

**WESTERN  
REGION  
RINGETTE  
ASSOCIATION**

**BY-LAWS AND POLICIES  
APRIL 1989  
Amended - May 1996**

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# **BY-LAWS**

## **1.0 O.R.A. CONSTITUTION**

WESTERN REGION RINGETTE ASSOCIATION shall adopt the constitution of the Ontario Ringette Association comprising of Letters of patent, by-laws and regulations as published along with the by-laws, policies and procedures contained here in.

## **2.0 WESTERN REGION BY-LAWS**

BY-LAWS affecting the Western Region Ringette Association may be enacted, repealed or amended by a two thirds (2/3) majority vote of the members in attendance at an Annual General Meeting of Western Region. Such notice of proposed by-law change will be noted on the Agenda to be received by Committee Members at least ten (10) days prior to the meeting. A by-law change will be provided for Committee review by:

- a) Submission of written copies to the membership at the above noted meeting.
- b) Tabling of the item for a minimum of thirty (30) days before a vote is taken.

## **3.0 WESTERN REGION POLICIES AND PROCEDURES**

The Board of Western Region may develop Policies and Procedures for the running of the organization. These will be approved by a simple majority of the Board of Directors. Policies will be brought forward at a meeting of the Western Region Committee for approval by a simple majority of the members in attendance. Procedures may be brought forward to the Western Region Committee for information.

## **4.0 AGREEMENT**

All Executive, Board, Association Representatives, League Representatives and Member Associations shall abide by the By-laws, Policies and Procedures issued in writing by the Western Region.

## **5.0 CONDUCT**

The conduct and character of all will be of the highest standards and in keeping with the image of Ringette. No persons shall serve in any capacity of Western Region Executive, Board or Regional Committee under indictment for a criminal offense.

## **6.0 REMOVAL**

Any person or association acting in contravention of ORA or WRRRA bylaws, Policies or Procedures, or to the detriment of Ringette may be removed by a two-thirds (2/3) majority vote of the membership in attendance at a meeting of the regional committee.

EXCEPTION - Persons appointed by the Executive may be removed by a two-thirds (2/3) majority vote of the region executive.

## **7.0 CONFLICT OF INTEREST**

Any person(s) voting on any issue that will result in that person(s) gaining financially as a result of said vote must declare a conflict of interest prior to the matter being considered.

EXCEPTION - normal expenses as outlined in this policy manual under Expenses. No voting member shall declare a conflict of interest for any reason other than indicated above.

## **8.0 NAME**

The name of the organization shall be the WESTERN REGION RINGETTE ASSOCIATION (WRRRA).

## **9.0 OBJECTIVES**

- 1) to promote, administer and develop the sport of Ringette within our boundaries.
- 2) to deliver coaching programs for the development of WRRRA coaches.
- 3) to provide Officiating programs to develop WRRRA Officials.
- 4) to provide Player Development programs to aid in the development of WRRRA players.
- 5) to promote the development of new Ringette Associations.
- 6) to provide regional B & C Championships and administer Provincial Preliminaries for A & AA.
- 7) to provide a communications link between ORA and Local Assoc.
- 8) to administer policies of the ORA and WRRRA.
- 9) to insure all players, coaches, officials and administrators have the opportunity to improve their skills.
- 10) to actively promote, adhere to and support the objectives and policies of the ORA and Ringette Canada.

## **10.0 EXPENSES**

Executive and Board Members shall be reimbursed for out of pocket expenses for telephone, travel, printing, photocopying, postage, meals and accommodation (when out of town on approved Region Business for more than 6 hours - i.e. the Regional Championships). These expenses must be included in the approved budget or by special resolution of the Region Executive. Other expenses must be approved by the Region Executive prior to the expenditure.

## **11.0 WESTERN REGION RINGETTE ASSOCIATION STRUCTURE**

### **11.1 EXECUTIVE COMMITTEE**

The executive shall consist of:

1. Immediate Past Chair
2. Chair
3. First Vice Chair
4. Second Vice Chair
5. Treasurer
6. Secretary

### **11.2 REGIONAL BOARD OF DIRECTORS**

The Board of Directors shall consist of:

1. The Executive Committee
2. Regional Coaching Coordinator
3. Regional Games and Tournaments Coordinator
4. Regional Officiating Coordinator
5. Regional Sport Development Coordinator
6. Regional Adult Development Coordinator
7. Regional Membership Services Coordinator

### **11.3 REGIONAL COMMITTEE MEMBERS**

The Regional Committee shall consist of:

1. The Regional Board of Directors
2. One regional representative per member Association.
3. Two regional representatives per league within Western Region where two (2) or more Western Region Member Associations participate.

## **12.0 STANDING COMMITTEES**

### **12.1 NOMINATING COMMITTEE**

The nominating committee shall consist of:

1. The immediate Past Chair in even years as Chair
2. The Region Chair in odd years as Chair
3. A Local Association Representative from two different Associations.

### **12.2 CONSTITUTION REVIEW COMMITTEE**

The Constitution Review Committee shall consist of:

1. The immediate Past Chair in even years as Chair
2. The Region Chair in odd years as Chair
3. The Secretary
4. Three Local Association Representatives from three different local associations.

### **12.3 DISCIPLINE COMMITTEE**

The Discipline Committee shall consist of:

1. The First Vice Chair as Chair
2. Games and Tournaments Coordinator
3. Officiating Coordinator
4. Coaching Coordinator
5. Three persons of majority age to be appointed by the Standing Committee from member associations ensuring that there is no conflict of interest.

### **12.4 APPEALS TRIBUNAL**

The Appeals Tribunal shall consist of:

1. Five individuals appointed by the Region Executive that the Executive determine be the best suited to deal with the appeal being heard. They shall elect a Chair from among them.

### **12.5 LEAGUE COMMITTEE**

The League Committee shall consist of:

1. The Second Vice Chair
2. Games and Tournaments Coordinator as Chair
3. Coaching Coordinator
4. Two representatives from each active conference (WORL)

### **12.6 REGIONAL CHAMPIONSHIP COMMITTEE**

**(Provincial A/AA, Regional B/C Championships)**

The Regional Championship Committee shall consist of:

1. Games and Tournaments Coordinator
2. The Coaching Coordinator
3. The Officiating Coordinator
4. One Representative from the Host Association (if any)

### **12.7 FINANCE COMMITTEE**

The Finance Committee shall consist of

1. The Treasurer as Chair
2. The Second Vice Chair
3. Three (3) Local Association Representatives from three different local associations

### **12.8 REGION ALL STAR TEAM COMMITTEE**

1. The Region All Star Team Committee shall consist of:
2. The First Vice Chair as Chair
3. The Games & Tournament Coordinator
4. Selected Coach of the All Star Team

**13.0 VOTING PRIVILEGES FULL MEMBER MEETINGS AND AGM**

Only the regional representatives of member associations who are members in good standing and having no dues, fines and other monies due ORA or WRRRA beyond the due date. Each regional representative of member associations will carry one vote. League representatives may vote. The chairperson shall not vote except to break a tie vote. All motions at regular member meetings shall be written and carry the signatures of two voting delegates before any discussion of voting shall take place.

**14.0 VOTING EXECUTIVE AND BOARD MEETINGS**

Each member of the Board and the Executive shall have one vote, except the Chair. The Chair shall not vote except to break a tie.

**15.0 ELECTIONS**

Elections to be by simple majority vote of voting delegates present at the Annual General Meeting. (No proxy votes shall be allowed) Any person(s) elected to the Western Region Executive must resign from being a voting member on any local association board of directors within ten days of election to the region.

**16.0 NOMINATIONS FOR EXECUTIVE**

It is preferable that persons nominated for Chair, First Vice Chair, Second Vice Chair, Secretary, Treasurer shall have served on the Regional Committee for at least one year. The Region Nominating Committee must meet at least thirty days prior to the Region AGM. The nominations Chair shall accept nominations from any member of the nominations committee, any nominee from three registered member associations. Nominations shall be closed at the start of the AGM. Each nominee must include with their nomination a consent letter to allow their name to stand. The nominations Chair shall chair the meeting during elections. Use form attached as attachment A

**17.0 TERM OF OFFICE**

**17.1 EXECUTIVE ODD YEARS**

The following executive members shall be elected for a two year period at the Annual General Meeting held in odd number years: Chair, First Vice Chair and Secretary.

**17.2 EXECUTIVE EVEN YEARS**

The following executive members shall be elected for a two year term at the Annual General Meeting in even numbered years: Second Vice Chair and Treasurer.

**17.3 PAST CHAIR**

The Past Chair shall serve for one year following the election of the Region Chair.

**18.0 EXECUTIVE VACANCY**

Any executive vacancy other than Past Chair occurring sixty days prior to the Region

Annual General Meeting will be appointed by a majority vote of the remaining executive. Appointed executive member will serve until the Annual General Meeting. Any executive vacancy not filled at the Annual General Meeting shall be appointed by a majority vote of the executive whom were duly elected at an Annual General Meeting. The appointment must be ratified by a simple majority vote of the membership in attendance at the next regular meeting. The newly appointed executive member will have all the rights and privileges of office from the time of the appointment. Representatives should be chosen from a variety of communities to facilitate input across the membership geography.

#### **19.0 REGIONAL COORDINATORS**

Regional Coordinators shall be appointed annually to serve a one year term by a majority vote of the executive. The voting shall be done by secret ballot at a meeting to be convened immediately following the Annual General Meeting. When more than two candidates are seeking appointment to any Coordinators position there shall be a second ballot with the top two candidates only being considered. Use appointment form attached as B

#### **20.0 RESPONSIBILITIES OF EXECUTIVE, BOARD AND REGIONAL COMMITTEES.**

The Executive, Board and the Regional Committee shall administer the affairs of the region. Each local association shall appoint a Regional Representative to serve on the region committee. Whenever a local association fails to provide the same within thirty days following the AGM or within thirty days following the resignation of a Regional Representative, the Executive shall assume the President of the local association to be the Regional Representative unless otherwise notified. All local associations shall have the right to name up to three alternates as their representative to the region. The Region Executive shall assume all the powers of the Board between board meetings and the Regional Committee between regular meetings of the membership, including adding or amending By-laws and Procedures between Annual General Meetings of Western Region.

#### **21.0 REGION MEMBERSHIP DUES**

All Region Member Associations and Leagues will pay dues to the WRRRA. Any member paying prior to October 31st will receive a discount. Membership dues for the current season will be determined by the Finance Committee and with Executive approval be presented to the Regional Committee for ratification. Any member not paying dues on time will be considered a member not in good standing. On November 1st a late payment penalty of twenty (20) percent per month shall be added on outstanding dues up to three (3) months and thereafter termination of membership shall constitute the "grace period" allowances for all dues to be paid.

**NOTE:** New associations joining the ORA for the first time will have WRRRA dues waived in their first year. This does not apply to league fees.

#### **22.0 NOTICE OF MEETING/AGM**

The Secretary upon direction from the Chair shall mail notice of meeting to all member associations listed in the ORA policy manual under Registered Members Western

Region for the current year for which the AGM is being held. The Secretary shall include notice to all Executive and Coordinators. Notice must be mailed at least (30) days prior to the AGM.

**23.0 QUORUM AT AGM**

Fifty percent plus one of Local Association Representatives whose Associations are members in good standing and have paid all fines and dues owing to WRRRA and ORA shall constitute a Quorum.

**24.0 FISCAL YEAR END**

The fiscal year end of WRRRA will be May 31<sup>st</sup>

**25.0 LOCAL ASSOCIATION RESPONSIBILITY**

It shall be the responsibility of all local associations in WRRRA to pay annual dues to the Western Region. It shall be the responsibility of local associations to provide the region secretary with forty copies of their associations executive, Coordinators and voting region representative (and alternate) by the first region meeting in September for distribution. Information should include: full name, address, postal code and telephone number. It shall be the responsibility of each local association to ensure their representative or an alternate attends all regular region meetings. Association representatives shall provide two printed copies of their report to the secretary. Each local association president shall ensure attendance of their Coordinators at the two Coordinators meetings. In the event a local association does not have a Coordinator for any particular program, the local association president or designate shall assume those duties and fulfill their associations responsibility to the region.

**26.0 LOCAL ASSOCIATION BOUNDARIES**

As per ORA Manual

**28.0 WESTERN REGION BOUNDARIES**

The Regional Municipality of Waterloo, save and except the City of Cambridge; the counties of Bruce, Dufferin, Elgin, Essex, Grey, Huron, Kent, Lambton, Middlesex, Perth and Wellington. See attachment C map of Ontario Regions.

## **POLICIES AND PROCEDURES**

### **1.0 SIGNING AUTHORITY**

The Chair and Treasurer shall have cheque signing authority for the association along with one other executive member as approved by the Region Executive. All cheques must have the signatures of the Treasurer and at least one other authorized signing officer. All other documents of the region must be signed by the Chair or designate (i.e. the Chair may designate the Secretary to sign all standard transfers).

#### **1.1 WRRRA OFFICIAL COLORS/LOGO**

The official colors of the Western Region are Blue, Red and Gold. The Logo for the Region (established WRRRA 1984) as per copy below.

### **2.0 ORA POLICIES**

It is the policy of the WRRRA that if there are any conflicting policies or by-laws the ORA policies shall take precedence.

### **3.0 REGION MEETING ATTENDANCE/CONDUCT**

#### **3.1 EXECUTIVE ATTENDANCE/CONDUCT**

Any executive member missing two consecutive meetings without prior approval of the Chair or acting contrary to the policies and procedures of the WRRRA may be suspended by a two thirds majority of the membership in attendance at any regular meeting of the Regional Committee.

#### **3.2 COORDINATOR ATTENDANCE/CONDUCT**

Any Coordinator missing two consecutive meetings without prior approval of the Chair or acting contrary to the policies and procedures of the WRRRA may be suspended by a two-thirds majority of the Executive Committee.

#### **3.3 LOCAL ASSOCIATION REP ATTENDANCE/CONDUCT**

Any local association representative missing two consecutive meetings without prior approval of the Chair or acting contrary to the policies and procedures of WRRRA may result in the association being considered a member not in good standing and/or fines being levied by two thirds majority vote of the membership in attendance at any regular meeting of the Regional Committee.

#### **4.0 CORRESPONDANCE**

All official incoming correspondence should be addressed to the Secretary at their address which will be published at our Annual General Meeting immediately following Elections. All out going correspondence from any executive board member must copy the region secretary.

#### **5.0 RELEASE POLICY**

As per ORA Manual

#### **6.0 APPEAL PROCESS**

All appeals shall be heard by the WRRRA Appeals Tribunal providing the person(s) seeking appeal sends notice in writing to the Region Secretary within ten days of the decision for which they are seeking the appeal. All appeals must include a certified cheque for seventy-five dollars (\$75.00) **non-refundable** fee to Western Region Ringette Association. Only decisions of the Discipline Committee shall be subject to appeal without majority support of the Region Executive.

#### **7.0 AGENDAS AND ORDER OF BUSINESS**

The order of business at all regular and Annual General Meetings shall be as presented by the Chair's agenda.

##### **7.1 PLACING ITEMS ON THE AGENDA**

Any member wishing to raise a discussion leading to a motion under the heading of General Business must have saved a place on the agenda prior to the meeting. This may be done by contacting the Chair at least twenty four hours before the scheduled start of the meeting.

##### **7.2 AUTHORITY TO REFUSE**

The Executive by majority vote shall have the authority to refuse discussion leading to a motion of items not on the agenda.

#### **8.0 AMENDMENTS & CHANGES TO REGION POLICY**

All amendments to Region policy shall take immediate effect upon approval at any regular or special meeting by vote of a simple majority of the Local Association Representatives in attendance at the time or by a simple majority vote of the Region Board of Directors at their meeting. The Executive shall by majority vote change or amend policy at any meeting of the Executive and assume the same authority as does the ORA Board of Directors but only to the extent that effects the Western Region. All changes and amendments will be ratified by the general membership at the next general meeting. Secretary shall be responsible for updating the manual in preparation for this meeting. It shall be the responsibility of the members to note changes in the Policy Manual between printings.

## **9.0 REGION ATTENDANCE AT THE ORA AGM**

In odd years the Chair elect shall attend the ORA AGM at the expense of Western Region. If the Chair elect wishes to have their spouse attend with them the region shall cover their non participating costs plus the awards dinner. In even years the First Vice Chair shall attend with the same benefits as the Chair elect in odd years.

## **10.0 OFFICIATING AND COACHING CLINICS**

All clinics in Western Region shall be run under Western Region with approval to host coming from the regional Coordinator responsible for that program. All clinics shall hold advance registration for those individuals wishing to attend sending full payment to the Region Treasurer at least ten (10) days prior to the scheduled start date. All coaching and officiating clinics in Western Region shall have \$5.00 per participant surcharge to cover region administration and contribute to the costs of running the region. The region shall assume full financial responsibility for any loss incurred in the running of a Region sponsored clinic. It shall be the local association host responsibility to adhere to the guidelines in the ORA policy manual relative to expenditures in conjunction with running a clinic. Any Association who prefers to have their own clinic must receive region executive approval and may only accept registration from members of their association. Any losses sustained in running such a clinic would be the responsibility of that association.

## **11.0 APPLICATIONS TO HOST CHAMPIONSHIPS**

Application to host a Region Championship shall be submitted to the Regional Championship committee by July 1 annually. The application to host must include a two hundred dollar (\$200.00) deposit. There shall be four (4) Western Region Championship events, Region Provincial AA, Region Provincial A, Regional B, and Regional C. The Regional Championship Committee shall recommend to the Western Region Executive for their approval as to who will be awarded any particular Championship event. The Championship Committee may recommend combining any Championship event. Failure to secure a host for any particular Championship event will result in cancellation of the Championship.

## **12.0 TERMS OF REFERENCE FOR EXECUTIVE AND COORDINATORS**

### **12.1 IMMEDIATE PAST CHAIR**

The immediate past Chair shall be a member of the Region Executive and shall act as a resource person and advisor to the region. The past Chair shall be Chair of the Constitution review Committee and the Nominations Committee in even years. The immediate past Chair shall perform other duties as assigned by the Region Chair.

## **12.2 REGION CHAIR**

Shall preside over all meetings of the Executive, Board and Committee with the usual privileges of office. The Chair will be an exofficio member of all committees and Coordinators meetings. The Chair or designate shall act for any Coordinator in their absence. Meetings shall be called at the discretion of the Chair, however the Chair shall be obliged to call a meeting of the membership at the request of three (3) or more Executive members and or Regional Representatives.

## **12.3 FIRST VICE CHAIR**

Shall perform the duties of the Chair in their absence. Shall be an exofficio member and be responsible for the following Regional Coordinators: Games and Tournaments, Adult Development, Sport Development. First Vice Chair shall be Chair of the discipline Committee, Provincial Championship Committee and the Regional All-Star Committee. Perform other duties as assigned by the Chair.

## **12.4 SECOND VICE CHAIR**

Shall perform the duties of the First Vice Chair in their absence. Shall be an exofficio member and be responsible for the following Regional Coordinators: Coaching, Officiating and Membership Services. The Second Vice Chair shall serve as a member of the Finance Committee. Perform any other duties as assigned by the Chair.

## **12.5 SECRETARY**

The Secretary shall be responsible for recording the minutes of all meetings of the Executive, the Board and the Region Committee as well as the AGM. The Secretary will receive all official correspondence to WRRRA, by direction of the Executive handle out going correspondence. The Secretary shall send all member associations, Reps, Coordinators, League Reps and Executive minutes of the previous meeting and notice of the time and place of the next full member meeting. The minutes and notice shall be mailed or hand delivered at least fourteen (14) days prior to the next regular full member meeting. Perform other duties as assigned by the Chair.

## **12.6 TREASURER**

The Treasurer shall receive all and pay all accounts included in the approved budget by cheque from the Regional Treasury. All disbursements not contained in the budget as approved by the Executive must receive majority Executive approval. The Treasurer shall keep and accurate record of all monies received and disbursed and report all transactions by way of a financial report at every regular meeting of the full membership. The Treasurer shall be responsible for preparation and presentation of the year end financial statement at the AGM. May 31st, shall be the end of our fiscal year. The Treasurer by the first meeting after September 30 shall compile all executive and Coordinators budgets into one overall region budget and report at all regular full member meetings our progress to date against budget by program. The Treasurer shall make all deposits to the Region account within seven days of receipt. The Treasurer shall be Chair of the Finance Committee. The Treasurer shall perform other duties as assigned by the Chair.

## **12.7 COORDINATORS RESPONSIBILITIES**

The Coordinators shall be responsible to the Region Executive through the appropriate Vice Chair for the administration of their respective programs. Any program Coordinator who is required to make a decision that is not covered by the region policy manual or the ORA policy manual will do so in consultation and agreement of a simple majority of the Region Executive. **EXCEPTION** where time is of the essence the Coordinator shall consult with the Vice Chair responsible for their program or the Chair.

Failing this the Coordinator shall decide using best judgement and report their actions to the appropriate Vice Chair as soon as possible for Executive ratification.

Coordinators shall represent the concerns of the region membership at all Provincial program meetings and file a written report of those meetings at the first Region meeting following. Coordinators will act a resource people to the Region member associations by providing guidance and written reports at all Region meetings. It is the responsibility of each Coordinator to notify the Region Chair if they can not attend a Provincial Standing Committee meeting in sufficient time to allow the Region Chair time to send an alternate. All Coordinators by October 15<sup>th</sup>, must appoint an assistant to them to be approved by the Region Executive. In the event a Coordinator has not appointed an assistant by October 15 the Region Executive may appoint one. All Coordinators shall submit a forecasted budget detailing projected income and expense for their particular program at the first Region meeting after September 1. Each Coordinator shall convene and chair two meetings annually of all local association Coordinators for their particular program. The first meeting shall take place during the month of October for the purpose of explaining the years plan and solicit co-operation from all local association Coordinators. The second meeting shall be convened in the month of March for the purpose of evaluating the year and obtaining input from the local association Coordinators in preparation for the April Region Coordinators Provincial meetings. The respective Coordinators shall serve on the Standing Committee as noted under Standing Committees in the Western Region By-Laws. All Coordinators shall perform other duties assigned by the Region Chair and their respective Vice Chair.

## **13.0 STANDING COMMITTEES TERMS OF REFERENCE**

### **13.1 EXECUTIVE COMMITTEE**

The Executive Committee shall be responsible for the day to day operation of Western Region Ringette Association. This committee shall meet at the discretion of the Chair. The Executive Committee in addition to those rights and privileges outlined in the By-Laws shall have authority over all Standing and Ad hoc committees of Western Region Ringette Association. The Executive Committee shall by majority vote make all committee appointments as prescribed in the Western Region By-Laws.

### **13.2 NOMINATING COMMITTEE**

The Nominating Committee shall be responsible for gathering names of people wishing to stand for any elected Executive position. They will collect nomination forms and insure that all nominees meet the requirements as set down in the Western Region By-Laws. The Chair of this committee shall preside as Chair during the election at each Annual General Meeting and shall be responsible for appointment of the scrutineers.

### **13.3 CONSTITUTION REVIEW COMMITTEE**

The Constitution Review Committee shall be responsible for reviewing the Constitution of the Western Region and preparing changes for submission to the membership at least thirty (30) days prior to our Annual General Meeting.

### **13.4 DISCIPLINE COMMITTEE**

The Discipline Committee shall hear matters of discipline that are determined by a majority vote of the Region Executive to be (A) under the jurisdiction of Western Region and (B) to warrant some disciplinary action. The Chair shall convene a meeting of the committee within ten (10) days of Executive approval. This committee shall have the right to call any member to appear before this committee to give evidence. This committee shall have the right to assess fines up to two hundred dollars (\$200.00) for each disciplinary action. This committee shall have the right to recommend suspensions. The costs of a hearing by this committee may be assessed to the individual or association for whom the disciplinary action is initiated against providing the Disciplinary Committee finds a need for the discipline against that individual or association. The offending party shall be notified in writing within 10 days of a decision.

### **13.5 APPEALS TRIBUNAL**

The Appeals Tribunal shall hear appeals of actions of the Disciplinary Committee rulings or those approved by a majority vote of the Region Executive. Any individual or association shall have the right to appeal a decision of the discipline committee by forwarding to the Chair of the Appeals Tribunal written notice of such intention along with a certified check for seventy-five dollars (\$75.00) **non-refundable** payable to Western Region Ringette within ten (10) days of the decision of the disciplinary committee for which they are appealing. The Chair shall set a date for an appeal within ten (10) days of receipt of an appeal notice. The appeals tribunal shall have the right to call any member to give evidence. The decision of the Appeals Tribunal shall be final.

### **13.6 LEAGUE COMMITTEE**

This committee shall meet at the discretion of the League Committee and operate pursuant to the regulations contained in the current Western Ontario Ringette League Manual.

### **13.8 REGIONAL CHAMPIONSHIP COMMITTEE**

#### **(PROVINCIAL AA & A, REGIONAL B & C)**

This committee shall meet as often as required. A Quorum shall be four (4) members providing the host representative is among the four. This committee shall carry out the following duties with Region Executive approval.

- 1) Set the deadlines for team entries
- 2) Design and print the entry forms
- 3) Evaluate teams entered and take action necessary regarding the correct placement of teams at all levels.
- 4) Organize schedules, games structure, etc
- 5) Assist the host association
- 6) Set up the tournament rule exceptions
- 7) Oversee all activities during championships
- 8) Set the entry fees
- 9) Ensure the Regional Rules are adhered to during all Championship events
- 10) Determine medal requirements
- 11) Document the appeal process
- 12) Ask for final approval of Region Executive

### **13.9 FINANCE COMMITTEE**

The Finance Committee shall meet at least twice per year at the discretion of the Committee Chair. The Finance Committee shall be responsible for overseeing the finances of Western Region. This Committee shall be responsible to audit the books of Western Region prior to the AGM and sign a statement to be included with the year end financial statement stating that they did so.

### **14.0 REGION ALL STAR TEAM COMMITTEE**

The Region All Star Team Committee shall meet at the discretion of the

Committee Chair. Subject to Western Region, Executive Approval this committee shall be responsible for all matters pertaining to the Region All Star Team. Selection of bench staff when required, fund raising to support the teams activities, fund raising to pay for equipment acquisitions and providing guidance as to aims and goals that Western Region shall expect of such a team.