

# **BY-LAWS OF THE WINNIPEG RINGETTE LEAGUE (WRL)**

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According to Part X of the Constitution of the Winnipeg Ringette League (“WRL” and/or “League”), By-laws outlining Council structure, responsibilities and authorities shall be in place for the League.

### **I. RESPONSIBILITIES OF THE LEAGUE**

To operate a ringette league in accordance with the objects of the league as outlined in the Constitution.

### **II. EXECUTIVE AND STAKEHOLDER COUNCIL MEMBERS**

- A. The Executive members of Council shall consist of the following:
  - i. President
  - ii. Vice-President
  - iii. Treasurer
  - iv. Secretary
  - v. Registrar
  - vi. Scheduler
- B. The Stakeholder members shall consist of the following:
  - i. Communications Coordinator
  - ii. Referee-in-Chief
  - iii. Playoff Coordinator
  - iv. Three Division Representatives, comprised of:
    - 1. a Youth Representative
    - 2. a High Performance Representative
    - 3. an Open Representative
- C. Method of Election
  - i. Elections of the Executive and Stakeholder members shall be made at the annual general meeting.
  - ii. Nominations for election to a position on the Executive or as a Stakeholder member may be made by:
    - 1. an ad hoc nominating committee of the WRL, if such a committee is struck in advance of an annual general meeting for such a purpose;
    - 2. any Council member of WRL, proposed and seconded on a nomination form to be supplied by the Secretary. If the nominee is not present at the meeting, their assent to the nomination must be presented in the form of their signature on the nomination form; and/or

3. any member of the league, from the floor, during the annual general meeting. Assent of such a nominee must be given personally at the meeting.
- iii. When nominees for any Executive or Stakeholder member position are absent from the AGM of the WRL, the absent nominee(s) must either appear by video conference or send a letter to be read at the AGM at the time of the election of their position. The absent nominee shall make a verbal or written statement explaining:
  - their reason for being absent; and
  - their experience, qualifications and/or philosophy regarding the duties of the position.The statement shall not exceed two minutes in length.
- iv. Each nominee for an Executive or Stakeholder position shall be presented and provided an opportunity to speak at the annual general meeting for no more than two minutes. Following the presentation of nominees for a position, a vote shall be held:
  1. The vote shall be by secret ballot.
  2. The nominee who receives the most votes shall be named to that Executive or Stakeholder position.
- v. Members of the Executive and Stakeholder positions may not be elected by acclamation. If there is only one nominee, they must receive a majority vote out of the present eligible voters in order to be elected to the position. This vote of confidence shall be a secret ballot.
- vi. At the outset of each annual general meeting, an ad hoc committee of election scrutineers shall be struck. The election scrutineers shall consist of:
  1. one of either the Secretary or Registrar (generally, the one that is not up for re-election at that meeting); and
  2. two Local Association Representatives.

The election scrutineers shall distribute ballots for each vote, and ensure that each vote proceeds in accordance with the bylaws, rules and regulations. After voting members have completed their ballot, election scrutineers shall collect the ballots and conduct a private review of the votes. After votes are tabulated, the election scrutineers shall deliver the results of the vote to either the President or Vice-President (or their delegate as determined by the Executive), as appropriate, and the nominee with the most votes shall be named to the position.

d. Tenure of Office

- i. Except for the Treasurer, Executive members will take office immediately following the annual meeting at which they have been elected. The Treasurer shall take office in accordance with the provisions outlined in part F. iii). xi., below.
- ii. Executive and Stakeholder members shall not hold the same position to which they are elected or appointed for more than two consecutive full terms. If a such member has served two consecutive full terms of the same office and wishes to continue in the same position, Council can vote at the AGM to extend the number of terms, following which the position shall be presented for election in accordance with section II. C., above.
- iii. An Executive or Stakeholder member that is elected or appointed to the position as an interim measure shall not be considered as having served a term.
- iv. Members of the Executive shall sit for a two year term. Elections for each position shall take place every two years, as follows: President, Registrar, and Scheduler to be elected in odd numbered years; Vice-President, Treasurer, and Secretary to be elected in even numbered years.
- v. Stakeholder members shall sit for a 2 year term. Elections for each Stakeholder position shall take place every 2 year(s), as follows: Open Representative, High Performance Representative, and Communications Coordinator to be elected in odd numbered years; Youth Representative, Playoff Coordinator, and Referee-in-Chief to be elected in even numbered years.
- vi. Absence without reasonable explanation of an Executive or Stakeholder member at three consecutive Council meetings renders that position vacant.
- vii. Vacancies of an Executive or Stakeholder member, howsoever caused, shall be filled by the Council in the interim until the next annual meeting. Vacancies shall be filled by nomination. If only one nomination is received, that vacancy shall be filled by appointment. If more than one nomination is received, that vacancy shall be filled by majority vote.
- viii. The Referee-in-Chief position may be filled by two members who are willing to share the workload and responsibilities. The position will only have a single vote. Should both members attend a meeting, the voting member shall be declared at the start of the meeting (either by agreement by the Referees-in-Chief, or in the absence of agreement by declaration of the President). Only the designated voting member shall have a voice in discussions at the meeting. Duties and any associated honorarium amounts may be split in accordance with the two members' wishes. The Referee-In-Chief position may be filled by two members either through an election at an AGM, or by appointment by the Council to fill the position, if vacant.
- ix. An Executive and Stakeholder member of the league may be actively connected with any team, community centre, or local association, but are nonetheless subject to the conflict of interest provisions at section III. F., below.

E. Remuneration

- i. Unless authorized at a Council meeting of the league, no member of the Executive shall receive remuneration for their services, except as follows:
  1. The WRL Referee-in-Chief shall receive an honorarium amount based on the number of teams registered to play in the WRL.
  2. The WRL Scheduler shall receive an honorarium amount based on the number of teams registered to play in the WRL.
  3. The WRL Treasurer shall receive an honorarium amount based on the number of teams registered to play in the WRL. The WRL Treasurer must have the two other WRL signing authorities sign this cheque.
  4. Remuneration rates shall be determined by Council at the last Council meeting before the annual general meeting. The remuneration payment schedule shall be determined by Council at any regular Council meeting.
  5. Reasonable expenses, incurred by any members of the Executive for league business shall be reimbursed to the person incurring the same upon submission of receipt(s) or supporting documents and authorization of the Council or through delegation.
  6. In a vote considering the remuneration of a member of the Executive, said member may not be present for the vote, and their vote may not be recorded or given to proxy.
  7. Executive members and Stakeholder members of the Winnipeg Ringette League Council may receive a WRL-branded jacket upon their election, and every four (4) years thereafter. Council shall set the budget for the jacket.

F. Responsibilities of the Executive and Stakeholder members:

Executive and Stakeholder members shall exercise their duties as described herein, subject to the conflicts of interest provisions under Section III. F.

i. **President**

The President, within the jurisdiction of the league, shall have all the powers vested in such office by RMB and without limiting the generality of the foregoing shall have the power to:

1. Act as a signing officer for the league.
2. Preside at all meetings.
3. Exercise the powers of the Executive, including in cases of emergency.
4. Sit on committees as an ex-officio voting member.
5. Chair the Appeal Committee or appoint a delegate.
6. Strike an ad hoc committee.
7. Exercise the powers of committees including in cases of emergency.
8. Exercise the option of veto on motions passed by the Council with a majority of less than 2/3.

9. Corollary: WRL Council may override a veto by retabling the motion and passing it with 2/3 majority.

ii. **Vice-President**

The Vice-President shall:

1. In the absence of the President, or in the event of their inability to act, have and exercise all the powers of the President as delegated.
2. Sit on committees as an ex-officio voting member.
3. Act as a signing officer for the league.
4. Sit as a member of the Protest committee, or appoint a delegate.

iii. **Treasurer**

The Treasurer shall:

1. Receive all monies payable to the league and keep same on deposit with a registered financial institution approved by Council.
2. Receive and record all accounts payable by the league and with the approval of the Council pay all such accounts.
3. Act as a signing officer for the league.
4. Ensure that all cheques or instruments used to transact business are signed by no less than two (2) signing officers.
5. Pay all accounts payable, expense reimbursements and other debts not exceeding two hundred fifty dollars (\$250.00) without prior approval of the Council, if such obligations are reasonably supported.
- a. Payment of referee fees does not require Council approval.
6. Make payment in all cases by either cheque or direct deposit.
7. The signatures for each cheque being a combination of the Treasurer and any one of two other signing officers.
8. Keep proper books of accounts and make them available to Council at each monthly meeting or on special request.
9. Prepare and review an annual operating budget for the league.
10. Prepare registration fees for Council approval.
11. Prepare for Council approval all expenses as deemed necessary by the Council for games under the direction of the league.
12. Take office fifteen (15) days following their election, for a period of two (2) years thereafter.
13. File a financial report prior to the annual meeting and at the end of their term of office if the term does not come to an end at the annual general meeting. Council shall review the financial report and statements and may request additional information and documentation from the Treasurer. Following Council's review of the financial report, said report shall be filed with Ringette Manitoba.

iv. **Secretary**

Apart from the records kept by the Registrar, the Secretary shall keep all the records of the League and shall:

1. Conduct the official correspondence of the league.
2. Issue notices of all meetings and record attendance of Council members.
3. Record and distribute minutes of all Council, Executive, annual and special meetings to Council and Local Association Presidents.
4. Act as a signing officer for the league.
5. Receive and record all minutes and reports of any committee struck by the league.
6. Distribute nomination forms at the annual general meeting.
7. Be responsible for having sufficient ballots available for voting at the annual general meeting.
8. Sit on committees as appointed.

v. **Registrar**

The Registrar shall:

1. Be responsible to ensure that all teams, bench staff and players are registered with Ringette Manitoba and are otherwise entitled to play within the league.
2. Maintain league game play records and ensure the reliability and integrity of game sheets, rosters, suspensions, league statistics, results and standings.
3. Liaise with loop convenors and others to ensure that rosters and game sheets are in compliance with the rules and procedures of the league.
4. Be responsible for the coordination and training of loop convenors.
5. Chair the realignment meeting, or appoint a delegate to chair the meeting.
6. Make final determinations regarding results or standings, after consulting with the Loop Convenor and Executive.
7. Sit on committees as appointed.

vi. **Scheduler**

The Scheduler shall:

1. Obtain from Local Association ice convenors the necessary indoor ice allotments required for league games, including playoff games.
2. Draw up a schedule and assign ice for league regular season and playoff games.
3. Supply information to the treasurer.
4. Ensure that games are scheduled in accordance with the league rules and calendar, as published by Council.

5. Direct all enquiries to appropriate league officials.
6. Where games must be rescheduled, notify the Referee-in-Chief (or appropriate designate) and the Local Association minor officials assignor(s).

vii. **Referee-in-Chief**

The Referee-in-Chief shall be responsible for:

1. The assignment of on-ice officials, which may be delegated.
2. Facilitating the invoicing of Local Associations for the on-ice officials assigned to their home games.
  - a. this may be completed by direct invoicing or by delegating the invoicing as directed by the Executive.
3. Act as Chair of the Conduct Committee, or appoint a designate.
4. Act as Chair of the Protest Committee, or appoint a designate.
5. Sit on committees as appointed.

viii. **Communications Coordinator**

The Communications Coordinator shall be responsible for:

1. Seeking out corporate sponsors.
2. Working with the Playoff Committee Chairperson to ensure proper publicity of and communications about the playoffs.
3. Ensuring any pertinent information is received by RMB and others for inclusion in their relevant publications.
4. Overseeing all outward facing communications to the public, including website and social media communications.

ix. **Playoff Coordinator**

The Playoff Coordinator shall:

1. Act as Chair of a playoff committee, if struck as an ad hoc committee.
2. Work with Council to establish playoff format.
3. Collect trophies and order medals, banners, etc.
4. Consider temporary player requests during playoffs.
5. Appoint on-site playoff representatives and recruit volunteers as needed.
6. Ensure all arenas have appropriate supplies and resources required to facilitate playoff games.
7. Coordinate the distribution of banners and medals during playoffs.
8. Arrange for any other activity or responsibility as deemed appropriate by the committee to facilitate the playoffs.

x. **Youth Representative**

The Youth Representative shall be responsible for:

1. Being a liaison between Council and teams, bench staff and players of the Youth Division regarding all issues concerning the Youth Division, the rules and regulations and other matters.
2. Shall be present at Conduct hearings for the Youth division, or appoint a designate.
3. Shall attend and participate at seeding and realignment meetings.
4. Shall chair any ad-hoc subcommittee that is struck relating to the Youth Division, or appoint a designate.

xi. **Open Representative**

The Open Representative shall be responsible for:

1. Being a liaison between Council and teams, bench staff and players of the Open Division regarding all issues concerning the Open Division, the rules and regulations and other matters.
2. Shall be present at Conduct hearings for the Open division, or appoint a designate.
3. Shall attend and participate at seeding and realignment meetings.
4. Shall chair any ad-hoc subcommittee that is struck relating to the Open Division, or appoint a designate.

xii. **High Performance Representative**

The High Performance Representative shall be responsible for:

1. Being a liaison between Council and teams, bench staff and players of the High Performance Division regarding all issues concerning the High Performance Division, the rules and regulations and other matters.
2. Shall be present at Conduct hearings for the High Performance Division, or appoint a designate.
3. Shall attend and participate at seeding and realignment meetings.
4. Shall chair any ad-hoc subcommittee that is struck relating to the High Performance Division, or appoint a designate.

### **III. COUNCIL**

**A. The WRL Council shall consist of the following members:**

- i. Executive members, as defined in Section II. A., above, who shall each have voting privileges.
- ii. Stakeholder members, as defined in Section II. B., above, who shall each have voting privileges.
- iii. A representative member from each of the Local Associations (“Local Association Representative”), which includes a representative from:
  - BoniVital Ringette Association
  - Eastman Ringette Association
  - Interlake Ringette Association



- Macdonald Ringette Association
- North West Ringette Association
- Portage Ringette Association
- River East Ringette Association
- Southwest Winnipeg Ringette Association
- St. James Ringette Association
- Transcona Ringette Association

who shall each have voting privileges. Each Local Association shall appoint a Local Association Representative in accordance with their own rules and procedures.

- iv. There shall be a standing invitation extended to have a representative from Ringette Manitoba attend all Council meetings. The representative from Ringette Manitoba shall be a non-voting member of Council.

**b. Members of Council shall take office as follows:**

- i. Executive and Stakeholder members shall take office at the Council meeting following the annual general meeting at which they were elected, or the meeting following their appointment.
- ii. Local Association Representatives shall be added to Council upon submission of their names by the respective Local Associations. The individual representatives of such Local Associations (or their temporary designate) may change without notice, subject to notification from the applicable Local Association president, at any time.
- iii. The representative from Ringette Manitoba shall be added to the contact list for Council meeting communications, upon submission of their name.

**c. Powers and Duties of the Council**

Council shall have the power to administer all affairs of the league, to conduct its business and to authorize all expenditures and, without limiting the generality of the foregoing, shall include:

- i. The operation of the ringette league in Winnipeg and surrounding area and rural Manitoba. WRL shall operate under the official rules of Ringette Manitoba and shall act in accordance with WRL's own policies and procedures. Such operations shall include the scheduling, facilitation and administration of ringette league games and playoffs for teams in various age groups and loops.
- ii. The authority to interpret any provision of the By-Laws, rules and regulations that is contradictory, ambiguous, or unclear, provided that such interpretation is consistent with the responsibilities, duties, objects and spirit of the League.

- iii. The registration of all teams in the league, and ensuring all players and bench staff on each team are properly registered with Ringette Manitoba.
- iv. The appointment of committees, convenors, and volunteers as may be required to carry on the operation, function and business of the league. This includes the power to prescribe the duties of committees and individual roles, as well as the ability to delegate to any committee any of its powers, duties and functions.
- v. The administration or formation of policies and procedures required for the operation of the league.
- vi. The filling of Executive and Stakeholder member vacancies on Council that may occur.

**D. Decision Making Powers**

- i. Individual members of Council shall act in accordance with their roles, the Constitution, By-Laws, rules and regulations.
- ii. When exercising the powers and duties of Council, any matters requiring a vote of Council members shall be brought forth in accordance with Robert's Rules of Order. A vote shall pass if it receives 51% or more of the votes of the eligible voters in attendance at the meeting.
  - a) Where special provisions relating to voting or decision making require no less than 51% of votes, those provisions shall take precedence and apply over this provision.

**E. Local Association Representatives**

The duties of a Local Association Representative are as follows:

- Facilitate communication between Council, the Local Association, their teams and bench staff.
- If a team (via a member of the rostered bench staff) or an individual within the Local Association has any questions or issues as to rules or proper procedure for anything connected to their team, loop or division, the Local Association Representative is the first point of contact. The Local Association Representative may provide any necessary information or refer the matter to another Council member, as appropriate.

**F. Conflicts of Interest**

Each member of Council has:

- A duty to act fairly, reasonably, prudently and in good faith, with the best interests of the WRL in mind when carrying out their duties as Council members.
- A duty of loyalty to the WRL, and shall not use their position as Council member to further any outside interest.

- A duty of obedience, and shall act within the rules and regulations that govern the league.

A Council member shall not:

- knowingly place themselves in a position where they are under an obligation to any person who might benefit from special consideration or who might seek special treatment from the Council member;
- in the performance of their duties, give preferential treatment to an association, team or individual.

A Council member shall:

- disclose all conflicts of interest known to the member, whether real or perceived, when such conflict of interest might affect the Council member's ability to carry out their duties; and
- recuse themselves from any discussion, decision, vote, committee, or duties when a conflict of interest exists.

If a Council member fails to identify a conflict of interest (real or perceived), whether purposefully or inadvertently, the issue may be raised with a member of the Executive. If the issue cannot be resolved, the Executive must refer the issue to Council for determination. After reviewing the "Conflicts of Interest in Sports-Related Decision Making" guide published by the Sport Dispute Resolution Centre of Canada, Council may make a determination, by a vote of at least two-thirds of Council members in attendance, to invalidate or repeal a decision of a conflicted Council member or disqualify or temporarily suspend a conflicted Council member in respect of any discussion, decision, vote, committee or duty when Council determines that the conflicted Council member is unable to act in accordance with their duties.

## **V. LOOP CONVENORS**

Loop Convenors shall be appointed by Council. Any Council member may put forth a name to be considered for appointment as a Loop Convenor. The number of Loop Convenors shall be determined annually by Council. If a Loop Convenor is appointed by Council but is a person who is not otherwise a Council member with voting privileges, that appointee shall not become a member of Council by virtue of appointment as a Loop Convenor and no voting privileges are bestowed upon a Loop Convenor role.

Duties of Loop Convenors:

- Loop Convenors shall report their work to the Registrar.
- Loop Convenors may be called upon to advise Council about seeding within the division(s) and with regards to moving teams between divisions and/or loops.

- iii. Statistics and game sheet monitoring - Loop Convenors shall:
  - Receive, review and record (as needed) all game sheet information.
  - Recorded information such as game results, use of temporary players, penalties and any other information deemed relevant by the Executive.
  - Record and prepare team standings in accordance with the rules and regulations, and in consultation with the Registrar. Where there is a question about results or standings, the Registrar shall be responsible for making the final determination, after consulting with the Executive and Loop Convenor.
  - Maintain information and paperwork regarding roster additions, deletions and temporary players, in accordance with the rules and regulations.
  - Refer matters of concern to the Registrar, including concerns relating to rule breaches, excessive penalties and other in-game concerns noted on scoresheets.

## **VI. STANDING COMMITTEES**

To assist the Council in carrying out its responsibilities, the following Standing Committees shall be appointed:

### **A. Conduct Committee**

- i. The Conduct Committee shall be chaired by the Referee-in-Chief or designate.
- ii. The Conduct Committee shall consist of a roster of no less than six but no more than twelve (12) Council members, which must include the Division Representatives or their delegates.
- iii. The Conduct Committee shall meet from time to time, as determined by the Referee-in-Chief or designate, and as necessary to deal with issues related to the Conduct Committee on a timely basis. Reports of Conduct Committee meetings and Conduct hearings shall be filed with Council at the next Council meeting.
- iv. The Conduct Committee and any related Conduct hearing panels shall act upon the authority of and in accordance with the By-laws, rules, policies and procedures of the League.

### **B. Protest Committee**

- i. This committee shall be chaired by the Referee-in-Chief, or designate.
- ii. This committee shall consist of the Vice-president, one Council member and the applicable Division Representative, or their designate.
- iii. A meeting of the Protest Committee shall be scheduled upon submission of a written protest (in accordance with the rules) and payment of \$300.00 to the

Local Association Representative or to the Referee-in-Chief. If a protest is filed with the Local Association Representative, the Representative shall immediately deliver the protest to the Referee-in-Chief.

- iv. The Protest Committee shall act upon the authority of and in accordance with the By-laws, rules, policies and procedures of the League.
- v. The Protest Committee shall make a final determination regarding the protest. In making the determination, the committee shall consider records, evidence or other information and may make any inquiries of individuals in order to make a fully informed decision.
- vi. Reports of Protest Committee meetings and hearings shall be filed with Council at the next Council meeting.

#### **C. Appeal Committee**

- i. This committee shall be chaired by the President, or designate.
- ii. The committee shall consist of two members of Council who were not involved in the original hearing or decision.
- iii. The committee shall hear and decide upon all matters brought before them pursuant to relevant policies, rules and procedures. The Appeal Committee shall act upon the authority of and in accordance with the By-laws, rules, policies and procedures of the League.
- iv. Reports of Conduct Committee meetings and Conduct hearings shall be filed with Council at the next Council meeting.

#### **D. Committee Make-Up: Volunteers**

Where the appropriate or sufficient Council members do not exist to facilitate business conducted by a committee, the President may appoint a volunteer who may be a non-council member to a Standing Committee or an ad hoc Committee.

### **VII. AD HOC COMMITTEES**

Council shall strike committees as may be required to carry out the business of the League. Ad hoc committees shall be reviewed at each Council meeting, and renewed as needed. Ad hoc committee members shall be appointed by Council, upon recommendation of the President.

### **VIII. FISCAL YEAR**

The fiscal year of the League will be from April 1st to March 31st.

### **IX. ORDER OF BUSINESS**

The following order of business may be observed at all meetings:

- A. Call to Order
- B. Attendance of Eligible Voters and Guests (Establish Quorum)

- C. Reading of Minutes
- D. Unfinished Business
- E. Elections of Officers (if required)
- F. New Business
- G. Reports from each member of the Executive
- H. Reports from each Stakeholder Member
- I. Reports from Local Association Representatives
- J. Report from Ringette Manitoba representative
- K. Committee Reports

## **X. REPRESENTATION AND VOTING AT MEETINGS**

- A. Each Executive member shall be entitled to attend and cast one vote at all Executive, Council, annual and special meetings.
- B. Each Stakeholder member shall be entitled to attend and cast one vote at all Council, annual and special meetings.
- C. Each Local Association Representative shall be entitled to attend and cast one vote at all Council, annual and special meetings. This vote may be transferred to any member of their association's board of directors.
- D. Voting privileges at annual general meetings and special meetings shall be determined as follows:
  - i. Each Executive member shall have one vote;
  - ii. Each Stakeholder member shall have one vote;
  - iii. Each Local Association Representative shall have one vote, and may delegate their vote to another board member of the Local Association;
  - iv. Each Local Association may be entitled to additional votes, which may be designated to any member of their board of directors. A Local Association will be entitled to additional votes, as follows:
    - a) Local Associations with 500 or more players registered shall receive three (3) votes;
    - b) Local Associations with at least 250 players but less than 500 players shall receive two (2) additional votes;
    - c) Local Associations with at least 100 players but less than 250 players shall receive one (1) additional vote.
  - v. For those Local Associations entitled to additional votes under subrule iv., the Local Associations must appoint designated member(s) of their board of directors to attend the meeting for voting purposes. Designated members must not be the Local Association Representative (or their delegate).
- E. No individual can represent more than one vote at any meeting.
- F. There shall be no votes by proxy at Executive or Council meetings, unless contemplated in the By-laws.