

SARNIA SAINTS RUGBY UNION FOOTBALL CLUB

CONSTITUTION

1. The name of the Club shall be the Sarnia Saints Rugby Union Football Club.
2. The object of the Club shall be to play and further the interests of rugby football in accordance with the rules and playing laws of Rugby Canada and to establish and operate a sport and social club for the purposes of:
 - promoting organized sports, games and recreation, particularly rugby football, (and football, soccer, tennis, badminton and other sports & games);
 - arranging matches and competitions, and establishing and granting prizes, awards, and distinctions;
 - fostering goodwill and sportsmanship;
 - providing facilities for the pleasure and accommodation of members and guests;
 - organizing social events;
 - and such other complementary purposes not inconsistent with the objects of the club.
3. The affairs of the Club shall be administered according to this Constitution and its Bylaws by a Managing Executive Committee (MEC).
4. An Annual General Meeting (AGM), of the Club shall be held for the presentation of the MEC Director's Reports, Appointed Volunteer Officers (AVO) Reports, and Auditors reports, and for the election of the MEC Directors.
5. Prior notice of a General and or Annual General Meeting shall be sent to every current member in good standing.
6. Approval of changes in the Constitution must be by a two-thirds majority of the total membership in attendance at a General Meeting and or Annual General Meeting, including proxy votes.

OUR MISSION: Our Mission is to promote the Participation and Development of Rugby in our Community in a Safe and Positive Manner.

SARNIA SAINTS RUGBY UNION FOOTBALL CLUB 1958 BYLAWS

1. The Club colours shall be black and white.
2. The membership shall consist of the MEC Directors in accordance with Bylaw 7c and other persons admitted by the MEC.
3. There shall be 6 classes of membership:
 - a) Senior Playing Member: Shall be a person 18 years of age or older interested in furthering the object of the club who has applied and been accepted by the MEC, and who participates in the active playing of rugby, in according to Bylaw 6d & 6h.
 - b) Social/Recreational Member: Shall be a person interested in furthering the object of the club who has applied and been accepted by the MEC, but does not want to participate in the active playing of contact rugby according to Bylaw 6c.
 - c) Vice President: Shall be a person interested in furthering the object of the Club who is accepted by the MEC and who makes a donation to the Club according to Bylaw 6e.
 - d) Honorary Life Member: Shall be a person who through his or her efforts in furthering the object of the Club, is considered by the MEC to be worthy of such status. The benefits of being deemed an Honorary Life Member is limited to the designation according to Bylaw 6f.
 - e) Life Member: Shall be a member who is accepted by the MEC and who has made a donation to the Club according to Bylaw 6g.
 - f) Junior/Youth Member: Shall be a person interested in developing rugby skills through participation in active rugby playing through the Under 18, Under 16, Under 14 and youth/minor rugby programs
4. Each member 18 years of age or older in good standing shall be entitled to one vote on each question arising at any General Meeting of the Club.
5. A Senior Playing Member or Junior/Youth Member wishing to resign from the club shall notify the Secretary in writing. He/She shall cease to be a member from the date notice is received but shall remain liable for all sums due to the Club up to the date of resignation.

6. Annual Membership Subscriptions:

- a) Senior Playing Members, Social/Recreational Members, and Vice-Presidents shall pay an annual subscription, such fee to become payable on January 1st of each year.
- b) The annual subscription for a Senior Playing Member shall not be less than \$25.00.
- c) The annual subscription for a Social/Recreational member shall not be less than \$25.00.
- d) Any full time university, college, and or high school student may be eligible for a discounted rate on a per basis case and at the discretion of the MEC.
- e) The annual subscription for Vice-Presidents shall not be less than \$100.00.
- f) An Honorary Life Member shall not be required to pay social membership fees to the Club. An Honorary Life Membership will not supersede paying registration or insurance fees to Rugby Ontario or Rugby Canada.
- g) A Life Member shall make a donation to the club of not less than \$250.00 upon approval of the MEC and shall not be required to pay social membership fees to the Club. This will not supersede paying registration and/or insurance fees to Rugby Ontario and/or Rugby Canada.
- h) The MEC may set membership fees in excess of the stated minimum prior to January 1st of each year. The fee shall then remain fixed for the remainder of the year. The Secretary and Treasurer shall keep a record of current subscription fees. Membership fees may be subject to change after January 1st depending on the final fees set forth by Rugby Ontario and/or Rugby Canada with any changes being subject to MEC resolution.
- i) A Senior Playing Member or Junior/Youth Member may, on a case by case basis, apply for special dues terms or considerations, to the Club Secretary or a Member or Officer selected by the MEC, for the purpose of being given financial relief in lieu of dues payment, prior to taking part in games or practises. The Member or Officer designated will have authority to provide or revoke dues relief terms; any discussions will be considered confidential.

7. a) Each MEC Director elected at the AGM shall hold office until the next AGM or until his or her successor has been elected and assumes their Director's roll.

b) The whole MEC shall retire at the AGM but shall be eligible for re-election, consistent with bylaw 7a.

c) Each MEC Director at the time of the election and throughout the term of their office shall be a member of the club.

d) The offices of President, Secretary, Treasurer, Fixture Secretary, Director of Rugby Male, Director of Rugby Female and Director of Rugby Youth shall be elected by the membership, these offices automatically assuming MEC directorships.

e) No person shall hold more than one of the MEC offices as specified in Bylaw 7d.

f) In addition to the MEC Directors elected according to Bylaw 7d, the MEC may appoint Volunteer Officers (VO's) as may be desired.

g) Nominations to a Directorship may be made in writing to the Secretary or from the floor at the AGM.

h) Resignations of a MEC Director are to be submitted in writing to the President and are to be effective immediately upon receipt. If a Director resigns, the MEC may appoint a successor for the remainder of the term, however the membership may request, in writing to the MEC, an election for the vacant position. The written request is to be signed by 50% + 1 of the current membership. The election is to be held at a general meeting subject to Bylaw 17.

8. Removal of a Director from Office:

a) By membership: The members by a resolution passed by at least two-thirds (2/3) of the votes cast at a General Meeting, in which notice specifying the intention to pass such resolution has been given, may remove any Director before the expiration of his or her term of office and may, by a majority of votes cast at that meeting elect any member in his or her stead for the remainder of the term.

b) By the MEC: If, in the opinion of the board, a Director is negligent, insufficient or incompetent in the performance of his or her duties, the MEC shall have the

power to demand his or her resignation, subject to the right of appeal to a General Meeting. If a Director is removed from office in this way, the MEC may appoint a successor for the remainder of the term, however the membership may request, in writing to the MEC, an election for the vacant position. The written request is to be signed by 50% + 1 of the current membership. The election is to be held at a general meeting subject to Bylaw 17.

9. Duties of the MEC: The MEC shall administer the affairs of the Club in all things and may make or cause to be made for the Club, in its name, any kind of contract which the Club may lawfully enter into and, exercise all such powers and do all such acts and things as the Club. The MEC shall see that all necessary books and records of the Club required by the Bylaws of the Club or by any applicable statute or law are regularly and properly kept.

10. Officers appointed by the MEC:

a) The MEC shall appoint persons to the offices of Captain of each team and Club Coach(s). The appointment of the Team(s) Captain will generally be reflective of the recommendation of the Directors of Rugby unless the MEC believes the recommendation to be without merit.

b) The MEC may appoint from the membership Volunteer Officers for a task-specific project as outlined and approved by the MEC. Volunteer Officers will report back to the MEC as directed and will not have voting rights within the MEC.

11. Duties of the Managing Executive Committee (MEC):

a) The President shall be responsible for:

- presiding at all General Meetings of the Club and at all meetings of the MEC. He shall be an ex-officio member of all committees;
- coordinating Volunteer Officers.

b) The Secretary shall be responsible for:

- giving notice of, preparing agendas for, and recording minutes of all meetings of the club and its' MEC;
- distribute the minutes within 48 hours of an Executive Meeting, General Meetings, and or Annual General Meeting;

- conducting the official correspondence of the club;
- reporting incidents to the Branch Discipline Committee;
- furnishing the ORU with a current list of the MEC;
- maintaining records of the Club's business throughout the fiscal year;
- maintaining current membership list;

c) The Treasurer shall be responsible for:

- all financial transactions of the Club;
- specifically, without limiting or excluding any other function be responsible for the receipt of all monies on behalf of the Club, there acknowledgement, and there deposit in such bank or banks as the MEC may decide;
- the payment of all accounts;
- reviewing and reporting on all financial matters to the MEC;
- presenting a financial statement, audited by a person or persons appointed by the MEC, at the AGM;
- the development of a budget and its appropriation for the year;

d) The Fixture Secretary shall be responsible for:

- arranging fixtures for the current and future years;
- maintaining communication with city parks authority;
- booking and confirming field rental arrangements for all home games with field provider;
- confirming the time and venue of all games with the appropriate Director of Rugby, opposition and referee(s);
- developing and maintaining a calendar of all rugby relevant non-club and club matches and events;
- obtaining permission to tour from the ORU and Branch Union Executive, as may be required;
- maintaining proper registration of current members of the club within accordance of Rugby Ontario and or Rugby Canada;

e) Director of Rugby Male shall be responsible for:

- training sessions;
- working knowledge of the names, contact details and membership status of program participants
- nomination of Selection Committee (as defined in Bylaw 12);
- nomination of a Team Captain(s) by February 1st ;
- reporting disciplinary incidents to the Secretary;
- reporting game results as required;
- be a representative of all male players over the age of 14 on the MEC;
- coordinating Volunteer Officers assigned to this Directorship

f) Director of Rugby Female shall be responsible for:

- training sessions;
- working knowledge of the names, contact details and membership status of program participants
- nomination of Selection Committee (as defined in Bylaw 12);
- nomination of a Team Captain(s) by February 1st if applicable ;
- reporting disciplinary incidents to the Secretary;
- reporting game results as required;
- be a representative of all female players over the age of 14 on the MEC;
- coordinating Volunteer Officers assigned to this Directorship

g) Director of Rugby Youth shall be responsible for:

- Training;
- nomination of Selection Committee (as defined in Bylaw 12);
- nomination of a Team Captain(s) by February 1st if applicable ;
- reporting disciplinary incidents to the Secretary;
- reporting game results as required;
- be a representative of all players under the age of 14 on the MEC;
- coordinating Volunteer Officers assigned to this Directorship

12. Team Selection:

Team selection shall be by a committee consisting of the Directors of Rugby, Team Captain(s), Team Coach(s), and/or any other member appointed by the MEC. The Team Selection Committee (TSC) shall select teams from current registered players with preference to members who attend practice, provided however, that the TSC take into consideration valid reasons for inability to attend practice.

Appointment of members to the Team Selection Committee by the MEC may be completed at anytime throughout the year and should be completed no less than 10 days prior to game selection as outlined in Bylaw 13. The period may be waived upon unanimous consent of the existing TSC.

13. Notification of Selection

Players will be notified of selection 72 hours prior to the game when possible. The players in turn, must notify the Team Selection Committee of their availability at least 48 hours prior to the game. Failure to comply without valid reason may result in disciplinary action as per Bylaws 14a & 14b.

14. Discipline:

a) The MEC shall investigate any complaint concerning conduct unbecoming a member of the Club and/or any alleged violation of the Club's Constitution, Code of Conduct or Bylaws. The MEC will appoint a Disciplinary Committee, responsible for investigating incidents and recommending disciplinary action to the MEC.

b) In every case of discipline, the member in question shall be invited to appear before the MEC and state his or her case before a decision is reached. The MEC shall have authority to warn, suspend for any period, or expel, any member of the Club. Where the MEC decides that suspension or expulsion is warranted, the member shall have the right to appeal at a General Meeting of the Club. Appeal requests are to be submitted in writing to the Secretary and received within 48

hours of the MEC's decision at which time a General Meeting shall be called as per Bylaw 17.

15. Finance:

a) The fiscal year shall be November 1st to October 31st .

b) All cheques drawn on the Club's account(s) shall be signed by two (2) members of the MEC that from time to time have been appointed to sign cheques on behalf of the Club.

c) Monies held by the Club shall be designated by the MEC as operating funds or long term planning funds. Monies designated as operating shall be held in an account(s), as the MEC sees fit, to be used to finance the day-to-day operations of the Club. Funds not required to meet the annual operating expenses of the club shall be invested in short-term debentures.

16. Books of Account:

The books of account and records shall normally be kept at the registered office of the Club and shall be open at all times to inspection by any member of the MEC.

The MEC shall from time to time determine the condition under which the accounts of the Club shall be open to the inspection of members not being MEC members, and no member (not being a MEC member) shall have the right of inspection conferred by law or authorized by the MEC or by resolution of the membership.

17. Managing Executive Committee Meetings:

a) Meetings of the MEC may be called by any MEC Director as a need arises.

b) All MEC Directors and concerned VOs shall be notified of an impending meeting, unless it is impractical for notice to be given to a particular Director or Volunteer.

c) A quorum for any meeting of the MEC shall consist of a minimum of four (4) MEC Directors. Only members of the MEC shall have voting privileges.

d) Except as otherwise provided by law, the MEC may hold its meetings at such a place or places as it may from time to time determine, meeting at least four (4) times a year.

e) Any member of the MEC absent from two (2) board meetings shall automatically vacate his office unless valid reasons for non-attendance are presented to the satisfaction of the MEC.

f) In the absence of the President, the MEC shall elect a Chairman from amongst themselves present.

g) Questions arising at any meeting of the MEC shall be decided by a majority of votes. In case of an equality of votes, the Chairman in addition to their original vote shall have a second or casting vote.

h) All votes at any such meeting shall be taken by secret ballot if so demanded by any of the MEC present, but if no demand be made the vote shall be taken in the usual way of assent and dissent.

i) A declaration by the Chairman that a resolution has been carried and entry to that effect in the minutes shall be admissible in evidence as prima fascia proof of fact without proof of the number or proportion of the votes recorded in favour for or against such resolution.

18. General Meetings:

a) The members of the MEC may, or on receipt of a requisition signed by not less than ten members, shall convene a general meeting of the Club. The business to be transacted shall be specified in a notice of the meeting, which shall be sent prepaid mail, or electronically to each member in good standing two (2) weeks before the date of the meeting.

b) The Annual General Meeting or any other General Meeting of the members shall be held at the head office or elsewhere in Lambton County as the MEC may determine and on such a date as the said members of the MEC shall appoint.

c) The Annual General Meeting shall be held before the ending of the 3rd full weekend in November.

d) At a General Meeting, the only business considered and transacted shall be specified in the agenda sent to the members, except where written notice of any item to be raised under any other business is received by the Secretary at least three (3) days prior to the date of the meeting.

e) A quorum for the transaction of business at any General Meeting of members shall consist of not less than twenty (20) members present in person.

f) Votes shall be exercised by a show of hands or by secret ballot, at the discretion of the Chairman of the meeting. The Secretary up to 24 hours before the meeting only, will accept proxies on individual items, on the Agenda in writing.

g) A simple majority of those present and voting shall prevail, except where otherwise specified in the Constitution and Bylaws.

h) The Chairman shall in the event of an equality of votes for and against a motion have a casting vote, in addition to his own.

i) Roberts Rules of Order shall be followed at all general meetings.

19. Changes in the Bylaws & Constitution:

Changes in or additions to the Bylaws and Constitution can only be made at a General Meeting. Detailed written notice of proposed revision(s) shall be sent to the members with the notice of the meeting at least 21 days prior.

20. Police Vulnerable Sector Check (PVSC):

All club members working with children or youth under the age of 18 years in a coaching, management or other direct capacity, are required to have a PVSC which must be submitted to the Club President for review prior to the start of the particular program.

21. Interpretation:

In these Bylaws, unless the context otherwise requires, words imparting singular number of the masculine gender shall include the plural number of the feminine gender. The letters ORU should be understood to mean Ontario Rugby Union and/or Rugby Ontario. The word Club should be understood to refer to the Sarnia Saints Rugby Union Football Club.