

NEWMARKET RINGETTE ASSOCIATION CONSTITUTION & BYLAWS

ARTICLE 1

NAME:

1. The association shall be known legally as the Newmarket Ringette Association, an incorporated association under the Province of Ontario, bearing the Ontario Corporation # 1669253, as incorporated on March 8, 1996.
2. The Association shall utilize the mailing address as; 1111 Davis Drive, Suite #1-125, Newmarket, Ontario L3Y 9E5, which may change from time to time as required by the membership.
3. The Association may utilize the trade name of Newmarket & District Ringette Association and hereinafter, in this document, may be referred to as the N.D.R.A.
4. The Association is to be operated as a “Not For Profit” corporation without the purpose of material gain for any of it’s members. In the case of the dissolution of the Association, any net assets owned by the corporation shall be distributed by a majority vote of the members at that time. Such distribution of remaining assets shall be limited to another “Not For Profit” organization or registered charity.

ARTICLE 2

AIMS AND OBJECTIVES:

1. To promote, administer and develop the recreational sport of Ringette.
2. To teach fair play and sportsmanship with emphasis on enhancement of good character, citizenship and community pride.
3. To provide entertainment and fun serving the mutual interests of all participants.
4. To provide competition for all players desiring to participate in the sport of Ringette, providing house league play, recreational level and higher level teams where skill and interest permits.
5. To exercise supervision and direction over its members, including the players, bench staff, officials, parents and spectators.
6. To ensure that all members have the opportunity of presenting and having their views heard.
7. To provide leadership and opportunity to develop players, bench staff, officials,

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administrators, and local volunteers.

8. To actively promote, adhere to, and support the objectives and policies of the Provincial and National Associations for Ringette.

ARTICLE 3

MEMBERSHIP.

1. Membership in the Association shall be open to all residents who reside within the geographical boundaries of the Town of Newmarket. If a Ringette Association does not exist in an area where prospective members are located, such people may join this association,

ARTICLE 4

BOARD OF DIRECTORS COMMITTEE:

1. The Board of Directors Committee of the Association shall consist of the following:

- (a) voting officers known as the Board of Directors:

President,
Vice President,
Secretary,
Treasurer,
Registrar,
Referee-In-Chief,
and Past President

- (b) non-voting committee members known as Chairpersons:

Coaching Development Chairperson,
Player Development Chairperson,
Publicity Chairperson,
Fundraising Chairperson,
Tournament Chairperson,
Southern Region Ringette Association Representative Chairperson,
Equipment Chairperson,
Scheduler Chairperson

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(c) non-voting Sub-Committee members known as co-ordinators:

Division Co-ordinators,
Learn to Skate Co-ordinator,
Parent Relations Co-ordinator,
Sponsorship Co-ordinator,
Trillium Grant Co-ordinator
Website Manager and Newsletter Editor

who attend meetings of the Board of Directors Committee meetings only as required

3. Officers must be a minimum of nineteen (19) years of age and shall be a member in good standing of the Association. Any officer who also holds a bench staff position (Head Coach, Assistant Coach, Trainer, Manager or Player) must withdraw from voting on any and all issues pertaining directly to the team for which he/she is a member or was a member at the time of the issue involved.
4. No Division Co-ordinator may have any relative on the coaching staff in the Division that he/she is co-ordinating unless approved by the Board of Directors Committee.

ARTICLE 5

BOARD OF DIRECTORS COMMITTEE MEMBERS - POWERS & DUTIES:

1. The Board of Directors Committee, shall have control of the affairs of the Association. and shall have the power to amend or alter the policies and regulations of the Association.
Definition of Policies: Written statements governing issues affecting the activities of the association created to support common resolutions to similar situations.
Definition of Regulations: Rules and guidelines governing the season's activities, maintaining accountability to the Constitution, Bylaws and Policies of the association.
2. The Board of Directors Committee shall appoint both Standing and Adhoc Committees (when deemed necessary) and shall determine their terms of reference providing these shall be within the aims and objectives of the Constitution and not contrary to the Constitution,
3. The Board of Directors Committee shall hold regular monthly meetings between August and March (inclusive) of each season of play, and may schedule additional meetings, as they may deem necessary.
4. The presence of a minimum of 66% or 4 officers of the Board of Directors shall constitute

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a quorum for meetings of the Board of Directors Committee.

5. Vacancies in the Board of Directors Committee, however caused, may remain vacant so long as a quorum remains, and may be filled by the Board of Directors Committee from among the qualified members of the Association membership, if they shall see fit to do so. Otherwise such vacancy shall be filled at the next Annual General meeting of the membership. If there is not a quorum, the remaining Board of Directors Committee may call a meeting of the general membership to fill the vacancy.
6. Any member of the Board of Directors Committee who consistently is unable to fulfill his/her duties, is unable to attend the majority of the scheduled Board of Directors Committee meetings, or is deemed to be incapable of providing for the position of the office for which he/she has been elected, may be removed from that position where a 66% majority vote in favour of such action, is obtained from all members of the Board of Directors Committee.
7. The Board of Directors Committee shall be consulted on all motions brought to the Board of Directors Committee that requires a vote.
8. Issues brought to the attention of the Board of Directors Committee require a vote if the decision will
 - (a) alter the Constitution, Bylaws and Policies, (b) alter the Rules and Regulations, (c) require Association Funds, or a decision is not unanimously acceptable to all committee members, whereby any member (other than the President) may motion a vote.

ARTICLE 6

OFFICERS & THEIR DUTIES:

1. The Officers of the N.D.R.A. shall be the President, Vice-President(s), Secretary, Treasurer, Registrar and Referee In Chief.
 - (a) President:
 1. Shall call and preside at all Board of Directors Committee meetings.
 2. Shall prepare an agenda for each Board of Directors Committee meeting.
 3. Shall exercise the power and authority of the Board of Directors Committee in case of emergency but subject to ratification by the next Board of Directors Committee meeting.

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4. Shall be official spokesperson for the N.D.R.A.
5. Shall be charged with general management and supervision of the affairs and operations of the N.D.R.A.
6. Shall be an ex-officio member of all Standing and Ad hoc Committees.
7. Shall co-sign all cheques for payments, as required by the treasurer.
8. Shall not vote except in the case of a tie when he/she shall cast the deciding vote.
9. Shall ensure that all officers and directors perform their duties.

(b) Vice-President;

1. Shall perform the duties of the President in the latter's absence or at his/her request and shall then have all the rights and powers of the President.
2. When acting as President, shall not vote except when such vote is needed to break a tie.
3. Shall assist the President in performing his/her duties and may hold the position of the Chairperson of any Adhoc or Standing Committees.
4. Shall have signing authority on the N.D.R.A. bank account, to be utilized when the President is not available.
5. Shall be a voting member of the Board of Directors Committee.
6. Shall perform other duties as assigned.

(c) Secretary:

1. Shall issue notices of all meetings to all members of the Board of Directors Committee.
2. Shall maintain records of all proceedings and all meetings of the Board of Directors Committee.
3. Shall ensure that all correspondence is attended to and keep an accurate record of all the business transactions of the officers and Board of Directors Committees.
4. Shall have custody of all documents and records pertaining to the affairs of the N.D.R.A.
5. Shall be the official liaison between the N.D.R.A. and the Ontario Ringette Association, and shall be responsible to ensure that all ONTARIO RINGETTE ASSOCIATION correspondence is brought before the Board of Directors Committee in a timely manner.
6. Shall be a voting member of the Board of Directors Committee.
7. Shall perform other duties as may be assigned.

(d) Treasurer:

1. Shall pay all accounts by cheque, signed by both the Treasurer and the President (or First Vice President in his/her absence).

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2. Shall keep complete and accurate records of financial transactions and ensure that all receipts and disbursements of the N.D.R.A. are recorded and presented at each regular Board of Directors Committee meeting and each Annual General Meeting.
3. Shall attend all scheduled Board of Directors Committee meetings and present an up-to-date financial statement to the Board of Directors Committee.
4. Shall be a voting member of the Board of Directors Committee.
5. Shall perform other duties as may be assigned.

(e) Registrar:

1. Ringette registrations will be held each year at a date(s) established by the Board of Directors Committee and the Registrar shall be responsible for making all necessary arrangements to accommodate this.
2. Shall instruct each person participating in the registration process, on the appropriate procedures to be followed.
3. Shall ensure all required forms are available for registration, both **at** the beginning of the season, and throughout the season as required.
4. Shall be the sole keeper of waiting lists for each age group and is the one person authorized to place a player on this list, for consideration into a division.
5. Shall advise registrants of changes/cancellations in the division for which they have registered and the status of their registration fee payments.
6. Shall keep a register of all members in the N.D.R.A. and shall register all players, coaches, assistant coaches, managers, trainers, officials and Board of Directors Committee members with Ontario Ringette Association and Ringette Canada as applicable.
7. Shall keep an e-mail distribution list of all members in the N.D.R.A. for use only by the Registrar, President (or Vice-President as the President's designate) for the purpose of communication of N.D.R.A. activities, newsletters and other general information of the Association, to the membership as required.
8. Shall ensure that each participant in all registered programs are contacted to be informed when programs will begin, are postponed or cancelled.
9. Shall provide coaches and Board of Directors Committee members with e-mail addresses and contact numbers as required for their duties.
10. Shall be responsible for registering special event participants in accordance to ORA Regulation, for insurance purposes. i.e. Tournaments, Demonstrations, Fundraising, Recruiting, etc.
11. Shall be a voting member of the Board of Directors Committee.
12. Shall perform other duties as may be assigned.

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(f) Referee-in-Chief:

1. Shall be in charge of procuring referees of appropriate qualifications, and the scheduling of such referees to ensure that each game has the correct level of officiating.
2. Shall be responsible for all referees in N.D.R.A. including the advancement of their skill levels.
3. Shall be responsible for scheduling of referees required for the Associations annual tournament or assist a designate.
4. Shall be responsible to present the Treasurer an itemized breakdown of all monies to be paid to referees, in a timely manner. The Referee-In-Chief will then be responsible for the distribution of such payments to the referees.
5. Shall be a voting member of the Board of Directors Committee.
6. Shall perform other duties as may be assigned.

(g) Past President:

1. Shall carry out any duties assigned by the President of Newmarket Ringette Association or it's Board of Directors Committee, and act as an advisor to the Board of Directors Committee.
2. Shall be a voting member of the Board of Directors when in attendance at the Board of Directors Committee meetings.

2. Committee Chairpersons and Their Duties:

(a) Coaching Development Co-Coordinator:

1. Shall meet with coaches before the start of each season to advise on rules and regulations, and the policies of the N.D.R.A., and distribute the Constitution, Bylaws and Policies.
2. Shall provide a complete list of each teams bench staff and contact information to all Board of Directors Committee members, and maintain an up-to-date list throughout the season.
3. Shall act on behalf of Board of Directors Committee regarding complaints and/or protests, and report the appropriate information to the President as a member of the Division Committee.
4. Shall represent all Bench Staff in all matters pertaining to suspensions or expulsions, and report accordingly to the President.
5. Shall be responsible to co-ordinate the coaching clinics and other coaching development programs available to N,D.R.A. from the Ontario Ringette Association and/or Southern Region Ringette Association.
6. Shall perform other duties as may be assigned.

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(b) Player Development Co-Coordinator:

1. Shall act on behalf of Board of Directors Committee regarding complaints or protests in all age divisions, and report the appropriate information to the President.
2. Shall represent every player in all matters pertaining to suspensions or expulsions, and report accordingly to the President as a member of the Division Committee.
3. Shall be responsible to co-ordinate the player clinics and other player development programs available to N.D.R.A. from the Ontario Ringette Association and/or Southern Region Ringette Association.
4. Shall perform other duties as may be assigned.

(c) Publicity Chairperson:

1. Shall be responsible to establish contact with the local area newspapers for such purposes as; (a) reporting weekly game results and statistics, (b) reporting of special functions such as Registration, Annual Tournament, Dances, etc., (c) general publicity for the advancement of Ringette within the boundaries of the Association.
2. Shall co-ordinate a "Ringette Week" campaign in conjunction with the Ontario Ringette Association's annual promotion.
3. Shall perform other duties as assigned.

(d) Fundraising Chairperson:

1. Shall be responsible to investigate the variety of Fundraising options available to the Association, and present these options to the Board of Directors Committee, with his/her recommendations as the most feasible/profitable.
2. Shall accept the Board of Director's decision as to the Fundraising option they wish to pursue, and present this to the membership at large.
3. Shall be responsible to the Treasurer for the collection of all funds generated through all fundraising ventures undertaken, and provide to the Treasurer, a detailed breakdown of the funds generated, and disbursements required.
4. Shall perform other duties as assigned.

(e) Equipment Manager:

1. Shall be responsible for all equipment owned by the N.D.R.A..
2. Shall be responsible for equipment education of bench staff, officials, players and parents, to ensure safety and accident prevention procedures are adhered to where possible.
3. Shall maintain an accurate and up-to-date inventory of all equipment owned by the Association, and report to the Board of Directors Committee of any equipment which fails to meet the appropriate safety standards, as mandated by the Ontario

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4. Shall ensure each team's first aid kit is equipped with the required materials at the onset of each season, and purchase additional first aid related supplies as needed throughout the season, in order to maintain the first aid kits.
5. Shall perform other duties as assigned.

(f) Tournament Chairperson:

1. Shall be responsible for the co-ordinating, promotion, and scheduling of the N.D.R.A's annual tournament, when such a tournament has been approved by the Board of Directors Committee.
2. Shall be responsible for obtaining approval from Ontario Ringette Association to offer a "sanctioned" tournament to the membership, including other Associations to whom an invitation to attend, will be provided.
3. Shall be responsible for obtaining appropriate sponsorship from local area businesses, and reporting such revenue to the Treasurer.
4. Shall be responsible for the collection of all "Entry Fees" from all teams attending the Tournament, and reporting such revenue to the Treasurer.
5. Shall be responsible for the procurement of the required ice time, needed to stage such a Tournament, and the reporting of such disbursements to the Treasurer.
6. Shall perform other duties as may be assigned.

(g) Scheduler Chairperson:

1. Shall be responsible for all negotiations with whatever sources, for available ice time to be utilized by the N.D.R.A. for scheduling of games and practices. This shall also include ice time required for the annual Tournament, if approved by the Board of Directors Committee.
2. Shall present to the Board of Directors Committee, the approved contracts from the suppliers of the scheduled ice time and all costs pertaining to this ice time.
3. Shall be responsible to attend meetings with other Associations where the competition must extend outside of the territorial boundaries of the N.D.R.A.
4. Shall be responsible to present to the Board of Directors Committee, Bench Staff and Players, the completed season schedule, in a timely manner.
5. Shall perform other duties as may be assigned.

(h) Director-At-Large: The Board of Directors Committee may appoint a maximum of two (2) Directors-at-large as they deem necessary.

3. Sub-Committee Co-ordinators of the Board of Directors Committee:

(a) Fundraising Sub-committee – Sponsorship Co-ordinator, Trillium Grant Co-ordinator

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(b) Publicity Sub-committee – Web Manager and Newsletter Editor

(c) Player/Coach Development Sub-Committee– Learn to Skate Co-ordinator, Division Co-ordinators, Parent Relations Co-ordinator

Sub-Committee Members attend monthly Board of Directors Committee meetings as required by their position.

4. The Officers and Directors shall familiarize themselves with the Provincial Constitution, By-laws, Rules and Regulations and shall abide and enforce such where N.D.R.A. has not noted with its Constitution and By-laws.

ARTICLE 7

ELECTIONS OF OFFICERS, COMMITTEE MEMBERS AND SUB-COMMITTEE MEMBERS.

1. The elected positions of the N.D.R.A. shall be President, Vice-president, Secretary, Treasurer, Registrar, Referee-in-Chief, Past President, Coaching Development Chairperson, Player Development Chairperson, Publicity Chairperson, Fundraising Chairperson, Tournament Chairperson, SOUTHERN REGION RINGETTE ASSOCIATION Representative Chairperson, Equipment Chairperson, Scheduler Chairperson, Division Co-ordinators, Learn to Skate Co-ordinator Sponsorship Co-ordinator, Trillium Grant Co-ordinator, Website and Newsletter Co-ordinator, Parent Relations Co-ordinator.
2. A minimum of four (4) weeks prior to the N.D.R.A. Annual General Meeting, the Board of Directors Committee shall appoint from among the members a nominating committee of three persons who will be responsible for putting forth a slate of names interested in running for each of the positions of Officers and Committee members. The nomination committee will report the nominees to the President for approval by the Board of Directors Committee prior to presenting the list of names for approval at the Annual Meeting of the N.D.R.A. The nomination report shall become public once approved by the Board of Directors Committee.
3. The registered members at the Annual General Meeting retain the right to reject any or all nominations, for any or all positions of officers and committee members.
4. If any position for officers and/or committee members remains vacant after the Annual General Meeting, the newly elected Board of Directors Committee retains the right to appoint an appropriate candidate at the next Board of Directors Committee meetings, with

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a majority vote of the Board of Directors Committee in favour of such appointment.

5. The Officers and Committee members shall be elected by the general membership in attendance at the Annual General Meeting, through the display of a voting cards, which indicates that the member is in good standing with the Association.
6. In the case where the registered player is younger than 19 years of age, one voting card shall be offered to each parent in attendance, for each of the first two (2) registered players. If only one parent is in attendance, then only one voting card will be issued. The voting eligibility shall be clarified by the nominating committee before the election takes place at the Annual General Meeting.
7. All Officers and Committee members are encouraged to accept the position for a two (2) year term, to provide a level of continuity within the Association. All Board positions are subject to the election process held at the Annual General Meeting each year and an appointment may be terminated dependent on the election results.
8. No proxy vote shall be accepted or recognized.
9. For the purpose of experience and continuity, it is recommended that the position of President shall be filled by someone who has a minimum of one (1) year experience on the Board of Directors Committee in a previous season. If there are no nominations for President approved in advanced of the Annual General Meeting, with 1 year Board of Directors Committee experience, a nomination may be accepted at the meeting.

ARTICLE 8

STANDING COMMITTEES:

1. The N.D.R.A. Standing Committees shall be;
 - (a) The Appeals Committee
 - (b) The Division Committee
 - (c) The Grievance Committee
2. Duties of the Appeals Committee: To hear all appeals of the Division Committee and Grievance Committee decisions.
 - (a) A minimum of three (3) Board of Directors Committee members shall constitute an Appeals Committee.
 - (b) The Vice President will sit on the committee, contingent on the President sitting on

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the Grievance Committee and vice versa.

(c) No member of the Division Committee or Grievance Committee shall stand on the Appeals Committee for the same issue.

Refer to Appendix A – Code of Conduct, Grievance and Appeal Policy for the appeal process regarding the Code of Conduct. Refer to Article 11 of the Constitution and Bylaws for the appeal process regarding game protests/complaints.

3. Duties of the Division Committee: A Committee shall be constituted to administer and manage each of the following N.D.R.A. age divisions, and shall be subject to all changes in age divisions as indicated by the Ontario Ringette Association. Where insufficient registration of players are available to form a team at a particular age division, that age division shall be omitted.

U7 (formerly known as Bunnies)
U10 (formerly known as Novice)
U12 (formerly known as Petite)
U14 (formerly known as Tween)
U16 (formerly known as Junior)
U19 (formerly known as Belle)
Open +18
Masters +30

- (a) The members of each Division Committee shall consist of a minimum of, but not limited to the following Board of Directors Committee members: Division Co-ordinator (as applicable for divisions of more than one team) and the Player Development Chairperson or Coach Development Chairperson.
- (b) Each Division Committee shall administer and manage their respective Division in accordance with N.D.R.A. Rules and Regulations.
- (i) shall be responsible for administering the Rules and Regulations for competition within their Division in accordance with N.D.R.A. Rules and Regulations.
- (ii) shall make recommendations to alter the Rules and Regulations of the N.D.R.A. in regard to their division
- (iii) may make special rulings in any series or play-offs of their Division, subject to the approval of the Board of Directors.

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(ix) the Division Co-ordinator may in consultation with the Coach Development and Player Development Chairpersons, and respective coaches exchange players from one team to another with a report to the Board of Directors Committee, prior to December 15th of any playing season.

(v) A Division Committee member will initially hear any Code of Conduct grievances or game protests/complaints and take appropriate measures to resolve issues as guided by the NDRA Rules and Regulations. In the absence of a member of the Division Committee, an officer of the Board of Directors Committee will constitute the Division Committee for the purpose of the grievance or game protest/complaint resolution. If after the initial discussion a resolution can not be reached the matter may be referred to a Grievance Committee. Refer to Appendix A – Code of Conduct, Grievances and the Appeal Policy for the procedure regarding the Code of Conduct. Refer to Article 11 of the Constitution and Bylaws for the procedure regarding game protests/complaints.

(vi) may, as the situation requires, warn, suspend or expel a team, bench staff, player, official, or spectator for notorious and/or continuous foul play or directs offensive language at any person, individually or collectively, on the ice, in the dressing room or anywhere in an arena or at any meeting or gathering in the interest of Ringette, for negligence to pay assessments or for any persistent infringement of the Rules and Regulations of the N.D.R.A.

(vii) may, as the situation requires, suspend or expel any team, member of a team, official, or spectator refusing to accept and obey the ruling of the Division Committee.

(viii) may re-admit any team, member of a team, official or spectator under suspension, subject to approval of the Board of Directors Committee.

(ix) shall respond to all questions arising from emergencies not provided in this Constitution or in the N.D.R.A. Rules and Regulations.

(x) The Division Committee is responsible to report all resolved and unresolved issues to the President as the situation dictates and accept written protests and grievances on behalf of the Grievance Committee.

4. Duties of the Grievance Committee: A Committee shall be constituted to investigate grievances by any parties not resolved by the Division Committee in the initial

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communication with the vested parties.

(a) A minimum of three (3) Board of Directors Committee members shall constitute a Grievance Committee.

(b) The President will sit on the Grievance committee. The Vice-President will be reserved for a possible Appeals Committee required.

(c) A member of the Division Committee shall sit on the Grievance Committee for the issue brought forth from the complainants.

Refer to Appendix A – Code of Conduct, Grievances and Appeal Policy for the procedure regarding the Code of Conduct. Refer to Article 11 of the Constitution and Bylaws for the procedure regarding game protests/complaints.

5. Operation of Standing and Adhoc Committees

(a) in the event where a chairperson of a committee is not present at a meeting, the members present shall elect a chairperson for the meeting.

(b) a Committee may meet and adjourn as they feel appropriate, and questions arising at any meeting shall be determined by the majority of votes cast, of the members present, and in the case of an equality of vote, the Chairperson shall cast the deciding vote, but otherwise the Chairperson shall not vote.

(c) minutes of proceedings, which record decisions that the Committees have exercised by authority delegated by the Board of Directors Committee, shall be tabled at the next regular monthly meeting of the N.D.R.A Board of Directors Committee.

(d) reports of committees to be included in the agenda of the regular monthly meeting of the N.D.R.A. Board of Directors Committee shall be forwarded to the President and Secretary of the N.D.R.A. at least five days prior to the meeting.

ARTICLE 9

MEETINGS. VOTING. QUORUM:

1. All meetings shall be at the call of the President. If for any reason a meeting has not been called by the President within two weeks after being requested by five (5) members of the Board of Directors Committee, a meeting may be called under the chairmanship of a Vice-President, which shall be legal and constitutional.
2. The Annual General Meeting shall be held at such place, on such a date and at such an hour as the N.D.R.A. Board of Directors Committee shall determine each year, provided always that such meeting shall be held not later than the 15th of May, and at least a

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seven-day notice of the meeting shall be given to all members in good standing.

3. It is the duty of the Secretary to provide a copy of the current "Constitution and Bylaws" of the N.D.R.A. to any member in good standing, upon their request.
4. The Secretary shall be responsible to post at least one copy of the current "Constitution and Bylaws" at all Annual General Meetings, and instruct any member in good standing on the procedures to effect change to same.
5. The order of business at the Annual General Meeting shall be as follows:
 - (a) Call to order
 - (b) Adoption of Minutes of previous Annual General Meeting.
 - (c) Business arising out of the Minutes
 - (d) The President's Report
 - (e) Treasurer's Report
 - (f) Registrar's Report
 - (g) Constitution and By-law Amendments
 - (h) Election of next year's Board of Directors Committee
 - (i) New Business
 - (j) Adjournment
6. Notices of motions for amendments to the N.D.R.A. Constitution and Bylaws must be received by the Secretary at least twenty-one (21) days prior to the Annual General Meeting.
7. Voting Rights/Privileges:
 - (a) All members in good standing shall be entitled to one vote per family per player currently participating in the NDRA, to a maximum of one vote per parent or player (19 years of age) in attendance at the meeting.
 - (b) The Board of Directors Committee shall determine if voting cards are required, in which case voting cards will be distributed to the members prior to the Annual General Meeting being called to order as follows:
 - (i) If players are under 19 years of age
 - One player in NDRA - one voting card per family in attendance
 - Two players in NDRA - two voting cards per family, only if two parents or legal guardians are in attendance.
 - Two vote maximum per family
 - (ii) If players are 19 years of age or older
 - Player is responsible for their own vote only

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(c) The voting eligibility shall be clarified by the nominating committee before the election takes place at the Annual General Meeting.

(d) No proxy vote shall be accepted or recognized.

(e) Every question at any members meeting shall be decided by a majority of votes with the exception of amendments to the Constitution or By-laws, which shall require a minimum of a 66% majority vote. In the case of a tie, the President shall have a second or deciding vote.

8. Quorum of Members:

(a) Monthly Board of Directors Committee Meetings: The presence of a minimum of (66%) sixty-six percent or four (4) of the officers of the Board of Directors shall be necessary to constitute a quorum for any monthly Board of Directors Committee meeting.

(b) Annual General Meeting: The presence of a minimum of (25%) twenty-five percent of the Association members shall be necessary to constitute a quorum for the Annual General Meeting.

ARTICLE 10

ASSOCIATION FEES:

The N.D.R.A. Board of Directors Committee will determine the annual fee structure and payment plan. Special consideration may be given for multiple players from one family, and to under-privileged children. Community service organizations may be approached for their assistance in these cases.

ARTICLE 11

GAME PROTESTS. APPEALS AND DEFAULTS:

1. (a) All game protests/complaints must be filed with the Division Co-ordinator (if applicable) in writing, within forty-eight (48) hours of the event/incident. The party or parties against whom the protest/complaint is made shall be notified by the Division Co-ordinator in consultation with the Coach Development/Player Development Chairperson and the Referee in Chief.

(b) Upon receipt of an official written protest/complaint, the Division Co-ordinator shall contact the President, and ask that a "Grievance Committee" be convened for the hearing

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of the game protest/complaint within seven (7) days, at which time all those concerned shall be given an opportunity to present their evidence, in writing, and be advised of the committees' decision within 48 hours of the meeting of the Grievance Committee.

2. (a) All Appeals of the Grievance Committee decision must be filed with the Secretary of the N.D.R.A. within four (4) days of the decision.
- (b) The Appeal Committee will advise the concerned parties of the date the Appeal will be heard within forty-eight (48) hours of receiving the Appeal
- (c) The Decision of the Appeal Committee will be communicated within forty-eight (48) hours after the Appeal is heard.

NOTE: Refer to Appendix A: The Code of Conduct, Grievances and Appeal Policy for the grievance and appeal procedure regarding the Code of Conduct.

ARTICLE 12

WARNINGS, SUSPENSIONS. EXPULSIONS:

1. All player, bench staff, team and spectator, warnings, suspensions or expulsions exercised by a Division Committee or the Grievance Committee shall be automatically upheld by the N.D.R.A. Board of Directors Committee but shall be subject to appeal under Article 11.2.
2. A Bench Staff member under suspension shall not travel with the team, enter their dressing room or carry on any of the duties of the position, during the full term of the suspension.

ARTICLE 13

AMENDMENTS TO CONSTITUTION & BYLAWS:

1. The Constitution and Bylaws of the N.D.R.A. shall not be amended except at the Annual General Meeting, where a vote reflects that a minimum of two-thirds of the membership in attendance are in acceptance of the change. Notice of the proposed amendments shall be given to the Secretary, in writing, at least twenty one (21) days prior to the Annual General Meeting. The Secretary shall provide copies of the proposed revisions to all those entitled to vote at such a meeting. The person(s) submitting the proposed revision shall have the opportunity to address the membership to explain their views regarding the

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changes outlined. An open discussion by the membership may follow, but is to be limited to a maximum of 30 minutes, at which time the membership will be requested to vote on the proposed revision.

2. The N.D.R.A. Board of Directors Committee may, by a two-thirds majority vote, adopt, amend, revise, or repeal any N.D.R.A. Regulation or By-law, provided notice of motion has been made at the previous monthly meeting, and provided that at any Board of Directors Committee meeting so held, it is noted that this decision of the Board of Directors Committee may be herein a contravention of this Constitution.

3. Any change to the Newmarket Ringette Association Rules, Regulations or Bylaws by the Newmarket Ringette Association Board of Directors Committee shall be subject to approval at the next Annual General Meeting. Should the membership present at the Annual General Meeting not approve the amendment, this shall not invalidate the action taken by the Board of Directors Committee, although the amendment made shall be stricken from the records.

ARTICLE 14

RESIDENCE RULES:

1. (a) New players who reside outside the boundaries of the Newmarket Ringette Association will only be accommodated if sufficient ice time is available, therefore registration priority will be as follows:
 1. Returning Members
 2. New Members within boundaries.
 3. New Members outside boundaries.The day after the September 'Demonstration Day' of each season, players will be accommodated first come, first serve, contingent on the appropriate release documents.
- (b) No player shall be allowed to participate in any games or practices unless she is a member in good standing of the N.D.R.A, and all applicable fees have been paid.
- (c) Players previously registered with another local Ringette Association, and wishing to participate in the N.D.R.A. must present the appropriately signed Ontario Ringette Association Release Form to the Registrar for validation. This Ontario Ringette Association Release

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Form must be presented for three consecutive years, at which time the player is deemed to be a full member of N.D.R.A., and no longer requires the duly signed Ontario Ringette Association Release Form.

ARTICLE 15

OFFICIALS:

1. No On-Ice Official may officiate any game if one of the teams playing has a member of his/her family playing or forming part of the official Bench Staff of either team.
2. Each On-Ice Officials shall attend an Officiating Clinic as organized by the Referee-in-Chief, in conjunction with the Ontario Ringette Association and/or Southern Region Ringette Association. All On-Ice Officials are responsible for maintaining their certification level, and must present their Ontario Ringette Association Officiating Card upon demand of the Referee-In-Chief. Rule Clinics are mandatory to maintain their certification level.
3. An On-Ice Official shall report any complaint(s) pertaining to a player, spectator, or bench staff to the Referee-In-Chief, who will then advise the Division Committee and/or the President, at his/her discretion.
4. The On-Ice Official shall be responsible for the control of any game he/she is officiating as outlined in the Ontario Ringette Association Official Handbook and any adaptations of these rules as specified by the N.D.R.A.

ARTICLE 16

BENCH STAFF:

1. All Bench Staff that are registered on any team's Team Registration Form (TRF) must have the appropriate certification level as required by the Ontario Ringette Association.
2. All Bench Staff shall have the appropriate "Police Check" information available to be shown to the Coaching Development Chairperson, for each season that they wish to be part of the Bench Staff of any team within N.D.R.A.
3. The Bench Staff of each team with players under 19 years of age, must have an adult woman (above the age of 19) as a active member who must be in attendance and on the bench for all games and practices. In the event where the regular person is not available,

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the coach must appoint a substitute female bench staff person, prior to the event in which the team will participate.

4. Every player must be played equally, regardless of skill level.
5. Any complaint pertaining to a player, parent, spectator, bench staff or referee must be brought to the attention of the Division Committee. Such complaints will then be reviewed by the Board of Directors Committee at their next regular meeting, unless it is deemed to be an urgent matter, at which time a Grievance Committee will be convened as per Appendix A: Code of Conduct, Grievances and Appeals Policy.
6. All Bench Staff shall conduct themselves and the team as per the N.D.R.A. and Ontario Ringette Association philosophy. Failure to do so may result in disciplinary action brought forward.
7. Any discipline problems that arise within any team or any member of the team must be submitted in writing to the attention of the Division Committee before any action can be taken.
8. The entire Bench Staff shall be responsible to the Division Committee and abide by all of their decisions and support them in maintaining a smooth organized Division.

ARTICLE 17

GENDER INTERPRETATION:

Words importing the female gender shall include the masculine gender and words importing the singular number shall include the plural as the case maybe, and vice versa, and references to persons shall include associations, and corporations and other entities recognized by the N.D.R.A.

ARTICLE 18

RULES AND REGULATIONS OF PLAY:

1. PURPOSE

It is agreed that the N.D.R.A. will adopt the standard Rules and Regulations as provided by the Ontario Ringette Association, and that these Rules and Regulations shall govern

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the operation of each of the N.D.R.A. Divisions.

2. AMENDMENTS TO DIVISION RULES AND REGULATIONS

Amendments/revisions to these Rules and Regulations may be recommended at any time by the Division Committee to the N.D.R.A. Board of Directors Committee. All amendments/revisions shall require approval at a regular meeting of the N.D.R.A. Board of Directors Committee prior to implementation.

3. PLAYING RULES

- (a) The Official Rules as established and amended by the Ontario Ringette Association shall apply to all Divisions games.
- (b) All players to receive equal ice time regardless of playing ability.
- (c) The game time is to be divided in two equal halves, the length of which is to be determined by each Division Co-ordinator.
- (d) All players including goaltenders shall wear CSA approved helmets, complete with face shield (clear plastic or wire mesh) as approved by Ringette Canada, and hockey style tube skates, fitted with the appropriate safety protection devices. Appropriate general body protection as specified by the Ontario Ringette Association, must be worn by all players. Players not so equipped shall not participate in the balance of the game until satisfactory protective measures are taken. The On-Ice Officials for the game, as well as the Head Coach are responsible for ensuring the enforcement of this rule.
- (e) Each Division is responsible for providing a Timekeeper, Scorekeeper and Shot Clock Operator (as applicable) for all home ice games, and where both teams are from within the Association, the Home Team will be responsible for the Timekeeper, Scorekeeper and Shot Clock Operator (as applicable).

4. PLAY-OFFS

All teams within each Division where a house league exists will be included in the play-offs and that the play-off setup will be determined by the Division Co-ordinator and Scheduler.

5. GAME PROTESTS. APPEALS. DEFAULTS

- (a) Newmarket Ringette Association Constitution Article 11, Section 1a) and l(b) shall apply to all protests at Division level.

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ARTICLE 19

POLICIES & PROCEDURES:

1. The Board of Directors Committee of the N.D.R.A. shall have the power and authority to define and document specific policies and procedures that are required to ensure the fair and equitable treatment of issues arising from the standard operations of the Association.
2. The Board of Directors Committee of the N.D.R.A. shall have the power and authority to amend such documents relating to the policies and procedures, as they deem necessary to maintain any changing “community standard” and to adapt to situations that may arise from incidents brought before the Board of Directors Committee.
3. The policies and procedures currently in place are as follows, but may be changed from time to time, and new policies and procedures may be introduced. Copies of these policies can be obtained by any member in good standing, by submitting a written request to the Secretary of the Association.
 - (a) Code of Conduct, Grievance and Appeal Policy – Appendix “A” (under review)
 - (b) Fundraising Policy – Appendix “B” (under review)
 - (c) Serious Injury Policy – Appendix “C” (under review)
 - (d) Team Structure Policy – Appendix “D” (under review)
 - (e) Team Evaluation Policy – Appendix “E” (under review)

ACCEPTANCE:

On Sunday April 19, 2009 at the Annual General Meeting of the Newmarket Ringette Association the following motion was brought forward;

Motion to accept the revised Constitution & Bylaws, (with changes noted or) as presented.

Motion by: _____ Seconded by: _____

Vote by the general membership was called for through the use of voting cards and the results are shown below;

_____ In Favour _____ Opposed Carried or Defeated

Charles Middleton – President

Cheryl Kennedy - Secretary