

**By-Laws of the
Zone 5 AA Ringette Club**

Society Name

1. The name of the Society is the **ZONE 5 AA Ringette Club**.

Objects

2. The objects of the Club shall be:
 - a) to promote excellence in Ringette;
 - b) to recognize the special nature and resource requirements of competitive Ringette;
 - c) to sponsor and support Zone 5 teams, players and coaches striving for excellence through participation in competitive Ringette;
 - d) to support the long term development leading to elite play; and
 - e) to do all other things necessary to achieve the above objects.

Definitions

3. In these By-Laws the following definitions and interpretations shall apply:
 - a) "Club" means the Zone 5 AA Ringette Club;
 - b) "Executive" means the Executive Members acting at an Executive Meeting;
 - c) "Executive Meeting" means a meeting of the Officers of the Club;
 - d) "Executive Member" means an Officer of the Club;
 - e) "General Meeting" means the annual general meeting of the Members of the Club;
 - f) "Meeting" means any General Meeting or Special Meeting of the Members of the Club;
 - g) "Member" means all members of the Club whose membership fee is paid in full;
 - h) "Player" means each individual who plays Ringette and is registered with Ringette Alberta and
 - i) is on a Sponsored Team, or
 - ii) is a Sponsored Player;
 - i) "Regular Voting Member" means a Member entitled to vote;
 - j) "Special Meeting" means any meeting of the Members of the Club that is not a General Meeting;
 - k) "Special Resolution" means a resolution passed at a Meeting
 - i) of which not less than 21 days written notice specifying the intention to propose the resolution as a Special Resolution has been given, and
 - ii) by the vote of not less than seventy-five per cent (75%) of the Regular Voting Members;
 - l) "Sponsored Coach" means any coach so designated by the Executive as a sponsored coach for the current playing season;
 - m) "Sponsored Player" means any player so designated by the Executive as a sponsored player for the current playing season;
 - n) "Sponsored Team" means any team so designated by the Executive as a sponsored team for the current playing season.

Membership

4. Admittance - The Executive may admit an applicant to a category of membership subject to such terms and conditions as may be imposed by resolution of the membership.
5. Terms of Membership: Any member who accepts membership in the Club shall be deemed to have undertaken to abide by the provisions of the By-Laws of the Club and all decisions

made by the Executive.

6. Categories - There shall be four categories of membership:
 - a) “Regular Voting Member” -
 - (i) Parents or Guardians of a Player or Players who are under the age of eighteen years may apply to the Executive for membership, and such membership shall be granted upon payment of the prescribed membership fee. Membership entitles each family with one or more Players under the age of eighteen years to one vote per family.
 - (ii) Players who are eighteen years or older may apply to the Executive for membership, and such membership shall be granted upon payment of the prescribed membership fee. Membership entitles each player eighteen years or older to one vote; and,
 - (iii) The Head Coach, as listed on the Provincial registration form, of a Zone 5 AA ringette team, and is who not a Parent or Guardian of a Player or Players under the age of eighteen years, is considered a regular voting member. Coaches are not required to pay the prescribed membership fee.
 - b) “Individual Member” – Individual annual membership shall be granted to an individual upon an affirmative vote of the Executive and payment of the prescribed fee. THIS IS A VOTING MEMBERSHIP.
 - c) “Group Membership” – a group membership may be granted to a team who will be receiving partial sponsorship. Fee for this membership shall be determined by the Executive. THIS IS A NON-VOTING MEMBERSHIP.
 - d) “Honorary Lifetime Membership” – shall be bestowed on any individual upon the affirmative vote of the Regular Voting Members at the General Meeting. THIS IS A NON-VOTING MEMBERSHIP.
7. Membership Fee - The membership fees, if any, in the Club shall be determined, from time to time, by the Executive at an Executive Meeting and confirmed by the Members at the Next General Meeting.
8. Withdrawal – Any Member wishing to withdraw from the membership may do so upon notice in writing to the Executive through the Secretary.
9. Suspension on Financial Grounds - If any Member is in arrears for fees or assessments for any year, such Member shall be automatically suspended and shall thereafter be entitled to no membership privileges or powers in the Club until reinstated.
10. Suspension or Cancellation of Membership – The membership of any Member may, upon passage of a Special Resolution, be suspended or cancelled, in either case with or without conditions, for any cause which the Club may deem reasonable.
11. Forfeiture of Rights – Any Member who withdraws from membership or whose membership is cancelled shall forfeit all rights therein and all claims therein on its properties or funds.

Meetings

12. Business – The Club shall conduct the following business at its General Meeting:
 - a) present the financial statements of the Club;
 - b) present the reports of the Officers;
 - c) conduct any other business which properly comes before the meeting; and
 - d) elect new Officers.
13. General Meeting - The General Meeting shall be held prior to the 31st day of October in each and every calendar year, at such place and time as the executive shall determine.

14. Special Meeting – The President shall convene a Special Meeting within thirty days of receipt of a petition setting forth the reason for calling the Special Meeting signed by the Voting Members representing 30% or more of the votes eligible to be cast at such Special Meeting. Special Meetings may be called from time to time as deemed necessary by the Executive.
15. Notice – Notice of the time and place of a General Meeting shall be communicated thirty days in advance of the meeting, in writing or by electronic means to each Member. Notice of the time and place of any Special Meeting shall be given ten days in advance in writing or by electronic means to each Member and shall set forth reasons for calling such meeting.

Proceedings at Meetings

16. Quorum – No business shall be transacted at any Meeting unless at least nine Voting Members are present at the Meeting.
17. Right to Vote – Every Regular Voting Member and every Individual Member present at a Meeting shall be entitled to vote, as set out in clauses 6(a) and (b) on any issue for which a vote is called.
18. Proxies – No votes may be cast by proxy.
19. Resolutions – At any Meeting a resolution, once moved and seconded, shall be carried by a simple majority of votes unless the resolution is a Special Resolution.
20. Votes by Show of Hands – At any Meeting a resolution voted upon at the Meeting shall be decided on by a show of hands, unless a poll is requested, before or on the declaration of the result of the show of hands, demanded by at least one Voting Member or one Individual Member.

Executive Meetings

21. Number of Meetings – Executive Meetings shall be held as often as may be required and shall be called at the discretion of the President. The Meetings shall be open to all Members of the Club.
22. Special Executive Meetings – A Special Executive Meeting shall be called on the instruction of any two Executive Members provided they request the President, in writing, to call such meeting, and state the business to be brought before the meeting.
23. Notice – Executive Meetings shall be called by three days verbal notice to each Executive Member.
24. Waiver of Notice – Executive Meetings may be held without notice if a quorum is present, provided, however, that any resolutions passed at such meeting shall be ratified at the next regularly called Executive Meeting. Any resolutions not so ratified shall be void.

Proceedings at Executive Meetings

25. Quorum – No business shall be transacted at any Executive Meeting unless at least three Executive Members are present at the Meeting, one of whom must be the President or the Vice President.
26. Rights to Vote – Each Executive Member present at an Executive Meeting shall be entitled to one vote on any issue for which a vote is called.
27. Resolutions – At any Executive Meeting a resolution, once moved and seconded, shall be carried by a simple majority of votes.

28. 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.

Executive Members

29. Officers – The Executive of the Club shall consist of the following persons:
Past President – automatic ascension from the Presidency
President – one year term
Vice President – one year term
Secretary – one year term
Treasurer – one year term
Four Directors – one year term, one from each of Fort Saskatchewan Ringette Association, St. Alberta Ringette Club, Sherwood Park Ringette Association, and Spruce Grove Ringette Association. Each of the said directors shall be appointed or elected by his Association or Club, as determined by that Association or Club.
Two Directors-at-Large – one year term, to be elected by the membership of the Club.

To be eligible for election to the Executive, the nominee must have demonstrated a continuing interest in the sport of ringette.

30. Election – The executive, with the exception of the Past President, shall be established by election at the General Meeting by those Members of the Club entitled to vote.
31. Term – The executive shall be elected at the Annual General Meeting for a term of one year.
32. Vacancies – Any executive office vacant shall be filled by Executive appointment until the next Meeting of the Club where the office shall be filled by election for the balance of the term.
33. Removal from Office – An officer, upon the passage of a Special Resolution, may be removed from office for any cause which the Club deems reasonable.

Powers and Duties of Executive Members

34. General Powers – The Executive shall, subject to the By-Laws or directions given it by majority vote at any Meeting properly called and constituted, have full control and management of the affairs of the Club.
35. General Duties – It is the duty of the Executive to:
- a) attend Executive Meetings;
 - b) carry out the responsibilities to the Club as interpreted by the individuals of the executive;
 - c) represent the Players and act in their best interest; and
 - d) perform any other duties for the betterment of the Club.
36. President – It is the additional duty of the President to:
- a) call and preside as Chairman at the Executive Meetings and at all Meetings of the Club;
 - b) exercise general supervision over the affairs of the Club; and
 - c) be a signing authority for the Club bank account or accounts, together with the Treasurer and one other Executive member to be determined by the Executive at the next Executive Meeting following the General Meeting for the coming year; the signatures of two of the Treasurer, the President, and the appointed Executive member shall be sufficient signing authority for the Club bank account or accounts.

37. Past President – It is the additional duty of the Past President to:
- a) act as a support and resource to the President.
38. Vice President – It is the additional duty of the Vice President to:
- a) act as Chairman at Executive Meetings and all Meetings of the Club in the absence of the President;
 - b) carry out the duties as requested by the President in his stead.
39. Secretary – It is the additional duty of the Secretary to:
- a) attend all Meetings of the Club;
 - b) record accurate minutes of the Meetings;
 - c) send all notices of the various Meetings and Special Resolutions as required;
 - d) keep a record of all Members of the Club and their addresses; and
 - e) make the records of the Club available at all General Meetings to any Member of the Club who requests to view such records.
40. Treasurer – It is the additional duty of the Treasurer to:
- a) be a signing authority of the Club bank account or accounts together with the President and one other Executive member, to be determined by the Executive at the next Executive Meeting following the General Meeting for the coming year; the signatures of two of the Treasurer, the President, and the appointed Executive member shall be sufficient signing authority for the Club bank account or accounts.
 - b) collect all fees assessed the Members of the Club;
 - c) properly account for all funds of the Club and keep such books and records as may be directed;
 - d) pay all legitimate bills received by the Club;
 - e) supply a report on the financial status of the Club at all Executive Meetings;
 - f) make the books of the Club available at all General Meetings to any Member of the Club who requests to view such books; and
 - g) receive all monies paid to the Club and be responsible for the deposit of same in whatever bank, trust company, credit union or treasury branch account the Executive may order.
41. Directors - It is the additional duty of the Directors to:
- a) perform such other duties as requested by the President.

Sponsorship

42. Sponsored Teams – The Executive shall designate for each playing season those teams, if any, which are being sponsored. These teams shall be selected based on the objectives of the Club, and may include:
- a) full time AA teams;
 - b) competitive double carded AA teams; or
 - c) other elite level teams as deemed appropriate by the Executive.
43. Sponsored Players – The Executive shall designate for each playing season those players, if any, who are being sponsored. These players shall be selected based on the objectives of the Club, and may include
- a) players playing on full time AA teams where the development opportunity does not exist in the Zone; or
 - b) other elite level players as deemed appropriate by the Executive.

44. Sponsored Coaches – The Executive shall designate for each playing season those coaches, if any, who are being sponsored. These coaches shall be selected based on the objectives of the Club, and may include:
- a) coaches coaching or assisting in the coaching of a AA team sponsored by the Club; or
 - b) coaches or assistant coaches who are coaching other elite level teams as deemed appropriate by the Executive.

Funds

45. Purpose of Funds – Funds raised by the Club shall be distributed based on the objects of the Club and directed to the programs and sponsorships consistent with those objects.

Auditing

46. General – The books, accounts and records of the Club shall be audited at least once each year by a duly qualified accountant or by two Members of the Club appointed by the Executive for that purpose.
47. Timing – A complete and proper statement of standing of the books for the previous fiscal year shall be submitted by such auditor to the next following General Meeting.
48. Fiscal Year – The fiscal year of the Club in each year shall be June 1st to May 31st.
49. Inspection – The books and records of the Club may be inspected by any Member of the Club at the General Meeting or at any other time upon giving reasonable notice and arranging a time satisfactory to the Officer or Officers having charge of same. Each Executive Member shall at all times have access to such books and records.

Borrowing Powers

50. Borrowing – The Club shall not borrow money.

General

51. Principal Office - The principal office for the transaction of business of the Club is as may be hereafter fixed and located by the Executive in the Province of Alberta. The Executive may at any time or from time to time change the location of the principal office from one location to another in the said province.
52. Amendment – These By-Laws may be rescinded, altered, amended or added to by a Special Resolution.
53. Seal – The Seal of the Club shall be in the custody of the Secretary and shall be used as deemed necessary. The Seal must be accompanied by two signatures, being the signatures of the President and the Secretary of the Club.
54. Liability – No member of the Club shall, in their individual capacity, be liable for any debt of the Club.
55. Remuneration – Unless authorized at a Meeting and after notice of same has been given, no Member of the Club shall receive any remuneration for their services. Unless authorized at a Meeting and after notice of same has been given, no Member of the Executive shall receive any remuneration for their services.
56. Upon dissolution of the Zone 5 AA Ringette Club and after paying all liabilities, the remaining funds, if any, will be distributed equally among the following four Ringette associations in existence at that time:

The four ringette associations are;

- Fort Saskatchewan Ringette Association
- St. Albert Ringette Association
- Spruce Grove Ringette Association
- Sherwood Park Ringette Association

Dated this __ day of August, 2005

Signature:.....	Address:.....
Print Name:.....
	City Province Postal Code