

Eastman Ringette Association

Constitution & Bylaws

Table of Contents

Acronyms used in this document..... **ii**

Association Constitution **1**

1. Name 1

2. Definitions 1

3. Objectives 1

4. Membership 1

5. Executive 1

6. Community Representative 6

7. Meetings 7

8. Representation and Voting at Meetings: 7

9. Quorum 8

10. Renumeration **Error! Bookmark not defined.**

11. Amendments to the Constitution 8

12. Dues 8

13. Team Registration 8

14. Dissolution 9

League Constitution **9**

15. Name 9

16. Aims and Objective 9

17. Membership 10

18. League Committee 10

19. Dues 12

20. Representation and Voting at League Meetings: 12

21. Quorum: 12

22. Election of Officers 12

23. Standing Committees 12

24. Amendments to the League Constitution 13

25. Annual General Meeting 13

26. Dissolution 13

Association / League By-Laws **13**

Acronyms used in this document

- ERA = Eastman Ringette Association
- ERL = Eastman Ringette League
- RM = Ringette Manitoba
- WRL = Winnipeg Ringette League
- AGM = Annual General Meeting

Association Constitution

1. Name

The organization shall be known as the “Eastman Ringette Association” (ERA).

2. Definitions

In this constitution:

- A. “The Association” shall mean the Eastman Ringette Association (ERA) as hereinafter defined.
- B. “League” shall mean any League authorized to operate by the ERA.
- C. “Ringette” shall mean Ringette in all age groups.
- D. “Special Meeting” shall mean a meeting called by the President or a majority of the Executive to deal with a specific urgent matter requiring notice to all community representatives.
- E. “Community Representative” shall mean an individual member of the Association selected by a community belonging to the Association to attend annual and special meetings and/or to become eligible to serve on the ERA Executive.

3. Objectives

The objectives of the ERA shall be:

- A. To encourage and foster ringette in Eastman.
- B. By agreement with Ringette Manitoba, to operate ringette in Eastman and to decide and adjust any and all matters that may be in dispute.
- C. To provide a wholesome and regarding experience to those participating in the sport of ringette, encouraging the development of the highest standards of skills among players, coaches and officials.
- D. To conduct competitions within the various age categories to determine area champions and to establish a format with respect to same.

4. Membership

- A. Membership of the ERA will consist of:
 - 1. The Executive
 - 2. Community centres existing within the boundaries of the Eastman region with one or more teams registered with Ringette Manitoba.

5. Executive

- A. The ERA Executive will consist of the following:
 - 1. President
 - 2. Vice-President
 - 3. Treasurer
 - 4. Secretary

5. Registrar
6. League Coordinator
7. Director of Officiating
8. Director of Publicity
9. Director of Games and Tournaments
10. Director of Coaching
11. Director of Player Development
12. AA Convenor
13. WRL Liaison
14. Open Liaison
15. Immediate Past President (who shall serve one (1) term only)
16. Ringette 4U Coordinator

B. Method of Election:

1. Elections of the Executive shall be made at the Annual General Meeting.
2. Nominations must be made and seconded from the floor by members of the ERA at the Annual General Meeting. Assent of such a nominee must be given personally at the meeting, or, if a nominee is not present at the meeting, his/her assent must be presented in writing.
3. All Executive members must reside within the Eastman Region.

C. Term of the Executive:

1. Except for the Treasurer, Executive members will take office immediately following the Annual General Meeting at which they had been elected.
2. All members of the Executive shall serve a one (1) year term.
3. No Executive member shall hold the same office to which they are elected or appointed for more than four (4) consecutive terms, provided, however, provision may be suspended by a two-thirds (2/3) vote at the Annual General Meeting or at the special meeting held for this purpose enabling an Executive member to therefore hold office for a further term.
4. Fulfilling an unexpired term of office shall be considered as one (1) term.

D. Responsibilities of the Executive:

The Executive shall have the power to oversee the affairs of the League, to conduct its business, and to authorize all expenditures and, without limiting the generality of the foregoing, the Executive shall have the power to:

1. Fill any vacancies which may occur.
2. Assist annually in the establishing of the League for teams in various age groups and assist in the conducting of competitions thereto.
3. Register, with Ringette Manitoba, all clubs and players playing in the League.
4. Hear and determine appeals from decisions from the League.

5. Suspend any team, coach, manager or player and lift any suspension when circumstances warrant.
6. Determine all questions arising from situations which are not otherwise specifically provided for.
7. Appoint committees as may be required from time to time to carry on the business of ERA.
8. Monitor and/or approve transfers between teams.
9. Accept or reject entries from other regions for participation in the Eastman authorized League of competitions.
10. Exercise all the powers and duties of Ringette Manitoba as they from time to time pertain to Ringette in Eastman.
11. Appoint and/or hire personnel to assist in conducting affairs of the Association.
12. Establish or change by-laws as requires.
13. Conduct themselves and represent the Association in a manner consistent with the ideals and philosophy of the Association. Conduct unbecoming a member of the Executive will result in their dismissal from the Board.

E. Individual Responsibilities of Executive Officers:

1. President

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

- a) Act as a signing officer for the ERA.
- b) Call and preside at all meetings.
- c) Exercise the powers of the Executive in the case of emergency.
- d) Sit on all committees as an ex-officio voting member.
- e) Suspend, in consultation with two (2) Executive members (which shall include the League Coordinator or designate and the President's designate) any team, coach, manager and/or player, and shall report these suspensions to the next Executive Meeting and to Ringette Manitoba.

2. Vice-President

- a) In the absence of the President, or in the event of his inability to act, have and exercise all the powers of the President as designated.
- b) Sit on all committees as an ex-officio voting member.
- c) Act as a signing officer for the ERA.
- d) Attends and exercises a vote of the Executive Committee at all ERA Executive, Annual and Special meetings.

3. Treasurer:

- a) Receive all monies payable to the ERA and keep same on deposit with a registered financial institution.
- b) Receive and record all accounts payable by the Association and, with the approval of the Executive, pay all such accounts.

- c) Act as a signing officer for the ERA.
 - d) Pay all accounts payable not exceeding one hundred dollars (\$100.00) without prior approval of the Executive.
 - e) Make payment in all cases by cheque; the signing officers for each cheque being, in all cases, a combination of the Treasurer and any other Executive signing officer.
 - f) Keep proper books of account and make them available to the Executive at each monthly meeting or on special request.
 - g) Prepare and review an annual operating budget for the ERA.
 - h) Prepare registration fees for Executive meetings, Annual and Special meetings of the Eastman Ringette Association, to all community representatives.
 - i) Attends and exercises a vote of the Executive Committee at all ERA Executive, Annual and Special meetings.
4. Secretary:
- a) Keep all the records of the ERA.
 - b) Conduct the special correspondence of the Eastman Ringette Association and keep the Eastman Ringette Association records.
 - c) Issue notice of all meetings.
 - d) Record and distribute minutes of all Executive, Annual and Special Meetings to all executive members and. Where relevant, to Community Representatives.
 - e) Attends and exercises a vote of the Executive Committee at all ERA Executive, Annual and Special meetings.
5. Registrar
6. League Coordinator
- a) Calling, preparing an agenda and chairing meetings of the communities for the purpose of organizing the League.
 - b) Ensure that the all roles on the League Committee are filled (League Secretary, League Scheduler, League Statistician, Community Representatives from each Eastman member community).
 - c) Ensure that all ERL League officers perform their duties.
 - d) Ensure that the ice convenors from all communities provide the League Scheduler the necessary indoor ice allotments required for the conduct of ERL competitions.
 - e) Work with the ERL Scheduler to prepare a schedule and assign ice for ERL league competition.
 - f) Assist ERL Scheduler, Director of Games and Tournaments and ERL Statistician to schedule ERL playoffs.
 - g) Preside at all League meetings.
 - h) Be the official spokesperson for the League.
 - i) Be charged with the general management and supervision of the affairs and operation of the League.
 - j) Be an Ex-officio member of all standing and adhoc committees.

- k) Attends and exercises a vote of the Executive Committee at all ERA Executive, Annual and Special meetings and submits a report for ratification at each of its meetings.
 - l) At ERL meetings, not vote except in the case of a tie, when he/she shall cast the deciding vote.
7. Director of Officiating
- a) Ensure that Eastman officials are certified, mentored and evaluated according to Ringette Manitoba and Ringette Canada rules and programs.
 - b) Assigns on-ice officials for Eastman Flames AA Thanksgiving Tournament and ERL Playoff weekend.
 - c) Provide appropriate on-ice official contacts and guidance to all communities to enable the communities to schedule officials for all ERL home games.
 - d) Work with RM to plan and host clinics for on-ice officials.
 - e) Attends and exercises a vote of the Executive Committee at all ERA Executive, Annual and Special meetings.
 - f) Work with ERA President to deal with disciplinary issues.
8. Director of Games and Tournaments
- a) Working with the Executive and host community to establish playoff format.
 - b) Collecting of trophies and ordering of medals, banners, etc.
 - c) Together with the President, hear any temporary promotion requests during playoffs.
 - d) Ensure all arenas have appropriate supplies required for ERL playoffs.
 - e) Coordinate the distribution of the banners during playoffs.
 - f) Attends and exercises a vote of the Executive Committee at all ERA Executive, Annual and Special meetings.
9. Director of Coaching
- a) Attends and exercises a vote of the Executive Committee at all ERA Executive, Annual and Special meetings.
 - b) Work with RM to plan and host clinics.
10. Director of Player Development
- a) Plan and organize Eastman player development camps.
 - b) Organize and run new programs, as required.
 - c) Attends and exercises a vote of the Executive Committee at all ERA Executive, Annual and Special meetings.
11. AA Convenor
- a) Attends and exercises a vote of the Executive Committee at all ERA Executive, Annual and Special meetings.
 - b) Receive and retain complete financial statements from all Eastman AA and AAA teams at the end of the ringette season.
12. WRL Liaison
- a) Serve as a board member on the WRL, providing input and feedback on the operations of the league.

- b) Act as a liaison between the WRL, ERA and its member community clubs.
 - c) Attend monthly and special meetings of the WRL, bringing forward ERA concerns and motions.
 - d) Attends and exercises a vote of the Executive Committee at all ERA Executive, Annual and Special meetings.
13. Open Liaison
14. Immediate Past President (who shall serve one (1) term only)
- a) Attends and exercises a vote of the Executive Committee at all ERA Executive, Annual and Special meetings.
 - b) Shall assist the Executive in rendering decisions based on prior knowledge.
15. Ringette 4U Coordinator
- a) Attends and exercises a vote of the Executive Committee at all ERA Executive, Annual and Special meetings.
 - b) Act as a liaison between RM and the ERA with respect to the Ringette 4U program.
 - c) Act as a liaison between Eastman community clubs and RM, as required.
 - d) Ensure the ERA is delivering the Ringette 4U program as sanctioned by RM.
 - e) Be the main point of contact for each community Ringette 4U representative and/or team/squad. This includes, but is not limited to:
 - i. following up on program inquiries
 - ii. sharing program information
 - iii. ensuring teams attend mandatory RM/ERA information sessions.
 - iv. coordinating ordering of jerseys with RM, as appropriate
 - v. ensuring communities are aware of ice submission deadlines

F. Compliance:

If the Executive members do not fulfill their required responsibilities, or miss three (3) consecutive meetings of the Executive, they may be removed from their positions by a two-thirds (2.3) majority vote of the remaining members.

6. Community Representative

All communities in Eastman, in good standing, having paid their annual dues and all fees prescribed, shall be allowed one (1) vote and two (2) alternate delegates at the Annual or Special Meetings of the ERA. Alternate delegates shall be allowed a voice but no vote when regular delegates are present. PROXY VOTES WILL NOT BE ALLOWED.

Community Representative names are to be recorded by the Secretary on an annual basis at such time as the prescribed fees are paid.

Executive members shall have only one (1) vote at the ERA Annual General Meeting, and therefore cannot also vote as a community representative.

7. Meetings

- A. Annual General Meeting - There shall be held an Annual General Meeting of the ERA at the call of the Executive, but no later than May thirtieth (30) of each year. At least three (3) weeks notice to all members must be given for this annual meeting.
1. The order of business at the Annual General Meeting shall be as follows:
 - 1) Call to order
 - 2) Adoption of Minutes of Previous Meeting and Subsequent General Meetings
 - 3) Business arising out of the minutes
 - 4) The President's Report
 - 5) The Treasurer's Report and Financial Statements
 - 6) Motion to dispense with Auditor
 - 7) Portfolio Reports
 - League Coordinator
 - Games & Tournaments
 - Officiating
 - Publicity
 - Coaching
 - Player Development
 - WRL Liaison
 - AA Convenor
 - Other
 - 8) Election of Eastman Ringette Association Executive
 - 9) New Business
 - 10) Adjournment
- B. Special Meeting - A special meeting of the ERA may be called at the discretion of the President. The President shall call such a meeting at the request of the majority of the Executive. Notice of Special Meeting of the ERA shall be given in writing no later than five (5) days prior to the holding thereof.
- C. Executive Meeting - There shall be a meeting of the Executive at the call of the President at least once during the first half and once during the second half of the playing season.
- D. Robert's Rules of Order - Robert's Rules of Order shall prevail at all meetings of the League except if they conflict with the Constitution and By- Laws.
- E. All members of the Board must submit a report of their current activities in writing for every Board meeting; whether they are able to attend or not. Failure to submit two consecutive written reports will result in temporary suspension of the Board member and may result in dismissal of the member after investigation by the Executive.

8. Representation and Voting at Meetings:

- A. Each Executive member shall be entitled to attend and cast one vote at all Executive, Annual and Special meetings.

- B. All community centres in good standing shall be allowed one voting and two alternate delegates at the annual or special meetings of the ERA. Alternate delegates shall be allowed voice but no vote, when regular voting delegate is present.
- C. No individual can represent more than one vote at any meeting.
- D. There shall be no votes by proxy.

9. Quorum

- A. The quorum for an Executive meeting and/or a Special Meeting shall be 50% + 1.
- B. The Quorum for the Annual General Meeting shall consist of the number of persons present.
- C. In the event of a tie vote, the President shall NOT have a second casting ballot. The matter shall be put down to the end of the Agendas for further discussion, or in the case of an Annual General Meeting, a further Special Meeting could be called later to deal with the controversial matter only.

10. Remuneration

- A. Unless authorized at an Executive meeting of the ERA, no member of the Executive, or member of the League, shall receive any remuneration for his/her services.
- B. Reasonable expenses shall be reimbursed to the person incurring same upon authorization of the Executive.

11. Amendments to the Constitution

- A. This Constitution may be amended at the Annual General Meeting of the ERA by a two-thirds (2/3) majority of the members present and voting.
- B. Any and all proposed amendments to the Constitution must be in writing and submitted to the ERA at least twenty-one (21) days prior to the date of the Annual General Meeting. ERA shall submit notice of the Amendment to the Constitution to the Community Representatives of record at least ten (10) days prior to the date of the Annual General Meeting.

12. Dues

- A. Each team registered in ERA competition shall pay an annual membership in the form of team registration fees to the ERA. Said registration fee shall be set by the Executive each year.
- B. The said fees shall be payable at the time the team registers for competition and shall be in addition to any dues or fees payable to Ringette Manitoba and Ringette Canada.

13. Team Registration

- A. All teams must be registered on Ringette Canada forms, which will be issued by the ERA and/or League upon receipt from Manitoba Ringette Association or any forms prescribed by Ringette Manitoba from time to time.
- B. Each community shall be responsible for the collection of membership and/or registration fees, and shall submit the same with team entry forms to the League. The League shall in return remit the required fees to the ERA Treasurer.
- C. If a team is withdrawn before the registration date established by the Executive, all fees paid may be refunded by the Treasurer.

- D. Registration deadline dates shall be as per Manitoba Ringette Association policy procedures or, in lieu of, as determined by the Executive from time to time.

14. A Team Formation

By July 15th in any given year, the Eastman Ringette Association (ERA) shall confirm whether it will host one or more “A” team (U16 or U19). Confirmation shall include but not be limited to the securing of players, tryout ice, game/practice ice, coaching staff and host community for games/practices. In the event that all conditions except for host community are met, the ERA shall select communities to co-host an A team based on geography. Each community co-hosting an A team will be responsible for providing both game and practice ice.

15. Dissolution

It is specifically provided that in the event of dissolution or wind up of the Association, all remaining assets, after payment of its liabilities, shall be distributed among the Member Communities in the Eastman Region on a share and share alike basis. If in the event that this cannot be accomplished for any reason whatsoever, any remaining assets shall be distributed as determined by the Executive to one (1) or more recognized organization of Canada whose objects are identical or similar to those of this Association.

League Constitution

16. Name

- A. The League shall be known as the Eastman Ringette League hereinafter referred to as the League.
- B. Accountability – The League shall report to the ERA through its League Coordinator.

17. Aims and Objective

- A. To run the League and set rules and establish from time to time by-laws and policies pertaining thereto.
- B. To promote, administer and develop the game of Ringette.
- C. To teach fair play and sportsmanship with emphasis on the enhancement of good character and citizenship.
- D. To provide recreation and fun for the participants.
- E. To provide an opportunity for all players desiring to participate in the sport of ringette, regardless of their level of play (i.e. recreational or competitive), giving due consideration to their individual capabilities and interests.
- F. To exercise supervision and direction over community members, including the players, coaches, officials, parents and spectators.
- G. To ensure that all community members have their opportunity of presenting their view and having them heard,
- H. To provide support and opportunity to players, coaches, officials, and administrators with the view to improving their skills.
- I. To actively promote, adhere to and support the objectives and policies of the regional, provincial and national associations for Ringette.

18. Membership

- A. Membership in the League shall be open to all communities existing within the boundaries of the Eastman region as same is from time to time designated by Ringette Manitoba.
- B. A community shall become a community member and entitled to participation thereby in the League based on the following:
 - 1. The community advising the Secretary no later than the conclusion to the second (2) meeting each year as to the names of the three (3) persons authorized to represent the community at the League level at meetings of the League.
 - 2. The community paying to the Treasurer the prescribed fees.
- C. Any two (2) of the three (3) persons whose names are filed with the Secretary pursuant to provision B above may attend meetings of the League with full privileges thereto pertaining, save that each community member shall be given one vote only at League meetings.
- D. A community outside the boundaries of Eastman may be granted membership in the League from time to time at the discretion of the Eastman Ringette Association and on terms deemed necessary by the Eastman Ringette Association.

19. League Committee

- A. The League Committee shall consist of the following officers:
 - 1. League Coordinator
 - 2. League Secretary
 - 3. League Scheduler
 - 4. League Statistician
 - 5. 1 Community Representative from each Eastman member community.
- B. Responsibilities of the League Committee
 - 1. The League Committee shall have the power to pass special rules and establish the policies required for the administration of the League from time to time, which special rules and working policies shall be ratified by the ERA.
 - 2. The League Committee shall appoint both standing and adhoc committees and may designate the terms of reference for these committees.
- C. Each community MUST be represented on the League Committee in order to be a member in good standing with the League and the ERA.
- D. Officers – Powers and Duties
 - 1. The League Coordinator shall:
 - a. Call, prepare agendas and chair meetings of the communities for the purpose of organizing the League.
 - b. Ensure that the all roles on the League Committee are filled (League Secretary, League Scheduler, League Statistician, Community Representatives from each Eastman member community).
 - c. Ensure that all ERL League officers perform their duties.
 - d. Ensure that the ice convenors from all communities provide the League Scheduler the necessary indoor ice allotments required for the conduct of ERL competitions.

- e. Work with the ERL Scheduler to prepare a schedule and assign ice for ERL league competition.
 - f. Assist ERL Scheduler, Director of Games and Tournaments and ERL Statistician to schedule ERL playoffs.
 - g. Preside at all League meetings.
 - h. Be the official spokesperson for the League.
 - i. Be charged with the general management and supervision of the affairs and operation of the League.
 - j. Be an Ex-officio member of all standing and adhoc committees.
 - k. Attends and exercises a vote of the Executive Committee at all ERA Executive, Annual and Special meetings and submits a report for ratification at each of its meetings.
 - l. At ERL meetings, not vote except in the case of a tie, when he/she shall cast the deciding vote.
2. Community Representatives shall:
- m. Represent their community club at all League meetings, or ensure a designate is in attendance.
 - n. Share registration information to facilitate team formation in Eastman.
 - o. Elect a League Secretary and Statistician at the first meeting of the League following the Annual General Meeting.
 - p. Assist the League Coordinator with other duties as required to run the League.
3. The League Secretary shall:
- a. Issue notice of all meetings.
 - b. Maintain records of proceedings and meetings.
 - c. Ensure that all correspondence is attended to, and keep an accurate record of all business transactions of the League. He/she shall have custody of all documents and record, pertaining to the affairs of the League.
 - d. Ensure payment of all accounts via the ERA Treasurer.
 - e. Register all players with the ERA and Ringette Manitoba.
 - f. Collect all dues from the membership as from time to time determined by the League, the ERA, Ringette Manitoba and forward same where applicable.
 - g. Perform other duties from time to time assigned to the Secretary by the League.
4. The League Scheduler shall:
- a. Obtain from Local Community Clubs Ice Convenors the necessary indoor ice allotments (1 hour) required for the conducting of competition of league games.
 - b. Develop a schedule for League competition and play offs and load said schedule onto the ERL website.
 - c. Ensure that no games are scheduled during the Christmas week without prior agreement between the League and the Local C.C.
 - d. Load rescheduled games onto the website.
 - e. Direct all enquiries to League Coordinator.

5. The Statistician shall:
 - a. Be responsible for receiving all game sheets and bringing to the attention of the League any commends, complaints or matters revealed therein.
 - b. Be responsible for publicising League standings and playoff results on a timely basis.
 - c. Perform other duties as assigned.

20. Dues

- A. Each player and/or community member shall pay registration dues based on requirements as determined on an annual basis, by the ERA.

21. Representation and Voting at League Meetings:

- A. Each League Committee member shall be entitled to attend and cast one vote at all League meetings.
- B. All community centres in good standing shall be allowed one voting and two alternate delegates at the meetings of the League. Alternate delegates shall be allowed voice but no vote, when regular voting delegate is present.
- C. No individual can represent more than one vote at any meeting.
- D. There shall be no votes by proxy.

22. Quorum:

- A. The quorum for a League meeting shall be 50% + 1.
- B. In the event of a tie vote, the League Coordinator shall NOT have a second casting ballot. The matter shall be put down to the end of the Agenda for further discussion or a further Special Meeting of the ERA could be called later to deal with the controversial matter only.

23. Election of Officers

- A. The League Coordinator shall be elected at the ERA Annual General Meeting.
- B. The League Secretary, League Scheduler and League Statistician shall be elected from the League Community Representatives at the first meeting of the League following the Annual General Meeting.
- C. All members of the League Executive Committee, except as otherwise herein stipulated, and all member communities of the League in good standing shall have one (1) vote.

24. Standing Committees

- A. The Standing Committees of the League shall be as follows:
 1. Protest Committee – chaired by the Statistician or any other appointee designated by the League from time to time.
 2. Nominating Committee – chaired by an appointee chosen by the League from time to time.
- B. Each year, the League Committee shall appoint at least two (2) others to serve on the committees above.
- C. The terms of reference for each of the committees established above shall be outlines in by-laws established by the League from time to time.

25. Amendments to the League Constitution

The League Constitution shall not be amended except at the ERA Annual General Meeting by a two-thirds (2/3) vote of the members present. Notice of the proposed amendments shall be given to the Secretary in writing at least twenty-one (21) days prior to the ERA Annual General Meeting. He/She shall provide copies of the proposed revisions to all community representatives as set out in the latest records held by the Secretary in this regard.

26. Annual General Meeting

The Annual General Meeting of the League and the ERA shall be one and the same.

27. Dissolution

It is specifically provided that in the event of dissolution or wind up of the Association, all remaining assets, after payment of its liabilities, shall be distributed to one or more recognized organization in Canada whose objects are identical or similar to those set out herein. In any event, the manner in which the remaining assets, if any, are to be distributed shall be decided by the ERA.

Association / League By-Laws

- A. The Eastman Ringette League By-Laws are described within the Eastman Ringette League Rulebook.
- B. Representations to the Executive Board
 - 1. All representations to the Executive Board of the ERA shall be made first in writing.
 - 2. The Executive Board may from time to time require further submissions and these submissions may be by supplementary written memoranda or by appearance and/or hearing before the Executive Board at such time as convenient to the Executive Board.
 - 3. The Executive Board reserves the right to reserve decisions.
 - 4. All decisions of the Executive Board will be communicated in writing by the Secretary of the Executive Board.
 - 5. Any member of the Executive Board who has a special or extraordinary interest in any matter before the Executive Board shall disclose to the Board such special or extraordinary interest and either may voluntarily withdraw from the discussions and voting pertaining to this matter or shall be requested by a majority of the Executive Board to do so.
- C. Complaints and Other Team Responsibilities
 - 1. Definition: "team" shall refer to any and all teams operating and authorized to be in existence within the Eastman Region.
 - 2. Upon receiving complaints from parents, team members and/or team coaching staff on matters concerning teams in Eastman, the ERA Executive members are hereby empowered to act upon these complaints as follows:
 - i. At any time, to call for an audit of financial affairs of any team for the year or years covered by the complaints, up to a maximum of two (2) years previous, if they be of a financial nature.

- ii. To appoint an auditor or hire an auditor at the discretion of the Executive duly empowered at the time of receiving the complaint(s).
- iii. To freeze bank accounts that may be operating at the time of calling for the audit until such time as the audit is finalized and an Executive decision is made as a result of the audit, or an Executive decision is made as a result of recommendations from the auditor appointed or hired by authority of Clause 2ii.
- iv. To appoint committees of the Executive to address the situation, as is deemed necessary by the Executive.
- v. To request full cooperation from any team, coach, manager, and/or player, to turn over financial documents to the auditor and/or Executive members by a date and time specified by a Motion of the Executive.
 - 1. Financial documents shall consist of bank statements, cancelled cheques, invoices, deposit slips, general journals and subsidiary ledgers, and any other documents that may be in the possession of the team, coach, manager and/or player that are not herein specifically named.
- 3. All Eastman "AA" and "AAA" or (and) Eastman provincial representative teams MUST provide and present a financial statement of their season to the AA Convenor.
- 4. Teams may be granted a start-up loan at the discretion of the Executive, and any start-up loans approved by the Executive and granted MUST be due and payable, in monetary form only, to the ERA on or before March first (1st) of the current season in which the loan was granted.

D. Amendments to the By-Laws

- 1. The By-Laws of the ERA and the League may be amended by a two-thirds (2/3) vote of the members at the ERA Annual General Meeting or a special meeting called for this purpose, provided at least seven (7) days notice in writing has been given to all community members as set out in the latest records held by the Secretary in this regard.