

**Zone 2 – BIG COUNTRY RINGETTE
ASSOCIATION**

BYLAWS

EFFECTIVE: June 1, 2009

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ARTICLE 1 - DEFINITIONS and INTERPRETATION

In these Bylaws:

- A) **“ASSOCIATION”** means Big Country Zone 2 Ringette Association hereinafter to be referred to as Zone 2;
 - B) **“BOARD”** means the BOARD OF DIRECTORS of the Association;
 - C) **“ELECTED”** means members of the Board of Directors that are elected by the Membership at the Annual General Meeting of the Membership;
 - D) **“APPOINTED”** means appointed by the elected members of the Board “or” elected by the Membership outside of the Annual General Meeting via a process outlined by the Board;
 - E) **“EXECUTIVE”** means the elected EXECUTIVE OFFICERS of Zone 2;
 - F) **“DIRECTOR”** means the elected and appointed Directors of Zone 2;
 - G) **“MEMBER ASSOCIATION”** – Individual Ringette Associations in good standing that are within the boundaries of Zone 2 as prescribed by Ringette Alberta
 - H) **“MEMBER”** means Individual Members, Associate Members and Lifetime Members (under age minor (18 and under) who is represented by a Parent/Guardian) that are registered with a Member Association
 - I) **“PLAYER”** means any individual who plays Ringette for a team within Zone 2 and who is registered with a Member Association and Ringette Alberta;
 - J) **“MATERIAL INTEREST”** means any direct or indirect personal or financial interest in the outcome of any matter under consideration at any Meeting of Zone 2.
 - K) **“SPECIAL RESOLUTION”** means a Resolution passed:
 - a) a) at a meeting of which the Board of Directors have been given not less than 7 days written notice specifying the intention to propose the resolution has been given,
 - b) b) by a vote of not less than 75% of the quorum of the Board of Directors present;
- AND
- c) Approved by the Executive Officers of Zone 2.
- L) **“GENERAL MEETING”** shall mean Annual General Meeting, Special General Meeting, Introductory General Meeting and an Emergency General Meeting.

ARTICLE 2 - GENERAL

A) RULING ON BYLAWS

Zone 2 will have the authority to interpret any provision of these Bylaws that is contradictory, ambiguous, or unclear, provided such interpretation is consistent with the objectives of Zone 2. The President of Zone 2 will have full authority of Zone 2 to preside on the interpretation of these Bylaws which includes Appendix A – Zone 2 Rules and Regulations. In cases where the President is in conflict, or unable to provide an interpretation, the Vice President of Zone 2 will assume the President's authority.

B) AMENDMENTS

- 1) The Bylaws of Zone 2 shall not be altered, amended, added to or rescinded except by Special Resolution as by presented to the Board of Directors and adhering to the following process:
 - a) Voting on proposed amendments to the Bylaws will only be allowed at the Annual General (usually March or April) Meetings (AGM). Approval will be governed by the voting privileges outlined Article 4.e
 - b) Proposals must be provided on the appropriate Form (Form 1) to the Board for review and discussion at least 7 days in advance of the meeting preceding the AGM (e.g. to have a proposal voted on at an April AGM must be circulated to the Board 7 days prior to the March meeting).
 - c) Amendment proposals will utilize the "Big Country - Zone 2 Bylaw / Regulation Change Proposal Form" in the Rules and Regulations
 - d) Once the proposed amendment has been reviewed, discussed and altered, if required, the "altered" proposal will then be re-circulated to the membership 7 days prior to the AGM for final review prior to voting.

- 2) The Rules and Regulations of Zone 2, an Appendix of the Zone 2 Bylaws, may be altered according to the following process:
 - a) Voting on proposed amendments to the Rules and Regulations will only be allowed at the September, December and AGM (usually March or April) Meetings. These will be deemed "Approval Meetings". Approval will be governed by the voting privileges outlined Article 4.e
 - b) Proposals must be provided to the Board for review and discussion at least 7 days in advance of the meeting preceding the "Approval Meeting" (e.g. to have a proposal voted on at the December meeting it must be circulated to the Board 7 days prior to the November meeting).
 - c) Amendment proposals will utilize the "Big Country - Zone 2 Bylaw / Regulation Change Proposal Form" in the Rules and Regulations
 - d) Once the proposed amendment has been reviewed, discussed and altered, if required, the "altered" proposal will then be re-circulated to the membership 7 days prior to the Approval Meeting for final review prior to voting.

C) INCLUDED WORDS

In all Bylaws, the feminine shall include the masculine, the singular the plural and the plural the singular.

D) HEAD OFFICE

Currently there is no assigned head office for Zone 2. The mailing address for Zone 2 will be the home address of the current Zone 2 President and/or Secretary. The Secretary and/or the President of Zone 2 will ensure that the mail is checked no less than once a week to ensure that any notices from the Regulatory agencies are not delayed in being processed

and/or addressed within Zone 2 in a timely manner.

E) CORPORATE SEAL

Zone 2 does not have a corporate seal.

ARTICLE 3 - MEMBERSHIP

A) MEMBERSHIP CATEGORIES

Member Association

Is a Ringette Association residing within the Boundaries of Zone 2, as prescribed by Ringette Alberta and is registered and in good standing with Ringette Alberta. It is also a requirement that the Individual Association has at least one Ringette Team registered with Ringette Alberta.

Individual Members

Is open to interested citizens/persons living within the geographic boundaries of Zone 2 and are registered with a Member Association within Zone 2. An individual membership in Zone 2 is acquired by an adult player or parent/guardian to a child who is registered to play in the coming season. All memberships expire at the closing of the Annual General Meeting or at the end of the Playing season, whichever is the latest.

B) PROXY VOTING

Proxy voting is NOT permitted at meetings of Zone 2.

C) ZONE 2 MEMBERSHIP FEES

A motion passed at a Board of Directors meeting shall set Zone 2 membership fees from time to time prior to the start of the playing season. The membership fee shall be established and set by the Executive and remaining Board of Directors after the financial year end is finalized and a new budget has been reviewed. Each Member Association shall pay fees based on requirements as determined by the Board of Directors.

D) RESPONSIBILITIES OF MEMBER ASSOCIATIONS

All Member Associations agree to abide by the Bylaws, Operating Policies and Procedures of Zone 2 (as noted in Appendix A) as they exist from time to time and to conduct themselves in a manner that does not jeopardize the reputation of Zone 2.

All Member Associations agree to pay the prescribed fees by the required deadlines as set from time to time. Failure to pay required fees by date noted on registration forms will result in immediate suspension of privileges and the Member Association not being in good standing in Zone 2.

All Member Associations must participate in the functioning of Zone 2 by openly and actively participating, organizing, co-ordinating, directing, managing and providing adequate representation at all Zone 2 meetings .

E) WITHDRAWAL OF MEMBERSHIP

A Member Association wishing to withdraw their Membership may do so upon a notice, in writing, to the Secretary of Zone 2. Withdrawal of Membership shall not affect the right of Zone 2, at the discretion of the Board of Directors, to pursue payment of any monies owed to Zone 2 by the Member Association. In addition, there will be no refund of fees after October 1st .

F) SUSPENSION ON FINANCIAL GROUNDS

If Member Associations are in arrears of prescribed fees for a period of 30 days from the

date that such fees were assessed, their Membership may be automatically suspended, and they shall cease to be a Member in good standing and shall forfeit all rights, privileges and powers. One of the conditions of reinstatement shall be full payment of the arrears and such costs associated with the arrears. In special circumstances, such as financial hardship cases, it is the discretion of the President and Treasurer to allow installment payments of the registration fees, but the full amount must be paid by December 31 of the year of registration with an initial deposit of no less than 25% of the full registration fee must be made on the date of registration.

G) SUSPENSION OR CANCELLATION OF MEMBERSHIP

The Membership of any Member Association may, upon a carried special resolution vote of the Board of Directors, may be suspended or cancelled, in either case with or without conditions, for any cause which may be deemed reasonable, including any continuing breach of the Bylaws of the Association, the operating policies and procedures and the rules and regulations of Zone 2 (as noted in Appendix A) or for conduct which jeopardizes the safety or reputation of Zone 2 or any of it's Member Associations.

A Member Association may appeal a suspension or cancellation of Membership within 30 days of such decision being rendered by submitting in writing to the President, a request to appeal the decision.

H) APPEAL PROCESS FOR SUSPENSION OR CANCELLATION OF MEMBERSHIP

Upon receipt of the request to appeal and the prescribed \$ 250.00 appeal charge, the President (unless the President is the Member appealing, then the Vice-President) will form and chair an appeal committee comprised of two other Executive Officers and three Member Association Directors. The committee will meet in person within ten days of the appeal being received and shall render a decision within five days of the meeting. The committee will immediately inform the Board of Directors and the appellant of the decision. A successful appeal shall result in the automatic reinstatement of the Member Association.

I) REINSTATEMENT OF MEMBERSHIP

If a Member Association has been suspended for a prescribed period of time, once the period of time has elapsed the suspended member may submit a letter to the Board of Directors requesting reinstatement., The Board of Directors will review the request, and determine whether the suspension should continue or the member be reinstated as a member in good standing.

ARTICLE 4 - MEETINGS

A) GENERAL MEETINGS

a) Annual General Meeting

The Annual General Meeting shall be held at such place on such a date and at such an hour as the Zone 2 Board of Directors shall determine each year and provided that such an Annual General Meeting shall not be held later than the 30th Day of June. At least seven days notice of the meeting shall be given via e-mail to all member Association Presidents.

The purpose of the meeting shall be:

- a) to receive the financial statements of Zone 2 for the previous season
- b) to receive the interim financial reports/budgets
- c) to receive the reports of the Board of Directors
- d) to receive reports from the Member Associations
- e) to elect the Executive Officers and Board of Directors positions of Zone 2 which are up for re-election or which became vacant.

The order of business at the Annual General Meeting shall be as follows:

- a) Call to Order
- b) Adoption of Minutes of the previous Annual General Meeting
- c) Business arising out of the Minutes
- d) The President's Report
- e) The Treasurer's Report
- f) The Member Association Reports
- g) Balance of Directors' and Committee Reports
- h) Election of New Board of Directors
- i) New Business
- j) Adjournment

b) Special General Meetings

A Special General Meeting of Zone 2 shall be called by the President, upon receipt of a written request signed by 50% of the Member Associations registered at that time. Such a request shall state the reason for the Special General Meeting. Written notice of Special General Meetings shall e-mail to the Member Association Presidents within seven days after the receipt of the request and the notice shall be given seven days in advance of the meeting date.

c) Introductory General/Coaches Meeting

The Board of Directors will host an Introductory General/Coaches Meeting at least 7 days prior to the anticipated commencement of the league games. The purpose of this meeting to inform the Member Associations and respective coaches/managers of the plans for the upcoming season and any other business the Board feels is necessary.

d) Emergency General Meetings

The Board of Directors may call Emergency General Meetings as required from time to time.

e) Voting Privileges

Member Association's are allocated votes based on the number of player members that have currently registered with Ringette Alberta. Votes are allocated as follows:

- a. Member Associations will be entitled to one (1) vote for each fifty (50) registered players or part thereof as of December 31st of the calendar year preceding the AGM. Group Members may appoint, in writing, one delegate per 50 registered players or part thereof to represent the Member Association at meetings. The written appointment must be deposited with the Chairman of the Meeting prior to the Meeting being called to order.

f) Notice Of General Meetings

Notice of General Meetings to the Board of Directors shall be given:

- A) at a Zone 2 Board of Directors Meeting, or
- B) by e-mail or telephone

AND

This Notice be given:

- 7 days in advance of the meeting date for an Annual General Meeting, Special General Meeting, Introductory General Meeting or an Emergency General Meeting.

g) Quorum for General Meetings

A quorum for General Meetings shall be:

- i) A minimum of 50% of the Member Associations, including at least 50% of the filled Board of Directors positions.

OR

- ii) A minimum of 75% of the filled Board of Directors positions.

B) BOARD OF DIRECTOR & EXECUTIVE MEETINGS

Meetings of the Zone 2 Executive and/or Board of Directors shall be held approximately once per month between September and April of the playing season. Each Member of the Executive and Board of Directors shall carry ONE vote and NO proxy voting is permitted. In addition to the Zone 2 Executive and Board position votes each member association is allocated votes up to it's maximum as outlined in 4.A.e.a, including Zone 2 Executive and Board position votes. A minimum of 7 days notice shall be given for meetings. The presence of one half of the Board of Directors plus one shall be necessary to constitute a quorum to conduct the affairs of Zone 2 at a meeting of the Executive and/or Board of Directors. In addition at least 50% of the Member associations must be represented at the meeting. All Board of Directors and Executive Meetings are closed to the General Membership unless they have requested and been granted to be put on the meeting agenda.

C) MEETING PROCEDURES

The President shall preside at all meetings of Zone 2. Should the President be unable to attend, the Vice-President Director shall chair the meeting. The meeting Chair shall not vote except to break a tie vote.

Should the Chair of any meeting of Zone 2 be at conflict on an issue, or wish to step down from the Chair for a meeting or any portion thereof, that chair shall relinquish their duties and their voting privileges by handing the chair to the following (to be applied in sequence): Vice-President, Secretary, Treasurer.

Voting on the regular business of the Association shall be by a show of hands unless a resolution is carried to vote by secret ballot with a simple majority required to carry the motion.

D) MEETING RECORDS

All meetings conducted by the Executive and/or Board of Directors shall have precise minutes/notes of the meeting taken, recorded and retained. In addition, all adhoc and/or special committee meetings shall also provide minutes of the meeting and/or a written report to the Board of Directors. Any meetings, such like grievances committee meetings, etc. which may require strict confidentiality for the protection of the individuals involved, are only to be presented to the Executive Officers of the Association and are not retained in the Minute Books.

ARTICLE 5 - EXECUTIVE OFFICERS and DIRECTORS

A) EXECUTIVE OFFICERS

a) Composition

The Executive shall be composed of the following Executive Officers:

President	Vice-President
Secretary/Registrar	Treasurer

b) Powers and Duties of the Executive

The Executive shall be responsible for the daily operations of Zone 2 as regulated by a Board of Directors approved operating plan, budget and pursuant to the operating policies and procedures and the rules and regulations of Zone 2.

Review, revise and develop the operating policies and procedures and the rules and regulations including the Bylaws of the Association.

The Executive reserves the right to re-assign responsibilities of elected and appointed Board Members throughout their term. This does not include the voting rights of the elected or appointed Board Members.

The Executive reserves the right to suspend a Board Member should the Board Member be found negligent in their duties.

c) Vacancies

Where an Executive position is or becomes vacant for whatever reason, or the minimum Executive Officers are not elected at the Annual General Meeting, the remaining Board Members may attempt to fill, by appointment, qualified individual(s) to fill those vacant positions as quickly as possible. The appointment shall be for the balance of the term of office or until such time as the Executive Officer is elected or appointed in accordance with these Bylaws.

d) Election, Term of Office, Consecutive Terms

All Executive Officers shall be elected at the Annual General Meeting of the Association. One half of the Executive Officers are elected in years ending in even numbers and the other half in years ending in odd numbers. (See below denotations). Staggering the election of Executive positions is designed to ensure carry over of policies and procedures from elected group to the next. Seven (7) days prior to the Annual General Meeting, the Board of Directors shall advise to the Member Associations of those Executive Officer positions coming up for re-election.

ODD YEAR ELECTIONS	EVEN YEAR ELECTIONS
President	Vice-President
Secretary	Treasurer

Elections for partial terms where a vacancy has occurred will take place at the Annual General Meeting – always keeping the rotation in place.

The term of office of Executive Officers shall be 2 years (one term) and are elected by Member Associations in good standing. No Officer may serve more than 2 consecutive terms (4 years) in the same position, and may not serve more than 4 consecutive terms (8 years) as an ELECTED Officer unless no other members are nominated for the position and the Officer wishes to renew their term.

All Executive Officers shall be eighteen or more years of age.

Any nominations of an individual for election as an Executive Officer will:

- include the in person or written consent of the nominee;
- be submitted to the Board of Directors at least 7 days prior to the Annual General Meeting;
- where a current Executive Officer wishes to run for re-election, the Executive Officer will indicate his/her intentions in writing not less than 7 days prior to the Annual General Meeting;
- All nominated members who are standing for election of an Executive Officer position and have not previously held a position, must be present at the Annual General Meeting;
- Nominations will be accepted from the floor at the Annual General Meeting.

Elections will be decided by majority vote of the Member Associations in accordance with the following:

- One Valid Nomination – Winner declared by acclamation.
- Two or More Valid Nominations – Winner is the nominee receiving the greatest numbers of votes. Voting will be completed by secret ballot.

e) Failure to Perform Duties

Where an Officer fails to complete the duties of their position, or fails to attend meetings of Zone 2, the Board of Directors may elect to dismiss the Officer from that position and may appoint a new individual to serve in that position.

The President of Zone 2 shall provide written notice of the intent to dismiss the individual from the Board of Directors:

- after the Officer fails to attend, or fails to submit a written report in lieu of attendance, to 3 consecutive meetings, OR
- after failing to complete the required duties of the position.

Should the individual wish to continue their duties, they may indicate such by attending the next meeting of the Board of Directors. The Board of Directors from time to time, may choose to introduce probationary conditions on that individual (for example, if the individual misses one more meeting without submitting a report, they will automatically be dismissed from the position.)

The Board of Directors shall render a decision of which must be carried by a majority of 75% of those present and eligible to vote. The President shall send notification to the individual indicating that they have been dismissed as an Officer of Zone 2.

f) Resignation of an Officer

In the event that an Officer cannot fulfill their duties, they must submit a letter of resignation to the President of Zone. The letter shall be presented at the next meeting of the Board of Directors.

B) THE ELECTED DIRECTORS and APPOINTED DIRECTORS

a) Composition

There shall be a minimum of Four Directors on the Board of Directors.

The Elected Directorships shall include (but are not limited to):

Zone 2 Representative Scheduler/Statistician
Referee - In - Chief

The Appointed Directorships of the Members shall include:

Past President; and
Members of the Member Associations that are required to satisfy the voting requirements as outlines in 4.A.E.a (may also be known as Division Co-ordinators)

The Board of Directors may designate other Directorships from time to time via a Special Resolution of the Board of Directors.

b) Powers and Duties of the Directors

The Directors shall be responsible for their area, reporting to a specified Executive Officer. The Directors may appoint committees, sub-committees or project chairpersons to assist in the completion of their responsibilities as required.

c) Vacancies

Where a Director position is or becomes vacant for whatever reason, or the minimum Directors are not elected at the Annual General Meeting, the remaining Board Members may attempt to fill, by appointment or a combination of Director positions, qualified individual(s) to fill those vacant positions as quickly as possible. The appointment shall be for the balance of the term of office or until such time as the Director position is elected or appointed in accordance with these Bylaws.

d) Election, Term of Office, Consecutive Terms

All elected Directors shall be elected at the Annual General Meeting of Zone 2. Board members must be members of an association in good standing to hold a position on the Zone 2 Board whether it be elected or appointed. One half of the elected Directors are elected in years ending in even numbers and the other half in years ending in odd numbers. (See below denotations). Staggering the election of Director positions is designed to ensure carry over of policies and procedures from elected group to the next. The Board shall make every attempt to advise the members three (3) weeks prior to the Annual General Meeting of those Director positions coming up for re-election.

EVEN YEAR ELECTIONS

Zone 2 Representative
Referee - In - Chief

ODD YEAR ELECTIONS

Scheduler/Statistician

Elections for partial terms where a vacancy has occurred will take place at the Annual General Meeting – always keeping the rotation in place.

The term of office of elected Directors shall be 2 years and are elected by Member Associations in good standing. No Director may serve more than 2 consecutive terms (4 years) in the same position, and may not serve more than 4 consecutive terms (8 years) as an ELECTED Director unless no other members are nominated for the position and the Officer wishes to renew their term.

All elected Directors shall be eighteen or more years of age.

Any nominations of an individual for election as a Director will:

- include the written consent of the nominee;
- be submitted to the Board of Directors at 7 days prior to the Annual General Meeting;
- where a current Director wishes to run for re-election, the Executive Officer will indicate his/her intentions in writing not less than 7 days prior to the Annual General Meeting;
- All nominated members who are standing for election of a Director position and have not previously held a position, must be present at the Annual General Meeting.

Elections will be decided by majority vote of the Members in accordance with the following:

- One Valid Nomination – Winner declared by acclamation;
- Two or More Valid Nominations – Winner is the nominee receiving the greatest numbers of votes. Voting will be completed by secret ballot.

There will be one Division Co-ordinator for every age division that has a functioning team within Zone 2. Division Co-ordinators will be assigned to Member Association's who will then assign/appoint individual volunteers to act as a Division Co-ordinator for the same level. The term of office shall be one year from the start of the season to the start of next year's season.

Division Co-ordinators must be named within two weeks of the start of the new season and will be selected by the following process:

- i) Member Associations will be asked to volunteer at the Annual General Meeting and again during the Registration process.
- ii) After the assignment of Member Associations is complete, the Member Association, within 14 days will provide and who will be the Division Co-ordinators for each level.
- iii) If there are no volunteers Member Associations for a specific level, the Board of Directors will appoint a Member Association
- iv) Division Co-ordinators will be announced/introduced at the Introductory General / Coaches Meeting.

e) Failure to Perform Duties

Where a Director fails to complete the duties of their position, or fails to attend meetings of the Association, the Board of Directors may elect to dismiss the Director from that position. In the case of an elected Director, the Board of Directors may choose to appoint a new individual to serve in that position. In the case of an appointed Director/Co-ordinator, the Board of Directors may choose to contact the teams/members to supply a replacement to serve in that position.

The President of Zone 2 shall provide written notice of the intent to dismiss the individual from the Board of Directors to both the Director in question and the teams/members if required:

- after the Director fails to attend, or fails to submit a written report in lieu of attendance, to 3 consecutive meetings, OR
- after failing to complete the required duties of the position.

Should the individual wish to continue their duties, they may indicate such by attending the next meeting of the Board of Directors. The Board of Directors from time to time, may choose to introduce probationary conditions on that individual (for example, if the individual misses one more meeting without submitting a report, they will automatically be dismissed from the position.)

The Board of Directors shall render a decision of which must be carried by a majority of 75% of those present and eligible to vote. The President shall send notification to the individual indicating that all privileges of Directorship have been terminated. In the case of an appointed Director/Co-ordinator, written notice shall also be sent to the teams/members requiring them to supply a replacement representative at the next meeting of the Board of Directors.

f) Resignation of a Director

In the event that a Director cannot fulfill their duties, they must submit a letter of resignation to the President of the Association. The letter shall be presented at the next meeting of the Board of Directors.

C) THE BOARD OF DIRECTORS

a) Composition

The Board of Directors shall consist of the Executive Officers of the Association plus the elected and appointed Directors/Co-ordinators of the Association.

b) Powers and Duties of the Board of Directors

- a) Except as otherwise provided in these Bylaws, the Board of Directors has the powers of Zone 2 and may delegate any of its powers, duties and functions.

- b) The Board of Directors will make and amend operating policies, procedures and rules and regulations (Appendix A) for managing the affairs of Zone 2 in accordance these Bylaws and will ensure members adhere to these operating policies, procedures and rules and regulations and will ensure that directions from General Meetings are carried out.
- c) The Board of the Directors may make policies and procedures relating to the discipline of Member Associations and participants in Zone 2's programs and will have the authority to discipline Members and participants in accordance with such operating policies, procedures and rules and regulations.
- d) The Board of Directors may make operating policies and procedures relating to the management of disputes within Zone 2 and all disputes will be dealt with in accordance with such operating policies, procedures and rules and regulations.
- e) The Board of Directors shall be part of and responsible for the approval of annual Zone 2 operating plan and budget and any changes to an approved budget.
- f) The Board of Directors may appoint committees (See Appendix A – Committees) as it deems necessary for the managing the affairs of Zone 2 and may appoint members of committees or provide for the election of members of committees, may prescribe the duties of committees and may delegate to any committee any of its powers, duties and functions except where prohibited by these Bylaws.
- g) The Board of Directors shall approve Memberships of Associate and Lifetime Members.

c) Remuneration of Executive Officers and Directors

Unless authorized at the Annual General Meeting and after notice of same shall have been given, no officer/executive member and/or Board of Director of the Association shall directly or indirectly receive any profit or any remuneration from occupying their position or for his/her services. Officers/executive members and Board of Directors of Zone 2 may be reimbursed for reasonable expenses incurred in the performance of his/her duties.

d) Removal of Executive Officers and Directors from Office

Executive Officers and Directors may be suspended or removed from office, in either case with or without conditions, for any cause which may be deemed reasonable, including any continuing breach of the Bylaws and operating policies and procedures and rules and regulations of Zone 2 (As noted in Appendix A) or for conduct which jeopardizes the reputation of Zone 2.

Upon receipt of a written request from a Member of Zone 2, requesting the suspension of an Officer or Director or removal of an Officer or Director from office, a Special Meeting of the Board of Directors shall be called within 10 days. The written request shall include the reasons for the request and any background materials relevant. The Officer or Director and the Member Association registering the request shall be invited to attend the meeting to speak to the request. A quorum for this special meeting shall be 75% of the filled Board positions. They shall render a decision of which must be carried by a majority of 75% of those present and eligible to vote, and notify in writing, the Officer or Director and the Member registering the request.

e) Appeal Procedure for Executive Officers and Directors

Upon receipt of the request to appeal, the President, (unless the President is the Officer appealing, then the Vice-President), will form and chair an appeal committee comprised of two other Executive Officers and three elected Directors. The committee will meet in person within ten days of the appeal being received and shall render a decision within five days of the meeting. The vote must be carried by a majority of 5 of the 6 voting persons on the appeal committee.

The committee will immediately inform the Board of Directors and the appelland of the decision. A successful appeal shall result in the automatic reinstatement of the Member.

f) Resignation /Removal of the President

In the event the President of the Association cannot fulfill his/her duties, the Vice-President will take over the Presidency with all the powers of that office for the balance of the remaining term.

ARTICLE 6 - FOR THE PROTECTION of EXECUTIVE OFFICERS and DIRECTORS

A) FOR THE PROTECTION OF EXECUTIVE OFFICERS AND DIRECTORS

Except as otherwise provided in the Bylaws, no Executive Officer or Director for the time being of Zone 2 shall be liable for the acts, receipts, neglects or defaults of any other Executive Officer or Director or Member for any loss, damage or expense happening to the Association through the insufficiency or deficiency of title to any property acquired by Zone 2 or for or on behalf of Zone 2 or for the insufficiency or deficiency of any security in or upon which any of the moneys of or belonging to the Association shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortuous act of any person including any person with who any moneys, securities or effect shall be lodged or deposited or for any loss, conversion, misapplication or misappropriation of or any damage resulting from any dealings with any moneys, securities or other assets belonging to Zone 2 for any other loss, damage or misfortune whatever which may happen in the execution of the duties of the Executive Officer's or Director's respective office or trust or in relation thereto unless the same shall happen by or through the Executive Officer's or Director's own willful neglect or default.

B) INDEMNITIES TO EXECUTIVE OFFICERS, DIRECTORS and MEMBERS

Every Executive Officer and Director of the Association or other Member who has undertaken or is about to undertake any liability on behalf of Zone 2, shall from time to time and at all times, be indemnified and saved harmless out of the funds of Zone 2, from and against:

- a) all costs, charges and expenses whatsoever which such Executive Officer or Director or other Member sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against the Executive Officer, Director or Member for or in respect of any act, deed matter or thing whatever, made, done or permitted by them, in or about the execution of the duties of such office or in respect of any such liability; and

- b) all other costs, charges and expenses which the Executive Officer, Director or other Member sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by their own willful neglect or default.

Zone 2 shall also indemnify any such person in such other circumstances as the Act or law permits or requires. Nothing in this Bylaw shall limit the right of any person entitled to indemnity to claim indemnity apart from the provisions of this By-Law to the extent permitted by the Act or law.

ARTICLE 7 - MINUTES, BOOKS and RECORDS

A) MEETING MINUTES, CORRESPONDENCE and CONTRACTS

The minutes of Zone 2 meetings shall be recorded, printed and distributed by the Secretary of Zone 2. A meeting minute book shall be maintained as the official record of the Association meetings and proceedings. The minute book and files of all Zone 2 correspondence and contracts shall be kept at the offices of Zone 2 and/or the Secretary of Zone 2 and shall be maintained by the Secretary.

B) INSPECTION

The Board of Directors shall allow any Member Association, Individual Member, Associate Member or Lifetime Member in good standing, to inspect the books, records and accounts of Zone 2, within 72 hours of the Member submitting a written request to the President. The inspection of the aforementioned documents shall take place in the presence of the President, the Vice-President, Treasurer or the Secretary of the Association at a place previously determined.

C) SEALED CORRESPONDENCE

The Board of Directors may elect to withhold or seal from the general membership, documentation which could result in legal action being brought against Zone 2.

For example, but not limited to:

Material regarding complaints of harassment or inappropriate conduct, whether the individual is found to be guilty or innocent of such actions; Personal information obtained for the administration/registration of each member.

ARTICLE 8 - FINANCIAL AFFAIRS

A) FINANCIAL RECORDS

All financial records, banking documents and accounting data shall be filed and kept at the offices of Zone 2 and/or with the Treasurer of Zone 2. The Treasurer of Zone 2 shall be responsible to make certain that the accounting records and actions are accurate and to ensure that the books, accounts and records shall be reviewed at least once a year. A financial statement of the standings of the books for the previous year shall be submitted, at the Annual General Meeting of Zone 2.

B) BORROWING POWER

For the purpose of carrying Zone 2 objectives, the Board of Directors, by way of a Special Resolution, may cause Zone 2 to borrow, raise, or secure a payment of money in such manner that they think fit, but this power shall be exercised only under the authority of Zone 2, and in no case shall debentures be issued without the sanction of an extraordinary special resolution of the Board of Directors.

C) FUNDRAISING

The Board of Directors shall take such steps as they may deem requisite to enable Zone 2 to acquire, accept, solicit or receive legacies, gifts, grants, settlements, bequests, endowments and donations of any kind whatsoever for the purpose of furthering the objectives of Zone 2.

D) CHEQUES, DRAFTS, NOTES, ETC.

All cheques, drafts or orders for the payment of money and all notes and acceptances and bills of exchange from Zone 2 Accounts shall be signed by at least Executive Officers of Zone 2.

E) FINANCIAL YEAR END

The financial year of Zone 2 shall terminate on the 31st day of May in each year or on such other date as the directors from time to time by resolution determine.

F) BUDGETS

Zone 2 will provide forward looking budgets for the next fiscal year for approval at the Annual General Meeting on a yearly basis.

G) FINANCIAL ACCOUNTS

- a) Association Accounts will include but not limited to:
1. A General Chequing Account

Each of the above accounts will require one of the following to approve cheques: Treasurer, President, Vice-President, Secretary.

H) DISSOLUTION CLAUSE

If Zone 2 is dissolved, the accumulated monies that remain after paying debts and liabilities and all property including all equipment held by Zone 2 shall be given to Ringette Alberta of which Zone 2 is an associated member.

ENACTED THIS _____ **day of** _____, **20** _____.

SIGNATURE: _____ ADDRESS: _____

PRINT NAME: _____ POSTAL CODE: _____

SIGNATURE: _____ ADDRESS: _____

PRINT NAME: _____ POSTAL CODE: _____

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WITNESS:

SIGNATURE: _____ ADDRESS: _____

PRINT NAME: _____ POSTAL CODE: _____

FORM 1

Big Country - Zone 2 Bylaw / Regulation Change Proposal Form

Date of Proposal: _____ Date of Proposed Approval Meeting: _____

Association Proposing Change: _____

Individual Proposing Change: _____

Background/Reason for Proposing Change:

Applicable Section of Bylaws / Rules: _____

Existing Wording:

Proposed Wording: