



Constitution and Bylaws

RINGETTE PEI INC.

BYLAWS

WHEREAS Ringette PEI Inc. was incorporated under the Companies Act of the Province of Prince Edward Island on September 25th, 1996;

AND WHEREAS Ringette PEI Inc. is empowered under the Act to make bylaws;

THEREFORE, the following are cited as the bylaws of Ringette PEI.

DEFINITIONS AND INTERPRETATION:

A. Generally:

In these bylaws, unless the context otherwise requires, any word(s) or expression defined or used but not defined shall have the same meaning as in the Companies Act of the Province of Prince Edward Island. Words imparting the singular shall include the plural, vice versa, words imparting the feminine gender shall include the masculine gender, and words imparting persons shall include bodies corporate.

B. Where they appear in these bylaws:

- a) **Ringette PEI** means Ringette PEI Inc.
- b) **NSO** means the National Sport Organization – also known as Ringette Canada.
- c) **Board** means the Board of Directors of Ringette PEI.
- d) **Executive** means the Executive of Ringette PEI.
- e) **Ex officio** means by virtue of one's office or position.
- f) **Term** means the time between the annual general meeting and the immediate next annual general meeting.
- g) **Amateur** means a player as interpreted and further defined by Ringette PEI.
- h) **Rules and Regulations** means rules and regulations of Ringette PEI.

- i) **Member in Good Standing** means a member who has paid their Ringette PEI affiliation fee and adheres to the bylaws, constitution and policies of the association.
- j) **Affiliated Clubs** means amateur Ringette clubs in Prince Edward Island, who have been approved by the Board of Directors of Ringette PEI, who pay an annual registration fee to Ringette PEI and who are members in good standing of Ringette Canada and Ringette PEI.
- k) **Member Competitors** means amateurs as defined in the Ringette Canada definition, who shall pay the annual registration fees as set forth by Ringette Canada and Ringette PEI.
- l) **General Members** means all those who have a direct affiliation with the sport, i.e. Board of Directors of Ringette PEI, affiliated clubs - current and former athletes and their parents, coaches, judges, and other officials.
- m) **Honorary Membership** means anyone who has made a substantial contribution or has performed outstanding service on behalf of the sport and shall be awarded by the Board of Directors.
- n) **Associate Members** means anyone who promotes ringette in Prince Edward Island, submits application to the Board of Directors for membership, and is approved by the Board of Directors.
- C.** The interpretation of these bylaws, constitution and policies or of any other matters not provided for herein, shall be referred to the Board of Directors of Ringette PEI whose decision in the matter shall be final.
- D.** Ringette PEI shall operate as a Provincial Section of Ringette Canada. Ringette PEI and its affiliated clubs, members, associate members and honorary members shall not contravene the constitution, bylaws and rules of Ringette Canada. In the event of any inconsistency between the bylaws of Ringette PEI and the Constitution and Operational Bylaws of the Ringette Canada, those of the latter shall prevail.
- E. Conduct**

At all meetings of Ringette PEI, the latest revised edition of Robert's Rules of Order shall serve as a guide for the conduct of business.

1. NAME

The name of the Association shall be "Ringette PEI Inc."

2. AREA

The area in which the Association will operate is in the Province of Prince Edward Island.

The Head Office of the Association shall be that of the Executive Director, c/o Sport PEI.

3. SEAL OF THE CORPORATION

The Board of Directors shall provide a seal for the corporation which shall be kept at the Head Office of Ringette PEI.

4. JURISDICTION

Ringette PEI shall exist solely for the governance of its members and shall regulate and control all matters related to amateur ringette within Prince Edward Island in accordance with the general territorial divisions and regulations of Ringette Canada.

5. PURPOSE

Ringette PEI is a provincial sport governing body dedicated to the promotion and development of ringette in Prince Edward Island.

6. OBJECTIVES

The objectives of Ringette PEI shall be:

- a) To foster and make available the opportunity to participate in ringette at all levels of skill development;
- b) To recruit, train and develop high quality coaches;
- c) To assist in the nurturing of high quality athletes at all levels;
- d) To recruit, train and develop high quality officials;
- e) To provide an efficient infrastructure for ringette programming;
- f) To develop a financial resource base for provincial operations;
- g) To increase the profile and image of ringette in Prince Edward Island;
- h) To act as an information gather and distributor;
- i) To develop coaching and managing guidelines, policy and Procedures for the use of the members;
- j) To develop conflict resolution and discipline procedures and policies; and
- k) To develop internet resources.

7. MEMBERSHIP AND AFFILIATION

- 7.1** Membership in Ringette PEI shall include five classes of members:
- 1) Affiliated Clubs;
 - 2) Member Competitors;
 - 3) General Members;
 - 4) Honorary Members; and
 - 5) Associate Members.
- 7.2** Board of Directors shall determine the conditions for membership.
- 7.3** Membership fees payable to Ringette PEI shall be prescribed by the Board.
- 7.4** Each affiliated club shall have the right to appoint or elect one representative to the Board of Directors of Ringette PEI and to appoint representatives to vote at the Annual General Meeting of Ringette PEI in accordance with the terms stated in this document.
- 7.5** Admittance of members is effective upon confirmation at a meeting of the Board and such confirmation shall only be withheld for good and sufficient reason as prescribed in the Discipline Policy and shall be so recorded.
- 7.6** Every member shall uphold the Letters Patent and comply with the Bylaws and Policies of the organization.
- 7.7** Any member may terminate membership by giving written notice to the Secretary of Ringette PEI.
- 7.8** Upon termination of membership for cause or otherwise, members are not entitled to any refund of membership fees paid.
- 7.9** To maintain status in good standing, members shall meet the conditions for membership established by the Board.
- 7.10** Any member may submit to Ringette PEI notice of any matter that is proposed to raise and discuss at a Special and/or Annual General Meeting and notice of the proposal shall be given with the notice of the so named meeting.
- 7.11** The Board shall have the right to discipline any member of Ringette PEI in a manner consistent with the Disciplinary and Anti Harassment Policies of Ringette PEI and Ringette Canada.
- 7.12** Term of membership shall begin with the payment of Ringette PEI affiliation fees to an associated club or program in September and shall continue until the deadline of August for the subsequent year's affiliation.

8. MANAGEMENT

The property and business of Ringette PEI shall be managed by the Executive and Board of Directors which shall be responsible to the membership and shall do all such things and perform all such acts as may be necessary for the proper conduct of Ringette PEI in accordance with the Companies Act and with the Constitution and Bylaws of Ringette PEI.

9. BOARD OF DIRECTORS

- 9.1** The Board of Directors shall be elected at the Annual General Meeting from the membership of the Association over the age of eighteen.
- 9.2** Only members in good standing are eligible to stand for election to the Board.
- 9.3** The Board of Directors shall consist of ten directors including the immediate Past President. With the exception of the immediate Past President who holds office ex officio, the voting members of Ringette PEI at the Annual General Meeting shall elect directors each year for a 2 year term. Elected directors shall assume office immediately following the meeting at which they were elected and hold office until the Annual General Meeting, which concludes their term.
- 9.4** In addition to the ten Board of Directors, an additional seat is allotted to be filled by representatives of each Affiliated Club.
- 9.5** Directors are expected to demonstrate an ongoing interest in the affairs of the Ringette PEI; to attend meetings whenever possible; and to undertake other assignments in support of Ringette PEI including active membership on one or more committees. Failure to fulfill these responsibilities may lead to review of the director's status by the Executive.
- 9.6** Directors whose term has expired may be eligible for re-election to the Board with a limit of two consecutive terms in that particular position. However, if any Director's position may require a specialized skill set, the position may be extended for another two year term upon ratification by the existing Board of Directors. In the event of a vacancy at the Director level and no nominations have been received prior to or at the Annual General Meeting, the Board of Directors may extend any vacant Directorship position on an annual basis until such time the incumbent is not agreeable to an extension or a nomination has been received and ratified by the membership of Ringette PEI at the Annual General Meeting.

- 9.7** The resigning Director who has served for two consecutive two-year terms may stand for re-election to another position.
- 9.8** Directors retiring from office shall be deemed to hold office until the conclusion of the meeting at which they retire.
- 9.9** In the event of a vacancy on the Board, other than the Past President, the Board of Directors shall call for nominations from the membership. From these nominations, they may appoint a member to fill such a vacancy until the next Annual General Meeting at which time the vacancy shall be filled by election for the unexpired term of office. Such appointment must be ratified by a majority vote of the Board.
- 9.10** Should the immediate Past President resign, the position shall be left vacant. The immediate Past President shall be the person who, prior to the holding of elections at the Annual General Meeting of Ringette PEI, held the office of President.
- 9.11** A Director may be removed before expiration of his/her term of office according to the Companies Act only in a manner consistent with Ringette PEI's Discipline Policy.
- 9.12** Where there is a vacancy in the number of Directors, the remaining Directors may exercise all powers of the Directors as long as a quorum remains in office.
- 9.13** Directors shall serve without remuneration and no Director or their immediate family shall directly or indirectly receive any benefits from his/her position as such, with the exception that he/she is reimbursed expenses incurred in the performance of his/her duty in connection with the work of Ringette PEI. Special consideration in the form of honoraria may be given Director(s) for exceptional contributions to Ringette PEI.
- 9.14** It shall be the duty of each Director who is directly or indirectly interested in a contract or arrangement or proposed contract or arrangement with Ringette PEI to declare such interest and to refrain from voting in respect of such contract or arrangement or proposed contract or arrangement.
- 9.15** Each member of the Board of Directors must keep appropriate records covering the administration of activities under their jurisdiction. These records must be in a form that enables them to be turned over to succeeding members of such position. Board

Members may dispose of material that is over five years old, only with permission of the Board.

10. DUTIES AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS

10.1 To perform such duties and take such actions as may be necessary in managing the activities and affairs of Ringette PEI and to rule on all points not explicitly provided for therein. These duties should remain consistent with Ringette Canada.

10.2 The four Executive Officers shall be elected by majority vote at an Annual General Meeting for a two year term with a recommended maximum of two terms.

- a) President
- b) Vice President
- c) Secretary
- d) Treasurer

The election of the President and Secretary will be held in even years. The Vice President and Treasurer will be elected in odd years. The first Vice President and Treasurer shall be elected for a 1 year term to start the rotation.

10.3 The directors elected each year at the AGM shall be allocated as follows: In even years, one director is President, one director is Secretary, one director is Competitions Chairperson, one director is Marketing & Communication Chairperson and one director is High Performance Chairperson. In odd years, the directors shall be allocated as follows: one director is Vice President, one director is Treasurer, one director is Coaching Chairperson, one director is Officials Chairperson. The first Vice President, Treasurer, Coaching Chairperson and Officials Chairperson shall be elected for a 1 year term to start the rotation.

10.4 To elect from the membership at the Annual General Meeting such Standing Committee Chairs as are necessary for the administration of Ringette PEI. All such chairs shall hold office for two year terms and may be re-elected without restriction.

10.5 To appoint Special Committees from time to time, as deemed necessary. Duties of such committees and their term of office shall be prescribed by the resolutions, which create them.

10.6 To establish terms of reference and approve membership of committees, provide resources for committee functions, ensure committee reporting procedures and maintenance of policy documents.

- 10.7** To appoint the Nominating Committee.
- 10.8** To formulate the operating policies, policy & procedures manual and develop programs for Ringette PEI.
- 10.9** To ratify, reverse or amend the actions of the Executive.
- 10.10** To appoint signing officers.
- 10.11** To receive and act upon concerns relative to Ringette PEI.
- 10.12** To exercise financial control over the affairs of Ringette PEI by maintaining proper records and accounts of all transactions of Ringette PEI.
- 10.13** To be responsible for the securing, control and accounting of the finances of Ringette PEI and for placing and keeping all operating funds of Ringette PEI in legal accounts approved by the Board.
- 10.14** To approve financial statements, the budget submission and annual budget.
- 10.15** To prescribe the manner in which cheques, agreements, letters, contracts and other documents shall be signed on behalf of Ringette PEI.
- 10.16** To determine the conditions for membership in Ringette PEI.
- 10.17** To set all fees.
- 10.18** To take such steps as deemed necessary to enable Ringette PEI to receive donations and benefits for the purpose of furthering the objectives of Ringette PEI.
- 10.19** To be responsible for the appointment of such employees as deemed necessary, to prescribe their duties, to determine policies relative to those appointments and assess their performance.
- 10.20** To circulate Minutes of Board Meetings to member clubs and programs.
- 10.21** To develop discipline policy & procedures and to carry out such duties as required.
- 10.22** To develop internet resources.

11. BOARD OF DIRECTORS MEETINGS

- 11.1** The Board of Directors Meetings shall be held on a regular basis, preferably monthly. Reasonable notice of meetings shall be given to all Board of Directors in writing, by telephone or otherwise. Business may be conducted by conference call.

- 11.2** Fifty percent of the members eligible to attend Board of Directors Meetings shall constitute a quorum providing that at least two Executive Officers are included.

12. EXECUTIVE

- 12.1** The Executive Committee of Ringette PEI shall consist of the following Executive Officers who are elected for two-year terms at the Annual General Meeting:
- a) Past President
 - b) President
 - c) Vice President
 - d) Secretary
 - e) Treasurer
 - f) Executive Director (Ex Officio)
- 12.2** In the event of a vacancy in the position of President, the Vice President shall assume the position for the balance of the term. In the event of a vacancy in any other office, the Board of Directors may, by a majority vote, elect a person to serve for the unexpired portion of the term after all board positions are filled.
- 12.3** The Executive shall perform such duties as are set for their respective positions.

13. DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE

- 13.1** To carry out the business of Ringette PEI and hold such meetings as it deems necessary.
- 13.2** The actions and decisions of the Executive shall be reported to the Board of Directors for ratification.
- 13.3** To have the power to appoint Chairpersons of Standing Committees and clearly define the duties and functions of such committees.
- 13.4** In case of death, resignation or incapacity of any officer or Chairperson of a Standing Committee of Ringette PEI, to declare the office vacant and appoint another person for the balance of the term.
- 13.5** Minutes of Executive meetings shall be circulated within 14 days to the Board of Directors and shall be adopted at the next meeting of the Board.
- 13.6** The Executive of Ringette PEI and Chairpersons of the Standing Committees shall take office immediately after adjournment of the Annual General Meeting at which they are elected.

14. EXECUTIVE MEETINGS

- 14.1** The meetings of the Executive shall be held at such time and in such place as the President shall designate. Reasonable notice of meetings shall be given to all Executive in writing, by telephone or otherwise. Business may be conducted by conference call.
- 14.2** Executive meetings shall be held when necessary to deal only with matters requiring immediate or executive action.
- 14.3** Three Executive members shall constitute a quorum for a meeting of the Executive.

15. ANNUAL GENERAL MEETING

- 15.1** The Annual General Meeting (AGM) of Ringette PEI shall be held on or before May 31st at a time and place as determined by the Board of Directors for the purpose of receiving and approving reports of the auditor and the Board of Directors, electing the Board of Directors, appointing auditors for the ensuing year and for the transaction of such other business relative to the affairs of Ringette PEI as may properly be brought before the meeting.
- 15.2** A call for notices of motion for the AGM shall be sent to the Board of Directors, chairs of Standing Committees, affiliated clubs and individual members 45 days prior to the AGM.
- 15.3** Notices of motion to enact, repeal or amend the bylaws or rules of the organization shall be forwarded in writing to the Secretary of Ringette PEI at least 30 days prior to the AGM at which such motion is to be considered.
- 15.4** The President of Ringette PEI shall cause to be forwarded not less than 15 days or more than 30 days prior to the AGM a written notice of the meeting, its location, date, time, agenda and all notices of motion to the membership.
- 15.5** Each Affiliated Club shall submit to the President of Ringette PEI, at least 7 days prior to the AGM, a certificate of appointment for its representatives and alternates.
- 15.6** The membership shall be notified in writing of the AGM. All such notices may be sent by ordinary prepaid mail or electronic mail to the last known address and shall be deemed to have been received on the day following their posting.

15.7 Notice to the public at large of the AGM may be made through the press and/or other means as deemed necessary by the Board.

15.8 The Board of Directors and the Club Representatives in attendance at the AGM shall constitute a quorum.

15.9 The regular order of business at the AGM, which shall take precedence over all other business, shall be:

1. Call to Order
2. Presentation of Credentials
3. Reading and Approval of Minutes of previous AGM
4. Business arising from the Minutes
5. Correspondence
6. Executive and Standing Committee reports
7. Club reports
8. New Business
9. Election of the Board of Directors
10. Adjournment

15.10 The Secretary shall ensure that minutes of the AGM are forwarded to all members of the Board of Directors within 30 days.

16. SPECIAL GENERAL MEETING

16.1 Special general meetings of Ringette PEI may be called at any time deemed necessary by the Board or by written request of at least fifty percent (50%) of the affiliated clubs.

16.2 Notice of the time and place of the special general meeting, together with a notice of the business to be transacted shall be given at least seven (7) days in advance.

16.3 At any special general meeting, the Board of Directors and the Club Representatives in attendance shall constitute a quorum.

17. VOTING

17.1 At Executive and Board Meetings:

17.1.1 Except the President, each member of the Executive and Board of Directors shall be entitled to one vote on each question at any meeting of the Executive and Board;

17.1.2 The President shall have the deciding vote in case of a tie;

- 17.1.3 No proxy votes shall be permitted;
- 17.1.4 Voting shall be by a show of hands, unless a ballot is requested by members of the Executive or Board either before or after a vote by show of hands;
- 17.1.5 In all voting matters a simple majority shall decide;
- 17.1.6 Abstentions are not counted when establishing a majority vote;
- 17.1.7 A motion to destroy all ballots shall be made prior to the conclusion of the meeting;
- 17.1.8 No persons shall be entitled to more than one vote, irrespective of the number of positions held; and
- 17.1.9 The representatives of each Affiliated Club shall be entitled to one vote each on any question at any meeting of the Board of Directors.

17.2 At Annual & Special General Meetings:

- 17.2.1 At the commencement of the meeting, the President must call for the identification of those members eligible to vote;
- 17.2.2 Only members of the Association in good standing are eligible to vote;
- 17.2.3 Members of the Board and Standing Committee Chairs are entitled to one vote on each question;
- 17.2.4 The President shall vote only in the case of a tie;
- 17.2.5 Each Affiliated Club in good standing shall have the right to appoint six representatives and two alternates for the AGM. Votes at these meetings on all matters shall be cast only by the accredited club representatives or by an alternate replacing a representative, each representative or alternate being entitled to one vote;
- 17.2.6 All members of Ringette PEI shall be entitled to attend the AGM and to participate in discussions but shall not be allowed to vote unless they are an appointed representative;
- 17.2.7 No persons shall be entitled to more than one vote, irrespective of the number of positions held;
- 17.2.8 No proxy votes shall be permitted;

- 17.2.9** Voting shall be by show of hands unless a ballot is requested by a voting member either before or after a vote by show of hands. Two non-voting scrutineers shall be appointed by the president and approved by the voting members when votes are taken by ballot. A majority of voting members present shall constitute the quorum for the transaction of business at that meeting;
- 17.2.10** In all voting matters a simple majority shall decide;
- 17.2.11** Abstentions are not counted when establishing a majority vote; and
- 17.2.12** A motion to destroy all ballots shall be made prior to the conclusion of the meeting.

17.3 Voting By Mail:

- 17.3.1** The President may, on their own initiative, by written request of any affiliated club, or by carried motion of the AGM, submit to a vote by mail, any special matters of interest to the general welfare of Ringette PEI except the enactment, repeal or amendments of the bylaws & rules;
- 17.3.2** Any mail votes of the Board of Directors must be supported by a majority of two-thirds of the members of the Board of Directors participating in the vote;
- 17.3.3** One-quarter of the members of the Board of Directors shall constitute a quorum for a mail vote;
- 17.3.4** In the case of a mail vote, the President shall ensure that each member and each affiliated club entitled to a vote shall receive a clear statement of the question to be voted upon with a request that the ballot be returned to the president within a specified time;
- 17.3.5** The ballots shall be held unopened until the Executive meets for the count;
- 17.3.6** Within ten days of the closing of the mail vote, the President shall mail to each member and each affiliated club representative a copy of the question and the result of the vote including the number voting for or against the question and whether the said question has been carried or defeated;
- 17.3.7** A report of any action taken by mail shall be verified and made part of the next meeting's minutes of the Board; and
- 17.3.8** All mail ballots shall be destroyed by motion of the Board.

17.4 Voting By Telephone and/or Email:

16.4.1 In cases of emergency, telephone votes may be undertaken by using a similar procedure as for an email vote. Ringette PEI may conduct business by a conference call if deemed necessary. A report of any action taken as a result shall be verified and made a part of the minutes of the next meeting of the Board.

18. ROLES AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS

18.1 The Board shall consist of the following positions:

Executive

- a) President
- b) Past President
- c) Vice President
- d) Secretary
- e) Treasurer
- f) Executive Director, Ex Officio

Standing Committees

- g) Competitions Chairperson
- h) Coaching Chairperson
- i) Marketing & Communications Chairperson
- j) Officials Chairperson
- k) High Performance Chairperson

Affiliated Clubs

- l) One representative for each Affiliated Club appointed or elected by each club's method of choice.

18.2 PRESIDENT

- 1) Calling and presiding at all Executive and Board of Directors meetings;
- 2) Casting the deciding vote in case of a tie;
- 3) Appointing and monitoring special committees;
- 4) Monitoring the duties of other officers of Ringette PEI;
- 5) Conducting any business arising between meetings;
- 6) Representing Ringette PEI as required and ensuring that the

decisions and concerns of the Board of Directors are raised accordingly;

- 7) Being an ex-officio member of all committees;
- 8) Being one of the signing officers;
- 9) Maintaining close contact with Ringette Canada and all its factions;
- 10) Being a member of the Board of Directors of Ringette Canada;
- 11) Maintaining close contact with Sport PEI;
- 12) Maintaining close contact with Prince Edward Island's division of Sport and Recreation, Department of Health & Wellness;
- 13) Scrutinizing correspondence and delegating to appropriate committees; and
- 14) Board Liaison with the Executive.

18.3 PAST PRESIDENT

- 1) Being Chairperson of the Nominating Committee; and
- 2) Being Chairperson of Legislation.

18.4 VICE PRESIDENT

- 1) Performing the duties of the President in the absence of the President or inability to act;
- 2) Assisting the President in every way in the operation of Ringette PEI's activities;
- 3) Updating the Bylaws, Policies and Procedures on an annual basis;
- 4) Initiating and monitoring long range planning; and
- 5) Being one of the signing officers.

18.5 SECRETARY

- 1) Recording all minutes of all meetings of the Board of Directors and the Executive and ensuring a copy of said minutes is sent to all members of the Board;
- 2) Conducting all general correspondence of Ringette PEI, including minutes of meetings, any mail voting and record keeping;
- 3) Ensuring all notices of meetings are issued; and
- 4) Ensuring certificate of appointment forms are sent out to member clubs at least thirty days prior to the Annual General Meeting.

18.6 TREASURER

- 1) Ensuring accurate records are kept of all receipts and expenditures;
- 2) Maintaining a file of receipts and correspondence pertaining to the finances of Ringette PEI;
- 3) Collecting and depositing all money belonging to Ringette PEI in such bank as selected;
- 4) Paying all properly certified bills and assessments by cheque, signed by two authorized signing authorities;
- 5) Being aware of and assisting with the preparation of submissions for financial assistance;
- 6) Presenting at all Board of Directors meetings a full report of the financial dealings of Ringette PEI and preparing and forwarding the annual financial report to the designated official of the Prince Edward Island's division of Sport and Recreation, Department of Health & Wellness;
- 7) Being one of the signing officers;
- 8) Being available as required for a financial review by Sport PEI; and
- 9) Advising Board Members, budgetary planning groups, etc., as to the state of Ringette PEI's finances.

18.7 EXECUTIVE DIRECTOR

1) RESPONSIBILITIES

Compiling and filing relevant correspondence in a neat and organized manner. Maintain and update master files for correspondence in areas of membership, minutes, coaches/officials program, etc.;

Ensuring that correspondence is copied to all appropriate board members;

Answering all written and verbal inquiries and general correspondence and/or directing the same to appropriate board members;

Operating efficiently and effectively within the office environment dealing with daily inquiries, correspondence, and general office practices;

Coordinating the production and distribution of printed materials as deemed necessary;

Maintaining an active liaison with Sport PEI, Province of PEI, Sport & Recreation and National Sport governing body; and

Applying for financial assistance from the province and keeping current with grant programs.

2) MAJOR RESPONSIBILITIES

Facilitate, administer, help organize and set goals for Ringette PEI and assist with implementation, particularly with regard to club, regional, provincial and athlete development plans. Ensure technical development is on-going and up-to-date throughout the province.

3) PUBLIC RELATIONS

The Executive Director should make effort to promote Ringette PEI and maintain a positive image.

When directed, provide information of Provincial Sport Governing Bodies programs to media and individuals working within sport and recreation.

4) COMMUNICATION

A constant effort must be made to improve communication at all levels by:

Working very closely with the President and Ringette PEI Board of Directors;

Co-ordinating development of volunteers and treat them as a valuable resource;

Attending board meetings and executive meetings;

Attending Atlantic meetings, if deemed necessary; and

Attending Ringette Canada meetings, if deemed necessary.

The overall goal will be to increase the membership of Ringette PEI through improved communication. Develop an effective plan for the increase in membership through the role of leadership.

Provide assistance to board members who were assigned specific tasks (coaching, officiating, competitions, membership, etc.)

5) **PLANNING**

Working with the Board of Directors to develop short and long range planning opportunities, setting goals and objectives for the group; and

Continually monitoring sport trends, internal and external, to sport governing body and prepare recommendations and/or reports to deal with such trends and updating two-year plan as necessary.

6) **FINANCIAL**

Assisting the annual budget submission to the province;

Assisting with the submission of grant application for the coaching program and the officiating program sponsored by Prince Edward Island's division of Sport and Recreation, Department of Health & Wellness; and

Communicating with the program liaison officer for this.

7) **MEMBERSHIP**

Being responsible for the registration of Affiliated Clubs, Member Athletes, Coaching Staff, Officials and General Members;

Sending registration packages out each September with all appropriate material and information on both Provincial and National registration and having all clubs return packages by Dec. 15th, of each competitive year;

Entering all relative information into the Ringette Canada Database system on all registered members;

Keeping the registration database updated throughout each competitive year;

Sending a copy of the membership list of all registered athletes, officials, coaching staffs and general members, including name, club affiliation, address, telephone, birth date to President, Secretary, Executive Director, and Club Administrators; and

- 8) **PROFESSIONAL DEVELOPMENT**
Where budget considerations permit, permission may be given to the development coordinator for training opportunities.
- 9) Plus any pertinent duties as directed by the President and reviewed annually by the Executive.

18.8 COMPETITIONS CHAIRPERSON

- 1) Establishing a calendar of events, including league schedules and provincial playoff format, and sending to all registered clubs and Officials Chair;
- 2) Arranging for an event manager for each competition and competitive event;
- 3) Arranging for clubs to host the meets sanctioned throughout the year;
- 4) Being responsible for how events should be hosted;
- 5) Maintaining all materials necessary for events;
- 6) Drawing up a calendar of events for approval by the Board of Directors; and
- 7) Chairing the Game Protest committee;
- 8) Other duties as assigned.

18.9 COACHES CHAIRPERSON

- 1) Compiling and maintaining an up-to-date roster of all Provincial coaches to include given name, surname, address and qualifications of each coach and the name and address of each facility they coach;
- 2) Providing and maintaining liaisons between the coaches of the Affiliated Clubs and the provincial Section and the national Coaches Representative or Chairperson, on such matters as the national body deems necessary or when called upon;
- 3) Reporting to the Board of Directors on matters discussed at Provincial Coaches meetings;
- 4) Reporting to the coaches following Board meetings on developments concerning coaches in a timely manner;
- 5) Determining the need for coaching clinics and coaches' training programs;
- 6) Arranging for or sourcing coaches training programs as deemed necessary; and
- 7) Other duties as assigned.

18.10 MARKETING & COMMUNICATIONS CHAIRPERSON

- 1) Being responsible for the coordination of all promotional activities of Ringette PEI including demonstrations and TV or radio interviews;
- 2) Maintaining a current media contact file and arranging for pictures and interviews when deemed necessary;
- 3) Preparing articles for newspaper, radio, and TV release;
- 4) Developing and preparing media kits for specific events;
- 5) Sending advance information to news media on Provincial Competitions and Competitive Events, meetings, clinics and other events, including Come Try Ringette;
- 6) Preparing write-ups on Provincial competitors attending events outside the province;
- 7) Being responsible for maintaining an active presence on social media by ensuring timely information and engaging with members, media, partners, and sponsors;
- 8) Ensuring the safe keeping of all Prince Edward Island trophies and awards;

- 9) Ensuring that all required engraving has been properly completed;
- 10) Ensuring that all trophies are in good repair when they are presented at the prescribed championship;
- 11) Purchasing and/or obtaining such awards as may be directed from time to time;
- 12) Keeping permanent record of recipients of all trophies;
- 13) Advising trophy donors annually by letter, the winner of and the location of her trophy;
- 14) Preparing a billing list for trophy engraving and keeper trophies for the Treasurer;
- 15) Sending out the call for nomination for annual awards;
- 16) Chairing the annual awards selection committee and assisting with the organization of the awards ceremony; and
- 17) Other duties as assigned.

18.11 OFFICIALS CHAIRPERSON

- 1) Maintaining an up-to-date list of qualified judges, referees, scorers and technical monitors residing in the Province to include given names, surname, address, and qualifications;
- 2) Arranging for Officials clinics, courses and examinations;
- 3) Submitting a list of eligible candidates for the National examination to the Officials Management Team;
- 4) Maintaining a record of performance by each Official, i.e. numbers of competitions officiated each year;
- 5) Supervising or delegating supervision of officials at Provincial Competitions and Events;
- 6) Maintaining records of course attendance and exams on all levels and all relative information;
- 7) Providing officials for Provincial competitions and events;
- 8) Keeping the file on inventory of material needed and reordering when necessary from the NSO; and
- 9) Other duties as assigned.

18.13 HIGH PERFORMANCE CHAIRPERSON

- 1) Being responsible for overseeing the High Performance Program and the U12 Development program;
- 2) Working with the Coaching Chairperson to ensure high performance coaching staff have all necessary training and opportunities for professional development;
- 3) Meeting with high performance and development team(s) coaching staff annually in September to review the programs and expectations;
- 4) Overseeing the development and implementation of a strategic plan for the high performance program in consultation with all stakeholders;
- 5) Ensuring all teams are financially responsible and putting forth requests for funding on behalf of the teams;
- 6) Ensuring an appropriate transition for athletes from development program(s) to the high performance program;
- 7) Reporting to the board of directors on behalf of the high performance teams and the development teams;
- 8) Assisting with the coordination of the U12 Development Program including the design of the program from year to year and ensuring that the program is following all guidelines established by the RPEI board of directors;
- 9) Serving on the host committee of any regional event hosted on PEI for a development or high performance program
- 10) Other duties as required.

18.13 CLUB REPRESENTATIVES

- 1) Following the Annual General Meeting and prior to the first Board of Directors Meeting, each Affiliated Club shall appoint or elect one representative to sit on the Board of Directors for a one-year term.
- 2) Club representatives shall report activities and concerns of their respective club to the Board of Directors.
- 3) Representatives shall report back to the clubs, reporting decisions of the Board, details of upcoming competitions and

events, and concerns of the Board of Directors to the Executive of their respective clubs.

- 4) Representatives shall also serve on standing and/or special committees as required.

19. RULES AND REGULATIONS

The Board may prescribe such rules, policy, Procedures and regulations consistent with these bylaws relating to the management and operation of Ringette PEI.

20. FISCAL YEAR

The fiscal year of Ringette PEI shall be from May 1st to April 30th.

21. AMENDMENTS

21.1 Bylaws of Ringette PEI may be repealed or amended by a quorum of the Board and must be sanctioned by a majority of the votes cast at an Annual General Meeting of Ringette PEI.

21.2 If any bylaws or any amendment or repeal thereof is rejected by the members or is not submitted to the next meeting of the members, the bylaws, amendment or repeal thereof ceases to be effective and no subsequent bylaws, amendment or repeal having substantially the same purpose or effect shall be effective until confirmed or confirmed as amended by the members.

21.3 Amendments to the bylaws shall become effective immediately upon adoption unless the motion to adopt or a previous motion specifies otherwise.

21.4 Any member in good standing supported by a seconded may propose amendments to the bylaws by submitting written Notices of Motion to the President at least 30 days prior to the Annual or Special General Meeting at which such amendments are to be considered.

21.5 The membership of Ringette PEI shall be notified of amendments to the bylaws within 45 days of their adoption at an Annual or Special General Meeting.

22. GRIEVANCE AND APPEAL PROCESS

To ensure equitable treatment of the members of Ringette PEI, an appeal process is available for those persons who consider a decision of the organization directly affecting them was made using unfair procedures, or was influenced by bias. The appeal process is set out in the policy manual of Ringette PEI.

23. CONFLICT OF INTEREST

It is important for members of Ringette PEI to avoid situations that could result in a conflict of interest. The policy regarding conflict of interest can be found in the policy manual of Ringette PEI.

24. POLICIES

Ringette PEI shall make policies regarding financial reporting fees, discipline, sanctions, suspension, travel as well as such issues as gender equity, harassment, etc. These policies can be found in the policy manual of Ringette PEI.

25. DISSOLUTION

It is specifically provided that in the event of dissolution or the winding up of Ringette PEI as its remaining assets after payment of its liabilities shall be distributed to one or more recognized charitable organizations in Canada.

26. INDEMNITY

Every Board member or other servant of Ringette PEI shall be indemnified by Ringette PEI against all costs, losses and expenses incurred by them respectively in or about the discharge of their respective duties, except such as happens from their own respective willful neglects or defaults.

27. MISCELLANEOUS

Ringette PEI shall file its annual return with the Director of the Corporations Section, through Sport PEI, indicating the names of its directors and officers with their addresses, and dates of appointment or election, within fourteen (14) days of a change of directors.

Ringette PEI shall file with Sport PEI a copy in duplicate of every special resolution within fourteen (14) days after the resolution is passed.