

Constitution and By-Laws

Conference

Preamble

We, the members of _____ Conference, to fully realize our purpose, do hereby adopt and establish this constitution as the guiding instrument of our organization.

1. NAME.

This organization shall be called _____ Rugby Conference.

2. AFFILIATION.

The Conference and its members will observe and be immediately governed through its affiliation with USA Rugby, the National Governing body which maintains the laws of the Game as written by the International Rugby Board.

The Conference will have concurrent jurisdiction over its members in all matters pertaining to the administration of rugby activities to include but not to be restricted to competitions, discipline, player and team eligibility, and related matters.

3. MISSION.

The mission of the Conference shall be to encourage the introduction, teaching, promotion, and understanding of the sport of College Rugby throughout the _____ Conference and undertake other activities incidental or conducive to the furtherance of these objects.

The Conference is committed to encouraging the highest ethical standards. All teams involved in the Conference should conduct themselves with integrity, transparency, accountability, and in a fair and equitable manner consistent with the USA Rugby Code of Conduct.

4. MEMBERSHIP.

The membership of the Conference shall be limited to rugby teams in good standing of four-year colleges and universities.

Team membership shall consist of the following statuses:

- A. Full Membership - A full member shall have full voting rights and shall hold one seat on the Board of Directors.
- B. Associate Membership - An Associate Member shall have no voting rights, though will maintain access to certain other services as approved by policy of the Board of Directors.

Members shall pay membership fees as determined in the annual budget.

All members joining the Conference shall be deemed to accept the terms of this Constitution and any by-laws from time to time adopted by the Conference, and are required to conduct themselves in accordance with the Conference's ethical framework.

Any team seeking to join the Conference shall submit a request to the Board of Directors. Members shall be admitted based on a two-thirds vote from the Board of Directors.

Both Full and Associate members shall submit a renewal application each year prior to January 01 to ensure the availability of accurate information to the Conference. Applications shall become due October 1st and delinquent on January 1st. Once a team has renewed, it is obligated to carry out its duties for the entire year.

A team may resign from the conference with or without cause simply by not renewing the annual membership application as required. Mid-season resignations will not be accepted. The resigning team shall remain liable for any pending financial obligations to the Conference.

5. MANAGEMENT

The affairs of the Conference shall be conducted by a Board of Directors.
The preferred mode of communication shall be electronic mail and/or telephone.

The members of the Board of Directors shall consist of the following:

Commissioner. The Conference Commissioner shall have charge of and be responsible for all areas in relation to conference development, communication, and organization. Other duties may be assigned to him by members of the Board of Directors and/or by the By-Laws of the Conference.

- ◆ **Chief of Staff:** The Conference Administrator shall have general and active supervision over the business of the Conference and serve as the Chairman of the Board of Directors.
- ◆ **Representation:** Responsible for providing communication with governing affiliations, member teams, the referee societies, and any partnering organizations.
- ◆ **Organization:** Responsible for scheduling, maintaining conference records and official documents, presiding over General Meetings, and is responsible for the general welfare of the Conference and its members.

Treasurer. The Treasurer shall have charge of and be responsible for all areas in relation to financial administration of the Conference. The Treasurer shall administer over the following areas as well as other duties that may be assigned to him by members of the Board of Directors and/or the By-Laws of the Conference:

Budget: Responsible for maintaining the budget, as well as having the authority to set and collect fines, fees, and assessments from time to time as may be required.

Sponsorship & Marketing: Responsibilities include soliciting and coordinating all sponsorship activities while serving as the chief representative of the Conference when engaged in such marketing relations.

Team Delegates. Each team with Full membership status shall receive one seat on the Board of Directors. Delegates shall be charged with the duty of representing not only the interests of their teams, but those of the Conference as a whole.

Committees and Directors: The Commissioner, with authorization of the Board, may appoint additional personnel or advisers to serve as directors and on committees to support the operations of the Conference.

The Board of Directors shall have full power to deal with all matters relating to the Conference including power to make public and enforce such by-laws as the Board of Directors feels necessary to govern the activities of the Conference. They may enter into any variances of contractual agreements on behalf of the Conference, and they may generally exercise all such powers granted within these by-laws or are otherwise authorized to exercise, except those powers expressly reserved for the individual member teams.

6. TENURE.

Appointments.

- A. Team Delegates shall be appointed by their respective teams, with the Conference Commissioner and Treasurer to be elected by the Team Delegates.
- B. The Conference Commissioner and Treasurer shall be appointed at the Pre-Season General Meeting by a simple majority of the Team Delegates present at the meeting.

Terms.

All Board of Directors members shall hold such positions for one (1) year. Their terms shall begin immediately following the appointment process.

Removal and Vacancies.

- A. The removal of a sitting team shall be resolved by a two-thirds majority vote at General Meetings.
- B. A member of the Board of Directors may resign at any time with or without cause. If the post of any member should fall vacant, the Board of Directors shall have the power to fill the vacancy until the succeeding season.

7. MEETINGS

Annual General Meeting.

The conference shall hold an Annual General Meeting each year with the date to be determined prior to the beginning of the academic year:

- ◆ Elect officers.
- ◆ Receive individual reports from members of the Board of Directors.
- ◆ Vote on a budget for the following year.
- ◆ Consider changes to the Constitution.
- ◆ Address other relevant business.

Special Called Meetings.

- ◆ The Conference shall have the option to hold Special Called Meetings each year:
- ◆ Receive individual reports from members of the Board of Directors.
- ◆ Consider changes to the Constitution.
- ◆ Address other relevant business.

Quorum.

A quorum shall only be established when the Commissioner and 51% of all eligible voters are in attendance. All meetings are open to all members of the Conference and interested persons.

Notices.

At least a fourteen (14) day notice of the time, place, and Agenda shall be given to all voting members of any General Meeting if a vote of high importance, as deemed so the Board of Directors, is to be taken. No business shall be conducted unless fair notice thereof is contained in the Agenda.

Voting.

All decisions shall be resolved by eligible voters comprised only of the Board of Directors that are present at the meeting. Each member shall be entitled to one vote, unless stipulated other in the Constitution or By-Laws; however, only members present may vote.

The Conference Commissioner shall only cast a vote in the event of a tie decision.

Rules.

At meetings of the Board of Directors, Robert's Rules of Order, newly revised, shall be followed unless altered by the By-Laws.

Changes to the Constitution.

A. Any change to the Constitution shall be resolved by a two-thirds majority at General Meetings.

B. A proposal to change the Constitution must be submitted in writing to the Conference Commissioner who shall circulate the proposal to all members and allow fourteen (14) days for submission of any amendments before calling a meeting in accordance with rule 7.6 above. All amendments to the by-laws become effective immediately unless otherwise noted.

8. FINANCE & ACCOUNTS.

The financial year shall run from January 1 to December 31.

A budget shall be submitted by the Treasurer at the Annual General Meeting with a vote to take place directly after discussion. Revisions to the budget can be made at General Meetings by a simple majority of eligible voters.

The Treasurer shall maintain the budget, as well as have the authority to set and collect fines, fees, and assessments from time to time as may be required. Teams delinquent in payment of dues shall forfeit voting privileges. The Treasurer shall send one or more reminders to the member team.

All checks or charges drawn against the Conference's funds shall only be signed by the Treasurer.

All expenditures must be approved by the Conference Commissioner in agreement with the Treasurer before they are executed.

All members of the Conference shall be jointly and individually responsible for the financial liabilities of the Conference.

Any Conference member who engages in the misuse of funds will have their membership status revoked.

9. DISSOLUTION.

The Conference is a non-profit organization. All profits and surpluses will be used to maintain or improve or develop the Conference or to carry out the objects of the Association to which it is affiliated. No profit or surplus will be distributed other than to another non-profit body on a commencement or dissolution of its Conference.

If, upon the dissolution of the Conference there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall be transferred to some other organization or organizations having objects similar to the objects of the Conference, such organization or organizations to be determined by the Board of Directors by resolution passed at a General Meeting.