

## **HCL Constitution**

### **CONSTITUTION OF THE HARBOUR CITY LAKERS RINGETTE ASSOCIATION**

As approved at a special AGM on May 6, 2016

#### **1 - NAME OF ASSOCIATION & TERRITORY**

1.1 The organization shall be called HARBOUR CITY LAKERS RINGETTE ASSOCIATION, and may be referred to as "HCL" and/or the "Association".

1.2 The activities of the Association are to be carried out in the communities of Dartmouth, Cole Harbour & Eastern Passage and more specifically in the geographic territory as specified by the Central Region Ringette Association of Nova Scotia.

1.3 The registered office of the Association will be the primary address of the current President of the Association.

#### **2 - MANDATE AND OBJECTIVE**

2.1 The HCL exists to provide an opportunity for any eligible persons to play Ringette with the Association;

2.2 To motivate interest and playing skills, and to aid in the development of character and sportsmanship;

2.3 To develop interest in the community and provide an opportunity for healthy and reasonably safe team play for organized sports;

2.4 To provide support and opportunity to athletes, coaches, officials, and administrators to improve their skills;

2.5 To encourage and promote active participation of parents in all aspects of the sport; and

2.6 To actively promote and support the objectives and policies of Ringette Nova Scotia and Ringette Canada.

#### **3 - MEMBERSHIP**

Membership in the Association shall be open to all volunteers, officials, athletes, & athlete parents/guardians who have fulfilled their obligations of abiding by the constitution and rules of the Association, and more specifically:

##### **3.1 Membership Categories**

i) **ATHLETE MEMBER** - All athletes under 18 years of age eligible to play for the divisions offered by the Association, who reside within the HCL boundaries and who have paid their fees in full for the current season.

ii) **REGULAR MEMBER** - Any registered athlete of the HCL who is over the age of 18 years and who has paid their fees in full for the current season or is a parent or guardian who have children less than 18 years of age playing for HCL. Regular members also include Managers, Coaches, Referees, and all Executive of HCL.

##### **3.2 Membership Specifics**

i) All players whose primary residence is within the HCL boundaries must register with HCL.

ii) For the purposes of registration, the number of members of the association is unlimited.

iii) Every member of the association shall be entitled to attend any meeting of the association with the exception of in-camera Executive meetings.

iv) Every regular member shall be entitled to vote at any Annual General Meeting (AGM) or Special General Meeting (SGM) of the Association and to hold any position, but there shall be no proxy voting.

v) Membership will be compiled from the current list of registered athletes, coaches, managers, referees and Board of Directors for the current season only.

vi) The Executive, may at its discretion, terminate the membership of any Athlete Member and/or Regular Member whose conduct is considered detrimental to the aims and objectives and/or reputation of the Association.

vii) Membership in the association shall cease upon:

1) Lack of registration in any given year or resignation of membership, either verbal or written;

2) Failure to qualify for membership in accordance with this section, I.E.: fees not paid in full for the current season.

3) Death of a member.

#### **4 – AFFILIATIONS**

4.1 The HCL is affiliated with the Central Region Ringette Association, Ringette Nova Scotia and Ringette Canada.

4.2 The HCL Constitution, Policies and Procedures shall govern its structure, elections and daily operations, and shall generally attempt to follow the rules and regulations of affiliated leagues and associations.

#### **5 – CREST/LOGO**

5.1 The HCL crest/logo shall consist of the words “Harbour City Lakers” and/or “HCL” and contain the colours blue, white and red.

5.2 All on-ice team uniforms must be approved by the HCL Executive.

#### **6 - AMENDMENTS TO THE HCL CONSTITUTION**

6.1 The Constitution of HCL shall not be amended except at the Annual General Meeting (AGM) or Special General Meeting (SGM) with 30 days notice given to membership that an amendment is proposed.

6.2 All proposed amendments shall require a two-thirds (2/3) majority vote of the voting members present at the AGM.

#### **7 - FISCAL YEAR FINANCIALS**

7.1 The fiscal year of the Association shall be the period from May 1st in any year to April 30th in the following year.

7.2 The Treasurer shall make a written report to the members as to the financial position of the Association at the AGM.

#### **8 – ANNUAL GENERAL MEETINGS**

8.1 An Annual General Meeting of the Association will be held each year at which time election of

officers will be facilitated;

8.2 At each AGM of the Association, the order of business shall be in accordance with Roberts Rules of Order;

8.3 The AGM shall be scheduled within 30 days of the fiscal year end;

8.4 The members present at the AGM shall constitute a quorum for the transaction of business.

8.5 Parents or guardians who have children less than 18 years of age playing in the HCL shall be entitled to one (1) vote per player up to a maximum of two (2) votes per household and both parents and/or guardians must be present to cast their vote.

8.6 All persons eighteen (18) years of age and over who are playing within the HCL or officiating shall be entitled to one (1) vote and must be present to cast their vote.

8.7 Managers, Coaches, Referees, and all Executive of HCL who are not included in the previous categories shall be entitled to one (1) vote and must be present to cast their vote.

8.8 The Executive may call a Special General Meeting of the Association to deal with time-sensitive issues. Members shall receive at least fourteen (14) days notice of the date, time, location and purpose of any special meeting.

## **9 – EXECUTIVE MEETINGS**

9.1 At each Executive meeting of the Association, the order of business shall be in accordance with Robert's Rules of Order.

9.2 Seven (7) days notice of any meeting, specifying the place, day and hour of the meeting and in the case of special business, the nature of such business shall be given to the regular members.

9.3 Meetings of the Executive shall be held monthly for the period of the fiscal year or as required.

9.4 No business shall be transacted at any meeting of the Executive unless at least 50% plus one (1) of the membership is present at the commencement of such business.

9.5 The President of the Association, or their designate, shall preside as Chair at every meeting of the association. If there is no President, or if at any meeting he/she is not present, the Vice President shall preside as Chair.

9.6 If there is no President or Vice President, or if at any meeting neither the President nor the Vice President is present, the members present shall choose someone in attendance to be Chair.

9.7 The Chair may, with the consent of the meeting, adjourn any meeting from time to time and from place to place. No business shall be transacted at any adjourned meeting, other than the business left unfinished at the adjourned meeting, unless notice of such business is given to the members.

9.8 A declaration by the Chair that a resolution has been carried and an entry to that fact in the minutes of the Association shall be sufficient evidence, without proof of the number or proportion of the members recorded in favour of or against such resolution;

9.9 A Special Resolution meeting may be called by the Executive in the event business requiring a decision outside of a regular scheduled meeting is necessary. A Special Resolution may be passed by not less than 50% plus one (1) of the members entitled to vote in attendance.

9.10 If a member of the Executive is absent for two consecutive meetings in which due notice has been given by the Secretary, their position may be declared vacant by an approved motion of the

Board. This does not apply when a member of the Executive is absent due to illness, emergencies or work commitments.

## 10 – EXECUTIVE

10.1 The Executive of the HCL shall consist of the following: President, Vice-President, Past President, Secretary, Treasurer, Registrar, Director of Coaching, Director of Athlete Development, Director of Equipment, Director of Managers, Director of Scheduling, Director of Fundraising and Special Events, Director of Recruitment and Publicity, Athlete Representative and one (1) member at large positions. Members may hold more than one (1) position and membership of the Executive shall not exceed sixteen (16) members.

10.2 All members of the Executive shall be eighteen (18) years of age or older with the exception of the Athlete Representative.

## 11 - ELECTION OF EXECUTIVE

11.1 Any Regular Member of the Association shall be eligible to be elected a member of the Executive of the Association;

11.2 Elections shall be by secret ballot and two (2) Regular Members at each annual meeting shall be appointed by the Chair to count the ballots.

11.3 In the event an Executive membership is terminated, or they cease to be a member of the Association, the vacancy thereby created may be filled for the un-expired portion of the term by the Executive from among the Regular Members of the Association.

11.4 No proxy vote shall be recognized.

11.5 All members of the Executive and all Regular Members of the HCL in good standing shall have one (1) vote.

11.6 All Members of the Executive are elected for a term of two (2) years with the exception of Past President, Athlete Representative and Director at Large which have a term of one (1) year. Election of executives shall take place in the following cycle:

Even numbered years

- i. President
- ii. Secretary
- iii. Registrar
- iv. Director of Managers
- v. Director of Athlete Development
- vi. Director of Recruitment and Publicity

Uneven numbered years

- i. Vice President
- ii. Treasurer
- iii. Director of Coaching
- iv. Director of Scheduling
- v. Director of Fundraising & Special Events
- vi. Director of Equipment

## 12 – COMMITTEES

12.1 Standing committees may be appointed by the Executive.

## 13 - EXECUTIVE RESPONSIBILITIES

### 13.1 President

- i) Chair monthly meetings
- ii) Reports pertinent information to HCL from RNS, outside meetings, literature sent to association
- iii) Attend scheduled President's Meetings
- iv) Has signing authority
- v) Delegates duties to Officers and HCL Board
- vi) Prepare annual reports for CRRA and RNS
- vii) Disseminate information from RNS to membership
- viii) Attend CRRA Meetings when appropriate and disseminate information to membership
- ix) Prepare written report for each Executive meeting

### 13.2 Vice-President

- i) Act as Central Rep for the Association and attend monthly meetings of CRRA
- ii) Has signing authority
- iii) Schedule and prepare for monthly meetings
- iv) Draft goals for upcoming season
- v) Coordinate AGM
- vi) Assist with the preparation of annual reports for CRRA and RNS
- vii) In the absence of the President, performs the duties of President in his/her absence
- viii) Prepare written report for each Executive meeting

### 13.3 Secretary

- i) Prepare minutes of all HCL meetings
- ii) Disburse minutes and agendas at meetings
- iii) Prepare listing of all HCL executive members, coaches and managers; disburse to membership. CRRA and RNS
- iv) Assist with the coordination of AGM and banquet
- v) Send minutes of meeting to CRRA
- vi) Prepare written report for each Executive meeting

### 13.4 Treasurer

- i) Prepare written financial report for each Executive meeting
- ii) Prepare Financial Statement for presentation at AGM
- iii) Prepare annual budget
- iv) Monitor the collection and depositing of all monies belonging to HCL
- v) Pay all authorized expenses of HCL
- vi) Has signing authority

### 13.5 Past-President

- i) Advisory Role

### 13.6 Registrar

- i) Maintain registration Database
- ii) Prepare registration materials
- iii) Coordinate registration for upcoming season
- iv) Prepare preliminary team rosters for team selection committee
- v) Advertise registration date and details
- vi) Submit Registration info for RNS
- vii) Prepare registration reports for HCL executive committee, CCRA and RNS
- viii) Submit Team Registration forms to Ringette Nova Scotia
- ix) Prepare written report for each Executive meeting

### 13.7 Director of Recruitment and Publicity

- i) Act as statistician for the association
- ii) Responsible for "Come Try Ringette"
- iii) Promotion of the sport of Ringette in schools
- iv) General publicity
- v) Website maintenance

- vi) Community correspondence (i.e. Newsletter)
- vii) Prepare written report for each Executive meeting

#### 13.8 Director of Athlete Development

- i) Reviews requests from parents and/or coaches for athlete movement
- ii) Sets up and directs special development sessions within the HCL
- iii) Assists in player evaluations to determine readiness for player movement
- iv) Asks coaches to submit player evaluations at the end of each ringette season
- v) Keeps records of all player evaluations for upcoming Team Selection criteria
- vi) Acts as Chair for the HCL Team Selection Committee as per HCL Policies and Procedures
- vii) Disseminates Team Selection information to coaches and parents
- viii) Prepare written report for each Executive meeting

#### 13.9 Director of Coaching

- i) Primary liaison with coaches of all HCL teams
- ii) Keeps records of coaches' credentials and advises when updates are required
- iii) Submits HCL coaching information yearly to Central by completion of the Coaches' Handbook
- iv) Attend Central Ringette Meetings as a delegate from HCL
- v) Inform coaches of coaching clinics available through RNS
- vi) Organizes and schedules appropriate coaching instruction for the "Back on the Blades" pre-season ice program
- vii) Organizes and chairs meetings of HCL coaches when deemed necessary
- viii) Develops and compiles coaching evaluations at the end of each ringette season
- ix) Establishes a selection criteria, sends out application packages, and reviews completed coaching applications for the upcoming ringette season
- x) Sits on a coaching selection committee for appointment of coaching positions.
- xi) Informs successful coaching applicants of their HCL appointments
- xii) Prepare written report for each Executive meeting

#### 13.10 Director of Equipment

- i) Maintains up to date equipment inventory
- ii) Organizes and disperses equipment to teams
- iii) Coordinate return of all sweaters and association equipment
- iv) Determine equipment purchases to be approved by the Executive
- v) Organize annual equipment exchange
- vi) Prepare written report for each Executive meeting

#### 13.11 Director of Managers

- i) Primary liaison with managers
- ii) Provide annual training to all managers at the beginning of the season
- iii) Prepare written report for each Executive meeting

#### 13.12 Director of Scheduling

- i) Schedules all game and practice times as well as Gym Ringette
- ii) Report Ice rentals to Treasurer and report charges or adjustments to appropriate individual
- iii) Obtain ice time from Rinks
- iv) Monitor ice availability and report to the relevant executive members
- v) Liaison between ice facility managers and HCL
- vi) Maintain a proactive strategy to obtain ice for future Ringette Seasons
- vii) Liaison with coaches regarding ice requirements
- viii) Prepare written report for each Executive meeting

#### 13.13 Director of Fundraising & Special Events

- i) Coordinate major fundraisers for the HCL, including City of Lakes Tournament (COLT)
- ii) Attends HCL meetings
- iii) Assists with special events
- iv) Coordinates team pictures in the Fall of each Season
- v) Prepare and organize (with assistance) tournaments, banquets and Christmas Event
- vi) Chairs COLT sub-committee

- vii) Recruits and organizes tournament volunteers
- viii) Ensures event is promoted, organized & scheduled successfully
- ix) Prepare written report for each Executive meeting

13.14 Athlete Representative

- i) Brings forth any athlete concerns and recommendations
- ii) Prepare written report for each Executive meeting

13.15 Director at Large (1)

- i) Responsibilities to be assigned at the commencement of each Season