) A general meeting may be adjourned from time to time and from place to place, but no business may be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

3) When a general meeting is adjourned for thirty days or more, notice of the adjourned meeting must be given as for the original meeting.

4) Except as provided in this bylaw, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned general meeting.

5.5 1) The President must chair or designate someone to chair each general meeting.

2) If the President is not present within 15 minutes after the time set for a general meeting, or is unable or unwilling to act as chair, the Vice-President must chair or designate someone to chair.

3) If neither the President nor the Vice-President is present within 15 minutes after the time set for a meeting, or neither of them is able or willing to act as chair, and the Board has not appointed or engaged another qualified person to be chair, the

members present may elect an individual who is present to be chair.

- 5.6** 1) In the case of an equality of votes at a general meeting, the chair does not have a casting or second vote in addition to the vote to which the chair is entitled to as a member, and the resolution fails.
- 2) A resolution proposed at a general meeting must be seconded, and the chair may move or propose a resolution.
- 5.7** 1) Each member, defined in sections 2.1 – 2.3, who is in good standing is a voting member, and has the right to one vote per resolution or election at a general meeting.
- 2) A question, resolution, or motion arising at a general meeting must be decided by ordinary resolution, unless it must under the Act or bylaws be decided by special resolution, or is another resolution having a higher voting threshold than that of an ordinary resolution.
- 3) Voting must be by show of hands, except when a secret ballot is required by:
- a) the bylaws or Act,
 - b) ruling of the chair, or
 - c) ordinary resolution, voting on which must be by show of hands.
- 4) The chair of a meeting must announce the outcome of each vote, which must be recorded in the minutes of the meeting.
- 5) All members have the right to notice of, to attend and to speak at general meetings. A voting member who is not in good standing cannot vote.
- 6) Proxy voting is prohibited.
- 5.8** Subject to the Act and the bylaws, a general meeting may adopt rules of order, but if it does not do so, then the most recent edition of Rules of Order must be used.

Part 6 – Board of Directors

- 6.1** Subject to the Act, the Regulations, the constitution and the bylaws, the Board must manage, or supervise the management of, the activities and internal affairs of the Society.
- 6.2** 1) A director must, when exercising the powers and performing the functions of a director:
- a) act honestly and in good faith with a view to the best interests of the Society,
 - b) exercise the care, diligence and skill that a reasonably prudent individual would exercise in comparable circumstances,
 - c) act in accordance with the Act and Regulations, and
 - d) subject to paragraphs (a) to (c), act in accordance with the bylaws.
- 2) Without limiting subsection (1), a director, when exercising the powers and performing the functions of a director, must act with a view to the purposes of the Society.
- 3) This section is in addition to, and not in derogation of, any enactment or rule of law or equity relating to the duties or liabilities of directors of a society.

- 4) Nothing in a contract or the bylaws relieves a director from
 - a) the duty to act in accordance with this Act and the Regulations, or
 - b) liability that, by any enactment or rule of law or equity, would otherwise attach to the director in respect of negligence, default, breach of duty or breach of trust of which the director may be guilty in relation to the Society.

6.3 1) There must be not fewer than seven and not more than thirteen directors, with the number set by ordinary resolution at the AGM.

2) A candidate for election as a director, and a director, must:

- i. be qualified to be a director under section 44 of the Act,
- ii. be a member who is in good standing, and
- iii. consent to the nomination, in writing or in person.

3) The directors must be elected at an AGM, and have a term of office beginning at the adjournment of that AGM. All five officers are elected for a term of two years, and all other directors are elected for a term of one year.

4) In an election of directors, each voting member has a number of votes equal to the number of directors to be elected, but must not cast more than one vote for a candidate.

5) An election must be by secret ballot, unless the members present unanimously agree that the election be by show of hands, or the number of candidates is equal to or fewer than the number of vacancies, in which case the candidates must be declared to be elected.

6) A director may be re-elected.

6.4 A director ceases to be a director on:

- a) the end of the director's term of office or appointment, unless the director is re-elected or re-appointed,
- b) resigning in writing,
- c) ceasing to be a Player, or Member in good standing,
- d) death,
- e) becoming incapable of performing the duties of a director, or

6.5 No act or proceeding of the Board is invalid only by reason that there are fewer directors in office than the number required by bylaw 6.2.

6.6 The members may, by special resolution, remove a director before the expiration of the director's term of office, and may elect a successor to complete the term of office.

6.7 The Board may appoint a member who is qualified under bylaw 6.2 to fill a vacancy that arises on the Board as a result of the resignation, death or incapacity of a director during the director's term of office. The appointed member will fill the role for the remainder of that year only. Elections for the interim position will be for the remainder of the term, as per Section 8. This is to keep the board positions on a rotating schedule.

6.8 A director must not be remunerated for being or acting as a director, but may be reimbursed for all expenses reasonably and necessarily incurred while engaged in the affairs of the Society.

- 6.8** A majority of the directors must not receive or be entitled to receive remuneration from the Society under contracts of employment or contracts for services, other than remuneration for being a director.
- 6.9** A director must comply with the provisions of the Act with regard with regard to disclosure and to conflicts of interest.

Part 7 - Proceedings of the Board

- 7.1** 1) The Board may meet together at the places it thinks fit to dispatch business, adjourn and otherwise regulate its meetings and proceedings, as it sees fit.
- 2) Quorum at a meeting of the Board is a simple majority of the directors then in office, but must not be fewer than five.
- 3) A meeting of the Board may be called by:
- a) the President, or
 - b) any three directors, or
 - c) resolution of the Board.
- 4) Notice of a meeting of the Board is sufficient if properly addressed to every director, and sent by Canada Post or e-mail. Except where notice is waived by all directors, notice of a meeting of the Board must be given at least 48 hours before the meeting.
- 5) The accidental omission to give notice of a directors' meeting to a director, or the non-receipt of a notice by a director, does not invalidate proceedings at that meeting.
- 7.2** When a meeting of the Board is held immediately following the election or appointment of a director or directors, it is not necessary to give notice of the meeting to the new directors for the meeting to be constituted, if a quorum is present.
- 7.3** 1) Except where otherwise required, a motion arising at a meeting of the Board or a committee must be decided by a majority of votes.
- 2) In the case of an equality of votes at a meeting of the Board or a committee, the chair of the meeting may cast one vote, but otherwise does not vote on motions.
- 7.4** A resolution in writing signed by all the directors is as valid and effective as if regularly passed at a meeting of the Board.
- 7.5** 1) The Board may as it thinks fit delegate any, but not all, of its powers to a committee, and appoint the members and chair of the committee.
- 2) A committee must conform to any rules imposed on it by the Board, and must bring their recommendations back to the Board to be voted on prior to making any official decisions.
- 7.6** Subject to the Act and the bylaws, the Board may adopt rules of order, but if it does not do so then the most recent edition of Robert's Rules of Order must be used.

Part 8 – Officers

- 8.1** 1) The Board must have a designated President, Vice-President, Secretary, Treasurer, and Registrar who are the elected officers.

2) The other Directors of the Board may have titles and duties as assigned from time to time by the Board or in the policies of the Society. The immediate past-President, if applicable, will be a non-voting advisor to the board for one year following the end of their term as president. The past-president does not attend board meetings and is not privy to Board discussions unless specifically requested to take part in specific discussions by the current president or vice-president of the board.

3) The Board may:

a) elect a director to take the place of an elected officer who has ceased to hold office for any reason.

4) An elected officer ceases to be an elected officer on:

- a) ceasing to be a director,
- b) being dismissed under bylaw 8.1 (2)(a), or
- c) resigning in writing.

8.2 The President:

The position of President is a two-year term elected in even years. Without limiting the generality of the duties outlined in the bylaws, the President:

- a) supervises the other officers in the execution of their duties,
- b) chairs all meetings of the Board and all general meetings,
- c) sit as an ex-officio member on all committees,
- d) act as the official spokesperson for TRA including responding to the TRA email address, communicating with parents and players in a public relations role, and be available to answer questions from members of the Association,
- e) attend or elect someone to attend all meetings held within the Northern Ringette League and relay to the board of directors the proceedings of such meetings,
- f) work closely with the treasurer, and will have signing authority,
- g) with other Officers sign all contracts, documents, that may require their signature, and
- h) has the powers and duties generally pertaining to the office of President, subject to policy and resolution of the Board.

8.3 The Vice-President:

The position of Vice-President is a two-year term elected in odd years. In the absence or inability of the President, the Vice-President performs the duties of the president. The Vice-President shall also:

- a) in the absence of the President, Chair Board of Director meetings, and
- b) in addition to the President and Treasurer have signing authority,

8.4 The Secretary:

The position of Secretary is a two-year term elected in even years. They are responsible for doing, or making the necessary arrangements for:

- a) issuing notices and taking minutes of general meetings and Board meetings,

- b) keeping the records and documents of the Society in accordance with the Act, including, in collaboration with the Registrar, the register of members,
- c) conducting the correspondence of the Society, and
- d) filing the annual report and making any other filings with the Registrar under the Act.

8.5 In the absence of the Secretary from a meeting, the Board must appoint another individual to act as Secretary.

8.6 The Treasurer:

The position of Treasurer is a two-year term elected in odd years. They are responsible for doing, or making the necessary arrangements for:

- a) receiving and banking all monies received by the Society,
- b) keeping accounting records in respect of the Society's financial transactions,
- c) complete annual gaming application as well as filing year end gaming reports,
- d) preparing the Society's financial statements, and
- e) making any required filings on behalf of the Society with respect to taxes.

8.5.1 The Registrar:

The position of Registrar is a two-year term elected in odd years. They are responsible for doing, or making the necessary arrangements for:

- a) the registration of all players and members each year on behalf of the Society,
- b) the registration of players with Ringette British Columbia and, where required, Ringette Canada,
- c) verification, where required, of the eligibility of all local players, teams, and leagues and reporting any irregularities to the Board.

Part 9 – Other Items

9.1 The Society may by resolution of the Board borrow money, and issue bonds, debentures, notes or other evidence of debt obligations.

9.2 The Board must only invest the funds of the Society in investments in which a prudent investor might invest.

9.3 1) A member may without charge inspect a record that the Society is required to keep under section 20 of the Act.

2) The Board may by resolution restrict the members' rights to inspect the register of members, under section 25 of the Act.

3) A director may without charge inspect a record of the Society that the Society is required to keep under section 20 of the Act.

4) A person other than a member or director cannot inspect the records of the Society, except as required or permitted by resolution of the Board, the bylaws, the Act, or another statute.

9.4 The Board must determine, by resolution, the:

- I. financial year of the Society, and
- II. signing officers of the Society, and their authority.

Part 10 – Auditor

- 10.1** This Part applies only where the Society is required or has resolved to have an auditor.
- 10.2** At each AGM the Society may appoint an auditor to hold office until the auditor is re-elected or a successor is elected at the next AGM, and determine the terms of engagement of the auditor, including whether the auditor will perform an audit, a review engagement, or another form of review.
- 10.3** An auditor may be removed by ordinary resolution.
- 10.4** An auditor must be promptly informed in writing of appointment or removal.
- 10.5** The auditor may attend general meetings.