

**Grimsby Gentlemen Rugby Football Club Constitution and By-laws: Summary**

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## **Grimsby Gentlemen Rugby Football Club Constitution and By-laws**

### **Article I: Name of the Club**

The name of the club shall be Grimsby Gentlemen Rugby Football Club (GGRFC) herein after called the “Club”.

### **Article II: Club Colours**

The colours of the Club shall be red, black and white.

### **Article III: The Aims of the Club**

- a) The primary aim of the Club shall be to promote the playing of Rugby Union Football as defined by the Ontario Rugby Union in all its forms at all levels in the Grimsby area.
- b) Secondary aims shall be
  - i) to foster the development of members ,players, coaches, referees and individuals through games and practice
  - ii) to assist club members to represent the club at a higher level
  - iii) to develop and maintain the club house
  - iv) to provide a forum for members to interact and socialize through playing and non-playing activities

### **Article IV: Membership**

- a) The club shall have five (5) main categories of membership
  - i) **Active members:**

These members will be of two groups: full (playing) and non-playing (associate).All active members will be able to vote at the Annual General Meeting (herein after called the “AGM”) and hold office in the club. Subscriptions (dues, membership fee) for these groups to be set by the executive each year in accordance with the amount determined by the AGM.. Each member shall either choose or be assigned to a sub-committee each year by the executive on paying the subscription fees or soon after.
  - ii) **Life members:**

Members who have served the Club well for many years and whose names are brought forward to a nominating committee determined by the president. They will be confirmed as life members by a vote at a General Meeting with a two thirds majority. They are required to pay no subscriptions and may have other privileges as decided upon by the executive committee from time to time. These members cannot vote unless they are also an active member (having paid subscription fees or are member of or running for membership in the executive committee.
  - iii) **Social members:**

Supporting members of the club who are involved in social aspects and pay subscriptions determined by the executive committee. They are non-voting unless also an active member but may attend meetings. They cannot participate in the meeting unless allowed to by the chairman.

iv) **Student members:**

Members over the age of 18 who are attending a form of schooling and pay subscriptions determined by the executive committee. These members are considered to be an active member for the purpose of voting. Each member shall choose or be assigned to a sub-committee each year on paying the subscription fee or soon after.

v) **Junior members:**

Junior members are those players under eighteen years of age. These members are non-voting but may attend meetings. They cannot, however, participate in the meeting unless allowed to by the chairman. Subscriptions to junior programs will be determined by the executive committee.

**b) Voting Members**

Any person who satisfies the criteria listed below is considered to be a voting member of the Club.

- i) Is an active member and has been one for three months
- ii) Owes no debts to the Club from the previous year. i.e. overdue membership dues, match fees, agreed upon obligations, fines or damages recorded by the executive committee.
- iii) Is up to date with the current years dues schedule
- iv) Whose membership has not been terminated or suspended by the executive or disciplinary committee.

c) A member may resign from the Club by notifying the secretary in writing of the intention to do so and upon such resignation being accepted by the executive committee, he or she shall cease to be a member of the Club. Unused dues are not necessarily returned to the individual

d) Grimsby Gentlemen Rugby Football Club does not discriminate on any basis including race, colour, religion, gender, national origin, age, sexual orientation and physical or mental ability or disability.

**Article V: General Meetings (Roberts Rules of Order will be followed)**

a) **Annual General Meeting (AGM)**

- i) Roberts Rules of Order will be followed
- ii) An AGM shall take place the first Monday in November each year for the purpose of executive annual reports after which there will be the election of officers for the next year and new business.
- iii) The secretary should attempt to notify all members individually of the place, date and time and include a notice on the web site. This notification should take place two weeks before the meeting, however since members are responsible to maintain contact with the club regularly, accidental omission to give notice shall not invalidate the meeting.
- iv) A quorum of ten members must be present or another meeting will take place the next week at a time a place determined by those present at the AGM and will continue each week hereafter until a quorum attends. .
- v) Minutes shall be taken of the meeting and recorded.

**b) Extraordinary General Meetings** (hereinafter called the “EGM”)

- i) Roberts Rules of Order will be followed.
  - ii) An EGM may take place at any time during the year for a specific purpose as set out by the executive or any individual of the membership and the signatures of twenty-five percent of the active membership.
  - iii) The secretary should attempt to notify all members individually or the place date and time and include a notice on the web site. This notification should take place two weeks before the meeting, however, since members are individually responsible to maintain contact with the club regularly, accidental omission to give notice shall not invalidate the meeting.
  - iv) A quorum of eight members must be present for official business and proxy votes shall not be used. If no quorum is present then the specific business is supposed to be defeated and a new EGM would need to be called to continue this particular business.
  - v) Minutes shall be taken of the meeting and recorded.
- c) If the president is not present to act as chairman at the time for the start of the meeting, a chairman will be elected from the members present.
- d) In matters which are tied, the chairman will have a second or deciding vote

**Article VI: Proxies**

Proxies will not be use in any meetings.

**Article VII: Officers of the Club**

- a) Active and life members may become officers of the Club and form an executive committee.
- b) The officers of the club shall be elected by majority at an AGM by the active members of the club entitled to vote for one year terms.
- c) The executive committee shall meet once a month or more if needed and attendance is mandatory. Attendance will be recorded by the secretary (including excuses and regrets) and be available to any member of the Club. The position of any officer absent for three consecutive meetings without leave of absence shall automatically become vacant and may be replaced. Acceptance of an apology shall be deemed grant of such leave.
- d) The officers together will run the club in terms of organizing games, practices and social events. They will determine annual dues and match fees for all teams. They will represent the club in the associations with the Niagara Rugby Union, the Ontario Rugby Union and the Canadian Rugby Union.
- e) The immediate past president shall automatically be ex officio be a member of the executive committee.
- f) The officers shall be elected at the AGM in the order below and potential officers shall be nominated to run for an office and seconded by a member either at the meeting or before. Every member present has a vote by a show of hands or by ballot if requested by 12.5 percent of those present

g) The officers of the executive committee shall be

President  
Secretary  
Treasurer  
Club Manager  
Social Secretary  
Club House Manager  
Fixture Secretary  
Junior Co-ordinator

- h) The executive committee shall organize themselves to allow the club to function in accordance with the aims of the Club (Article II). They may use the bylaw number 1 as guidance to the duties of each executive member although it is recognized that they are all working together towards the same aims
- i) The executive committee can make bylaws necessary from time to time for the conduct of its business. These bylaws remain in force until the next general meeting where they shall be confirmed, amended or rescinded.
- j) The executive committee shall have power to fill any vacancy which may arise in their number. They may also fill any vacancy which may arise in the team selection committees and may appoint such additional sub-committees as may, from time to time, be necessary, including a Disciplinary Committee.
- k) No member of the executive committee shall be dismissed from the office unless written notice of a resolution to seek such dismissal, signed by at least 12.5% of the members of the Club, is received two weeks prior to an EGM at which such a resolution shall be debated. The resolution must be passed by a two thirds majority at this EGM.
- l) A committee member wishing to resign must submit a letter in writing declaring that intention to the chairman or secretary, who will immediately inform the Committee as a whole. The Committee member must remain in office for a minimum time period of two weeks thereafter, so that an EGM can be held to elect a replacement. In cases where an EGM cannot be held by said date, the committee has two choices:
- 1) The responsibilities of the vacant position shall be delegated to another committee member/members until such an election can take place.
  - 2) The executive committee can co-opt an active member to temporarily execute the vacant position. Both of these options are temporary and an EGM must be held inside six weeks.

#### **Article VIII: Sub-committees**

- a) The executive committee shall appoint members to such sub committees as are deemed necessary on the advice of the responsible officer (See by-law 2) These members may or may not be on the executive committee and should organize themselves into a committee with a chairman but should report to the responsible officer and must work within the aims of the constitution.
- b) Such sub committees should include:

Coaching (including selection of team captains): under the responsibility of the Club Manager  
Selection: under the responsibility of the Club Manager  
Discipline: under the responsibility of the President  
Fund Raising: under the responsibility of the Treasurer  
Social: under the responsibility of the Social Secretary  
Fields: under the responsibility of Fixtures Secretary

**Article IX: Amendments to this Constitution**

- a) Amendments to this constitution can only be made at an AGM or extraordinary general meetings (EGM) with a quorum of 10 members called by any member with at least 12.5 percent of the active membership. These meetings and the proposed constitutional amendment must be posted on the web site and an effort made to communicate the meeting time and place and purpose to all members at least two weeks before the meeting or the amendment is not valid. The amendment may be debated and must be passed with a two thirds majority.
- b) Articles I, II and III of this constitution shall not be amended.
- c) Any doubt arising as to the application or meaning of any clause in the constitution shall be decided by the executive committee whose decision shall remain unaltered until a vote of a General Meeting whose decision shall be final and conclusive.
- d) If any case occurs, which in the opinion of the committee, is not provided for in the constitution and by-laws, it shall be determined by the committee in such a manner as deemed expedient.
- e) Copies of this constitution and by-laws shall be posted on the web site and a copy given with no charge, upon reasonable request, to any new member or existing member.
- f) The web site shall be maintained by the executive and any amendments added.

**By-Laws:** rules governing the internal workings of the organization

## **Number 1: Meetings**

Times and organization of meetings shall be determined by the executive. Roberts rules of order will be followed during all meetings.

## **Number 2: Duties of the Executive Officers**

It is recognized that the officers have duties for which they were elected or appointed. These are the suggested duties for each executive officer although they may be divided slightly differently with agreement of the president as long as some member is responsible for each duty.

### **1. President:**

- a) Chair Club meetings and conduct Club business
- b) Be aware of the constitution and inform executive members of pertinent articles, policies and information
- c) Designate individuals to represent the Club at all union meetings
- d) Delegate authority within the Club
- e) With the help of the executive approve the Club's budget and spending patterns
- f) Approve Club schedules
- g) Generate any adjustments to the Club constitution when needed
- h) Ensure all appropriate forms have been turned in on time
- i) Establish a forward looking program for the Club.

### **2. Secretary:**

- a) Record and have the minutes of all meetings posted to the web site. .
- b) Establish and maintain game schedules.
- c) Maintain member information sheets.
- d) Complete membership rosters.
- e) Handle Club correspondence and bring any incoming correspondence to the notice of the executive.
- f) Develop and circulate publicity regarding Club activities.
- g) Check Club mailbox regularly (no less than once a week)

### **3. Treasurer**

- a) Handle all cash account transactions.
- b) Prepare with the president an annual budget for the season
- c) Maintain all appropriate records of financial activity, maintain proper record keeping.
- d) Aid in fundraising activities
- e) Collect all required subscriptions from the players
- f) Maintain a record of subscriptions paid (financial year 15 Oct.)
- g) On paying subscriptions, have each member choose a sub committee to become part of for the year or make the member aware one will be assigned.
- h) member of or make the member aware one will be assigned.

### **4. Club Manager**

- a) Works to enable the game to be played (team on a field with equipment)
- b) Organizes the election of captains at each level
- c) Establishes a selection committee and the criteria for selection for games
- d) Establishes training nights and ensures necessary equipment is available
- e) Ensures coaching at all levels (establishes a coaching committee)

## 5. Social Secretary

- a) organizes a social committee
- b) organizes various social activities for the club members
- c) organizes the hosting of visiting teams

## 6. Fixture Secretary

- a) represents the club at fixture meetings
- b) organizes friendly games with various teams
- c) ensures properly marked fields and referees for home games
- d) confirms time and directions for away games

## 7. Junior Coordinator

- a) Works with junior coaches and managers to promote under 18 rugby in all its forms (mini, junior) which will feed into the senior team
- b) Establishes schedules for games for junior teams.
- c) Works to establish a rapport with local high schools to keep in contact with under 18 players.

## 8.. Clubhouse Manager

- a) Organizes procedures to keep the clubhouse clean and in proper order.

## Number 3: Sub-Committees

1. Each member of the Club in all categories shall also be a member of a sub-committee as part of their duties. The member normally will choose the sub-committee but may be reassigned by the executive committee.
2. Regular committees are established by the executive member who reports on the committee's procedures to the executive and the membership. The executive and the membership may determine the direction of any committee and overrule any decisions.
3. Committees could be established in many areas but the club shall have the following:
  - a. Discipline Committee:
    - i. The Disciplinary Committee of the Club shall consist of the Club's President, Secretary, team Captains and Manager.
    - ii. It shall have power to hear and determine all matters of breaches of discipline by club members either on or off the playing pitch and will have the power to impose warnings, sanctions, suspensions or other punishments as it deems fit in the circumstances of each particular case.
    - iii. Four clear days notification in writing shall be given by the Secretary to any members whose conduct is being investigated at a meeting of the Disciplinary Committee and that member shall be entitled to be present and be heard at the said meeting. The Committee and the person being investigated can also call upon other persons to be present and heard at the meeting as it deems fit in its absolute discretion to enable it to reach a fair and just decision.
    - iv. The right of Appeal to the Executive Committee shall exist for the member involved within a period of seven days of the date of this decision being handed down.

- v. Any member whose conduct the Executive Committee deems to be detrimental to the best interests of the club may be called upon by them to resign his membership, but this action will require confirmation by those present and voting at a Special Committee Meeting convened for that purpose.
  - vi. Any member may be expelled from the club but has a right of appeal at an EGM. Voting on an expulsion shall be of a secret ballot both in committee and at the general meeting.
  - vii. A decision by the disciplinary committee can be overturned if a EGM is initiated by ten percent of the voting members presenting a motion in writing with signatures to the president. Fifty percent of all eligible voting members must vote in favour of the motion.
- b. Coaching
- The coaching committee of the club shall consist of the club manager, captains of the senior teams, the coach and others interested in providing specific expertise. eg: fitness. Coaches, especially those working with juniors, must have a police check.
- c. Clubhouse
- The clubhouse committee of the club shall consist of the president, treasurer and clubhouse manager and other interested in the maintenance of the clubhouse.
- d. Selection
- The selection committee of the club shall consist of the club manager, coach and captains of the teams. This committee is responsible for the selection of the team that represents the club in any match against another club. This group should also make sure each player is notified and apprised of his roll on the teams each week.
- e. Awards:
- The award committer of the club shall consist of the President, the secretary and any number of long standing and interested members.
- This committee would establish criteria for game awards, year awards, life memberships and others. The awards are to be confirmed by the executive committee.

#### **Number 4: Adhoc Committees**

Committees may be established by the President who may appoint interested members or non-members to establish a policy of interest to the club. The policy should be presented to the membership who votes on it and amendments to the constitution or by-laws shall be made.

For example committees that should be established quickly should be the anti-harassment policy and the risk management policy (identification, assessment and reduction of risk so there are safe playing and practicing conditions).