
BYTOWN BLUES

RUGBY FOOTBALL CLUB

Constitution





INTRODUCTION

The Bytown Blues Rugby Football Club was incorporated July 31, 1979.

The Bytown Blues Rugby Football Club, or the Club, is a voluntary association of members and individuals in Ottawa, Ontario, established to promote and foster rugby through fair play. The Club's prime purpose is to maintain and increase interest in the game of rugby in accordance to prescribed standards. The Club is an integral part of the Eastern Ontario Rugby Union (EORU) and by virtue of this affiliation is a member of Rugby Canada, the governing body of rugby in Canada. And whereas it is declared that one of the purposes of the Constitution shall be to confer upon the Club and its Executive Committee Members all of the powers of a fully self-governing organization, be it hereafter enacted:

Jim Shaw

President

The Bytown Blues Rugby Football Club

Witness Name: _____

Witness Title: _____

March 6th, 2017



ARTICLES

1. NAME AND AFFILIATION:

- (i) The name of the Club shall be the Bytown Blues Rugby Football Club (the Club).
- (ii) The Club colours shall be predominantly dark blue with light blue as an alternate.
- (iii) The Club shall be affiliated with the Eastern Ontario Rugby Union (EORU), Rugby Ontario (RO) and Rugby Canada (RC). Its head office shall be the home address of the Club President.

2. PURPOSE:

The purpose of the Club shall be:

- (i) To provide an opportunity for Club members to play the game of rugby in a safe environment and to the highest level that their skills will permit;
- (ii) To provide the opportunity for all members to participate in a comfortable social environment;
- (iii) To promote the game of rugby within the Ottawa community.

3. MEMBERSHIP:

- (i) There shall be six classes of Club membership:
 - (a) Senior Playing (ages 19 +);
 - (b) Junior Playing (ages 14-18);
 - (c) Youth (ages 14 and under);
 - (d) Social;
 - (e) Lifetime;
 - (f) Board: Persons appointed to positions of responsibility where dues and registration are paid for by the Club.
- (ii) **Members:**
 - (a) A member is deemed a member of the Club only if they are a member in good standing;
 - (b) A member in good standing is a member who has paid his/her dues for the current year and has no outstanding dues from previous years;
 - (c) A member may be disciplined, suspended or expelled by the Board of Directors for non-payment of dues and/or for any actions by the member that undermine the purpose of the Club;



- (d) A member will be notified of any discipline/suspension/expulsion by written notice, including electronic means;
- (e) A member may appeal a discipline/suspension/expulsion decision to the VP Administration up to fifteen days from the date of notification;
- (f) Any member appeals will be heard by the Executive Committee.

4. OFFICERS:

(i) Executive Committee

The business affairs of the Club will be managed by an Executive Committee consisting of the following members:

- (a) President;
- (b) VP Administration;
- (c) VP Men;
- (d) VP Women
- (e) VP Minor
- (f) VP Communication;
- (g) VP Finance.

(ii) Board of Directors

The operational affairs of the Club will be managed by a Board of Directors consisting of the following members:

- (a) The Executive Committee;
- (b) Secretary;
- (c) Treasurer;
- (d) Director of Rugby;
- (e) Director of Communications.

(iii) Duties of Officers

(a) President:

- Chair all Executive Committee and Board of Directors meetings;
- Represent the Club to the EORU, RO, RC, or any other rugby union or governing body;
- Serve as an ad-hoc member of all Club committees;
- Represent the Club at the Twin Elm Rugby Park Board (TERP);
- Be responsible for the activities of the Executive Committee and Board of Directors;
- Responsible for ensuring that Club articles and by-laws are implemented.

(b) VP Administration:



- Manage player registration;
- Manage the implementation of the Rugby Ontario Seal of Approval plan;
- Manage the Club's Strategic Plan;
- Manage the duties of the Secretary;
- Responsible for the Child Protection Officer;
- Maintain an *Administration Manual* of current policies and procedures of the Club;
- Form and Chair any committees deemed, by the Board of Directors to support their role;
- Chair Executive Committee and Board of Directors meetings when the President is not available;
- Represent the Club to the EORU, RO, RC, TERP when the President is not available;
- Manage the planning for the Annual General Meeting or any Special General meetings.
- Manage and assign Game Day Managers and Game Day staff.

(c) VP Men:

- i) Responsible Senior and Junior Men's Rugby
 - a. U14 - U18 Junior Men's
 - b. Senior Men's
- ii) Provides input to Men's budget requirements to VP Finance
- iii) Represent Men's teams on all league boards (EORU, RO & FRQ)
 - a. League schedule
 - b. Representative teams
 - c. Player sanctions or rulings
- iv) Establish coaches for Men's teams and programs
- v) Manage the duties of Men's team managers
- vi) Work on organizing and Men's hosting tours

(d) VP Women:

- i) Responsible Senior and Junior Women's Rugby
 - a. U14 - U18 Junior Women's
 - b. Senior Women's
- ii) Provides input to Women's budget requirements to VP Finance
- iii) Represent Women's teams on all league boards (EORU, RO & FRQ)
 - a. League schedule
 - b. Representative teams
 - c. Player sanctions or rulings
- iv) Establish coaches for Women's teams and programs



v) Manage the duties of Women's team managers

(e) VP Minor:

- i) Responsible All minor rugby
 - a. U6 – U10 Rookie Rugby (non-contact)
 - b. U12 Rugby (mixed gender and contact)
- ii) Provides input to Minor's budget requirements to VP Finance
- iii) Represent Minor teams on all league boards (EORU, RO & FRQ)
 - a. League schedule
- iv) Establish coaches for the ae groups and programs
- v) Manage the duties of Women's team managers

(f) VP Finance:

- Prepare annual budget for the Club;
- Manage and report on the Club budget throughout the year;
- Form and Chair any committees deemed by the Board of Directors to support their role;
- Responsible for sponsorship development and procurement;
- Responsible for fundraising plans and implementation;
- Manage the duties of the Treasurer;
- Liaise and report to the Club on the budget management of TERP;
- Prepare unaudited financial statement for the Annual General Meeting.

(g) VP Communications:

- Market and promote the Club;
- Manage the Club web site and any other general communication tool used by the Club;
- Responsible for publicity of Club activities and other activities of interest to Club members (e.g. EORU activities, other club fund raisers);
- Liaise with Life and Social Members;
- Responsible for volunteer coordinator and high school liaison officer.

(h) Secretary:

- Works with VP Administration;
- Records minutes of Executive, Board, Annual General Meeting and Special General Meetings;
- Distributes minutes to all officers of the Club;
- Maintains a record of all meetings and special proceedings of the Club;
- Notifies Club members of meeting dates, times and locations;



- Maintains a list of all Club members and their contact information.

(i) **Treasurer:**

- Works with VP Finance;
- Maintains the financial books of the Club;
- Provides a financial report for each Executive Committee and Board of Directors meetings;
- Prepares a year-end financial report for the Annual General Meeting;
- Maintains the banking process for the Club; deposits and withdrawals.

(j) **Director of Rugby:**

- i) Works with VP Men, VP Women and VP Minor
- ii) Ensures access to training facilities
- iii) Oversees management of training and team equipment
- iv) Coordinates and oversees general club style of play
 - a. Bytown blues coaches manual
 - b. Year-end coaching review
 - c. Long term player development
 - d. Coaching resources and development
 - e. Referee development

(k) **Director of Communications:**

- Works with VP Communications;
- Coordinates the writing of articles and publication on Club activities;
- Coordinates photos and publication of Club activities;
- Coordinates distribution of Club information to Club members;
- Publicizes Club activities to outside groups;
- Coordinates management of the web site and other social media tools.

5. MEETINGS:

(i) **Executive Committee**

- (a) Responsible for the general operation of all Club activities;
- (b) Shall meet a minimum six times a year;
- (c) Each Executive member will have one vote, with the President having the deciding vote in tie situations as needed;
- (d) Responsible for the management of the Clubs' response to the RO Seal-of-Approval and the Clubs' Strategic Plan;
- (e) Responsible for decisions relating to the EORU, RO, RC and any other outside groups.



(ii) **Board of Directors**

- (a) Shall meet a minimum four times a year;
- (b) Each member will have one vote, with the President having the deciding vote in tie situations;
- (c) Responsible for development and maintenance of the Club's Strategic Plan;
- (d) Responsible for the development and maintenance of the Club's *Coaches Manual*;
- (e) Responsible for the development and maintenance of the Club's *Administration Manual*;
- (f) Responsible for acting on decisions relating to the management of Club activities.

(iii) **Annual General (AGM)**

- (a) Shall be held within two months of the calendar year end;
- (b) Members shall receive a minimum of 15 days notice of the date of the AGM;
- (c) Each member in good standing will have one vote, with the President having the deciding vote in tie situations as needed;
- (d) One parent of a youth member will be deemed to be a voting member on behalf of a Junior and/or Youth member;
- (e) Quorum for the AGM shall be twenty-five percent of the number of the Senior members in the Club;
- (f) No proxy votes will be accepted at an AGM;
- (g) Officers of the Club for the next term(s) shall be elected at the AGM;
- (h) Each Executive officer will be elected for a two-year term with the President, VP Game and VP Finance elected in odd numbered years, and with the VP Administration and VP Communication elected on even numbered years;
- (i) Each member of the Board of Directors will be elected for a one-year term;
- (j) Members nominated for positions must be present or have submitted written confirmation of their acceptance of the nomination at the time of election;
- (k) Membership dues shall be decided at the AGM;
- (l) Motions introduced to change Articles must pass with a two-thirds majority vote by the membership present at an AGM or a Special General Meeting;
- (m) An unaudited financial year-end statement will be presented by the VP Finance;
- (n) A budget for the forthcoming year will be presented by the VP Finance.

(iv) **Special General Meeting (SGM)**

- (a) A SGM may be called by the Board of Directors or at the written request of twenty-five percent of the number of Senior members in the Club;
- (b) A SGM must be held within twenty-one days (i.e. 3 weeks) of being called;



- (c) Members must receive a minimum of ten days notice of an SGM;
- (d) The Quorum at an SGM will be twenty-five percent of the number of Senior members in the Club.

6. FINANCIALS

- (i) Signing authority for the financial business of the Club will be two signatures from the following: President, VP Finance; Treasurer;
- (ii) In the event of the liquidation of the Club, all properties and equipment shall be sold. Funds from the sale will go to pay creditors with any remaining funds to be donated to the Eastern Ontario Rugby Union;
- (iii) The fiscal year for the Club will be December 1 to November 30 of each year.

7. VACANCIES:

Should a position on the Board of Directors not be filled at the AGM, or left vacant for any other reason, a majority vote of the Board of Directors may appoint a Club member to the position until the next AGM.