

# **THE CONSTITUTION OF THE UNIVERSITY OF CALGARY RUGBY FOOTBALL CLUB**

Ratified

November 22, 2001

Calgary Saracen's Rugby Club

## **Aim of Club**

- (a) To promote the game of rugby within the University community
- (b) To provide students with the opportunity to take part in competition at a local, provincial, inter-collegiate, and international level.
- (c) To nurture and promote Intercollegiate rugby in the Province of Alberta
- (d) To Pursue the attainment of Varsity Status for Rugby at the University of Calgary

## **Article 1: Re - Name and Colours of the Club**

- (a) That the club will be known as the "University of Calgary Rugby Football Club" and shall be registered as a Society under the Alberta Government Societies Act.
- (b) That the University of Calgary Rugby Football Club adopt the official colours of The University of Calgary, Scarlet and Gold, and that any uniform or insignia worn by a playing member be approved by the Club Committee.

## **Article 2: Re – Constitution**

That any change to the Constitution of the University of Calgary Rugby Football Club only take place by placement on the agenda and adequate circulation and notification of club members at least two weeks prior to the general meeting.

## **Article 3: Re – Membership**

- (a) That any person interested in playing or promoting rugby at The University of Calgary, and willing to accept its Constitution be eligible.
- (b) That membership be obtained on a yearly (September through September) basis by application to approval committee.
- (c) That the committee retain the right to refuse and withdraw membership according to the rules of the Club, as set down in the Constitution.
- (d) That a membership fee, in addition to the campus recreation fee, be collected. The membership fee will be equivalent to the cost of 24 bottles of domestic beer, and a membership card will be issued on payment of the fee.
- (e) That Honorary, and Life, Members of the Club be appointed following recommendation by the Executive and an Approving majority vote by the members of the Club.

#### **Article 4: Re – Voting and Meetings**

- (a) That only members vote, and that eligibility be determined according to Article 3.
- (b) That all meetings be conducted according to accepted parliamentary procedure, and that it be the responsibility of the Club Captain to acquaint members of correct procedure.
- (c) That a simple vote decide the fate of a proposal or motion.
- (d) That the Annual General Meeting be conducted in the month of November.
- (e) That a quorum consist of a minimum of 25 members or 60% of the club membership.

#### **Article 5: Re – Club Administration**

- (a) That the Club be administered by a committee composing:
  - 1) President
  - 2) Secretary
  - 3) Treasurer
  - 4) Social Director Men's
  - 5) Social Director Women's
  - 6) University of Calgary Rugby Football Club Alumnus
  - 7) Club Captain Men's Team
  - 8) Club Captain Women's Team
  - 9) Teams Manager Men
  - 10) Teams Manager Women
  - 11) Fundraising/Sponsorship Coordinator, Men
  - 12) Fundraising/Sponsorship Coordinator, Women
  - 13) Men's Coach (non-voting)
  - 14) Women's Coach (non-voting)
- (b) All have equal voting power and rights (except coaches who are non-voting) and the Fundraising/Sponsorship Coordinators who carry one vote between them.
- (c) That the Committee meet at least once a month during the academic year for official meetings on a designated night.
- (d) That all members may propose motions, speak on motions but only committee members may vote on proposals at committee meetings.
- (e) That the club create the position of Club Patron
- (f) That minutes be kept by the Secretary of all Club meetings, and that the meetings be conducted according to the interpretation of the presiding Chair (Club President) who will decide on the time of the meeting and exact duration of the meeting.
- (g) That a quorum is reached by the presence of seven committee members (with voting rights) for committee meetings.
- (h) That the committee be elected at the Annual General Meeting for a one-year period.
- (I) That the committee provide an annual budget for the Club to operate under and to pursue appropriate funding to ensure the Club meets its budget. In respect of this :
  - the Club will at no time exercise any borrowing power.
  - the Club shall have its financial books audited annually by two members of the executive, one of which shall be the President.

#### **Article 6 : Re – Election of Officers**

- (a) The election of officers (with the exception of the head coaches for the men's and women's team) shall take place at the Annual General Meeting in November
- (b) That head coaches for the following year be chosen at the first committee meeting following the AGM. The committee shall put nominations forward and a simple vote will be used to elect the coach. The Club Captains for the men's and women's team will be responsible for asking the coaches if they will accept the position of coach no later than January 31.
- (c) Nominations may be made by any member of the Club, with the exception of the President, and will require support by a seconding member.
- (d) Nominations shall be closed after a suitable motion has been seconded and passed.
- (e) The remaining un-nominated members will then vote for their choice of nominee. In the event of three or more nominees, the nominee receiving the least number of votes at the first ballot shall be eliminated and the voting repeated for the remainder. When all but two have been eliminated, the one receiving the majority vote shall be elected to office.
- (f) The President has the casting vote, but shall only register a vote when necessary to break a deadlock.
- (g) In the event of only a single nomination for an office, that nominee shall be elected by acclamation.

#### **Article 7: Re – Playing Eligibility**

- (a) Any person registered as a student at the University of Calgary and is a member in good standing of the University of Calgary Rugby Football Club is eligible to represent the Club in competition. Where competition rules require that Students be "full-time" as defined in the University of Calgary Calendar, players must qualify as "full-time" students to represent the Club.
- (b) Where the Club is unable to field a team due to insufficient numbers, the coaches may select up to 4 non-student players for the game. Non-student players must be in good standing with Rugby Canada and may not be selected to play in front of a member of the rugby club who is a registered student. When there is an absence of experienced front row players, any player who is experienced in the front row, and is in good standing with Rugby Canada may be selected by the coaches.

#### **Article 8: Re – Club Leadership and Responsibilities of the Officers**

- (a) The President  
  
Shall Chair the general meetings of the Club and Executive Committee meetings.  
Shall be responsible for the co-ordination of the Executive Committee.  
Shall oversee the day to day affairs of the club and ensure that the club fulfills it's mandate to promote the game of rugby at the University of Calgary.
- (b) The Secretary  
  
Shall be responsible for correspondence of the Club.  
Shall keep the minutes of the Executive Committee and General Meetings of the Club.
- (c) The Treasurer

Shall be responsible to the Club for the finances of the Club.  
Shall be responsible to co-ordinate the ordering of club kit.  
Shall fulfill the responsibilities of Secretary at executive meetings should the Secretary be absent.

(d) Social Directors

One social director from the men's and women's teams shall be elected to the committee.  
Shall be responsible for the arrangement of suitable entertainment for visiting teams.  
Shall be responsible for the entertainment activities of the Club off the playing field.

(e) Teams Manager

Shall be responsible for the registration of players and the collection of dues.  
Shall be responsible for the equipment of the Club with regard to safe keeping and maintenance.  
Shall be responsible for arranging suitable changing facilities for visiting teams  
Shall be responsible to maintain an up to date list of members in good standing and current contact information.  
Shall be responsible to assist the Secretary/Treasurer in the procurement of club kit and the collection of money for the kit.  
Shall be responsible to co-ordinate traveling arrangements and details on away trips.

(f) Club Captains

The Men's and Women's teams shall each elect a club captain  
Shall be responsible to ask the coach of the respective team if he/she would accept the position of head coach for the upcoming season.  
Shall serve the duties of Club President if the President is unavailable or absent.  
Shall be in complete charge of the team on the playing field.  
Shall be responsible for the conduct of the team, both on and off the playing field while connected with the activities of the Club.

(g) Rugby Club Alumnus

Shall be responsible to ensure that the traditions of the Club are maintained.  
Shall serve in an advisory role to assist the Executive in the execution of their duties.  
Shall be responsible to maintain a current list of Rugby Club Alumni.

(h) Head Coaches

Shall be responsible to co-ordinate and direct the mens and womens playing sides of the Club.  
Shall be responsible to appoint assistant coaches as required for the men's and women's program.  
Shall arrange fixtures and training sessions as required  
Shall arrange referees as required.  
Shall have final say in the selection of teams.

(i) Fundraising/Sponsorship Coordinators

One fundraising/sponsorship coordinator from the men's and women's teams shall be elected to the committee.  
Shall be responsible for pursuing fundraising and sponsorship opportunities for the Club or for any event(s) run or hosted by the Club.

(j) Revision of Responsibilities

The Executive Committee may arrange a redistribution of responsibilities if it is felt necessary.

#### **Article 9: Re – Awards**

- (a) Player of the Game  
Following each fixture, a beer stein shall be awarded to the Player of the Game. The Coach and the Captain of the respective teams will select the winner. The Beer Stein will be awarded full, and the members of the club will be responsible to keep the mug full until midnight on the day it is awarded. The Player of the Game will keep the mug in safe keeping until the day of the next fixture, at which point he/she will return it to the Team Manager. The player awarded player of the game in the final game of the year will return the stein to the club manager no later than one week following the final game.
- (b) Most Valuable Player (two awarded, mens and womens)  
Awarded to the most valuable player on the mens and womens teams as voted by their respective teammates. Awarded to the player receiving the greatest number of eligible votes from members of the mens and womens teams. All first year members are eligible.
- (c) Rookie of the Year Award (two awarded, mens and womens)  
Awarded to the outstanding first year player on both the mens and womens teams as voted by their respective teammates. Awarded to the player receiving the greatest number of eligible votes. The players must be full time university students.
- (d) Stags Award (men) & Valkyries Award (women)  
Awarded to the graduating player(s) on both the mens and womens teams for their contribution to the success of the Club both on and off the field of play. There shall be no limit to the number of players who may be awarded this honour but the player(s) must receive at least 75% of the eligible votes as voted by their respective teammates.
- (e) The Brian Collins / Joah Atkinson Memorial Trophy  
Awarded to the player on the mens and womens teams who through their actions in games, at practice and in any capacity representing the Club, exemplify fair play, perserverance, dedication and unselfishness. These are all characteristics that both Brian and Joah contributed to the Club. The trophy is to be awarded based upon results of a secret ballot vote by the outgoing executive.

#### **Article 10: Re – Constitutional Amendments**

- (a) A 2/3 majority vote at a General Meeting of Club Members shall be necessary to amend all or part of the Constitution of the Club. Amendments should be submitted to an Executive member in accordance with Article 2.

As updated November 25, 2005