

## CONSTITUTION AND BY-LAWS OF THE IOWA RUGBY FOOTBALL UNION

### PREAMBLE

The Iowa Rugby Football Union organizes, administers, controls, regulates, improves, teaches, promotes, and fosters the growth and maintains the standards of the game of Rugby Union Football, for the Clubs that are its members, in the area its members agree. It shall represent its members before other official administrative bodies of rugby on a regional, national and international level, and shall organize, control, and administer rugby games between regional bodies and visiting clubs as necessary.

The Iowa Rugby Football Union will have exclusive jurisdiction over its members in matters pertaining to the administration of Rugby Union Football.

The Union exists to preserve and protect the game for its participants.

### ARTICLE 1

#### NAME

Section 1.01-The name of the corporation shall be the Iowa Rugby Football Union, herein after referred to as the Union.

### ARTICLE 2

#### MEMBERS

Section 2.01. -The members of this Union shall be persons, organizations or business entities as listed below:

(a) **CONSTITUENT MEMBERS.** Rugby clubs in Iowa shall be constituent members, with all right and privileges, by satisfying the following conditions:

- (1) Having engaged in playing Rugby for one calendar year.
- (2) Nominated for membership by a constituent member.

They shall be elected to the Union by a simple majority vote of full members at a general meeting, and maintain membership by paying all required Union and National dues, and by attending all required meetings of the Union. The Iowa Rugby Football Union Referee Society shall also be a constituent member.

(b) **AFFILIATE MEMBERS.** Rugby clubs shall be elevated to affiliate membership status upon completing the following conditions.

- (1) They are located a sufficient distance from the others clubs in the Union, or that are newly formed. Rugby clubs which have not engaged in Rugby for one year.
- (2) Nominated for membership by a constituent member.
- (3) Having received a positive vote of acceptance by a simple majority of the constituent members at a regularly scheduled meeting of the Union.

They shall maintain their membership by paying all required Union and National dues, and by attending all required meetings of the Union.

(c) **HONORARY MEMBERS.** Shall be any persons the Union desires to honor. These members are elected by a majority of the members.

(d) **PATRON MEMBERS.** Are persons interested in encouraging the growth of rugby football in Iowa who contribute set dues. These members are elected by the Executive Committee of the Union.

Section 2.02. -**BOARD OF GOVERNORS.** The affairs of the Union shall be administered by a Board of Governors, the membership of which shall consist of one representative from each constituent and affiliate member Rugby clubs, and the members of the Executive Committee of the Union. The Chairman of the Board of Governors shall be the President of the Union. Each member has one vote at any Union meeting and whereas at any meeting there can be more than one person present, only one person from each full member shall speak for each club. Honorary and

patron members are always welcome at any Union meeting and may join in any discussion, at the discretion of the chair. No restrictions shall be imposed on any member by virtue of race, gender, creed, color, or national origin.

Section 2.03. -RESIGNATION OF MEMBERS. A constituent or affiliate member club may resign from the Union at anytime with or without cause. The resignation must be submitted, in writing, to the President of the Union. The resigning member will be responsible for its share of the financial obligations of the Union for the fiscal year in which the resignation was submitted.

Section 2.04. REGISTRATION OF COLORS. All members shall register their colors for approval by the Union. Failure to register colors, or wearing of unapproved colors shall result in sanction and disciplinary action by the Board of Governors at its sole discretion.

Section 2.05. - MERGER OF MEMBER CLUBS. All member clubs wishing to merge with another member club must declare that intention, in writing, to the Union Secretary, at least one month prior to a General Meeting of the Union, to be voted on at the next meeting. The successor club will be responsible for any obligations to the Union of the merged clubs.

### ARTICLE 3

#### MEETINGS OF MEMBERS

Section 3.01. -PLACE OF MEETINGS. Both the Summer and Winter Annual Meetings and any special meetings of the member shall be held within Iowa and must be called by the Executive Committee. Four weeks before any meeting, written notices shall be sent to the presidents of all members, honorary and patron members of the time and place of the meeting, and the Secretary shall attach an agenda to the notice.

Section 3.02. -WINTER ANNUAL MEETING. The Winter Annual General Meeting will be held after the Midwest AGM. At this meeting, the President shall report in the accomplishments and the expenditures of the Union during this past year. All other officers and committee chairs shall also deliver their annual reports at this time. The Board of Governors will hold elections for all Executive Committee positions for the coming year and conduct any other business, new or old, as needed at this time. It is preferred that items for the agenda be submitted to the Union Secretary at least one month prior to the meeting as to be given time on the agenda.

Section 3.03. -SUMMER GENERAL MEETING. Shall be held in July, in a community where the Winter Meeting was not held. Any business issues, whether new or old, that need to be addressed at this shall be addressed. It is preferred that any items for the agenda be submitted to the Union Secretary at least one month prior to the meeting as to be given time on the agenda.

Section 3.04. - SPECIAL MEETINGS. A special meeting may be called at any time and for any purpose by the President, or by a simple majority of the Executive Committee, or by a written request to the Union Secretary of ten full members. Each member, honorary and patron members shall receive notice of any special meeting and of its purpose.

Section 3.05. - QUORUM AND ADJOURNMENT. At all meetings of the Union, one-half of the constituent members present or represented by proxy shall constitute a quorum. At any time during the meeting, a simple majority of the members present and those represented by proxy, may pass a motion to adjourn.

Section 3.06. -NOTICE OF MEETING. Notice of the place, date, and hour and an agenda of any Union meeting shall be mailed to each member not less than four weeks before the meeting.

Section 3.07. -MANNER OF VOTING. Matters brought to vote shall pass by a simple majority of the votes cast unless specified otherwise. A show of hands will be the primary method of voting. If necessary or requested, a roll call vote will be taken. A secret ballot vote can be taken if a majority of the Board of Governors votes for it. Only one person from each member shall vote throughout the meeting.

Section 3.08. -PROXIES. Any member may be represented by a proxy. A person's authority as a proxy is established by a written document signed by the president of the club issuing the proxy. The proxy is only valid for items on the agenda. Any member attending a Union meeting may question the validity of a proxy. A proxy is invalid if two-

thirds of the members of the Union vote against it. The Union President must be notified of the intention to vote via a proxy no less than 24 hours prior to the meeting for the proxy to be valid.

Section 3.09. -LOSS OF MEMBERSHIP. A member shall lose membership in the Union for failure to pay Union or National dues, for non-compliance with Union Constitution and By-Laws as determined by the Disciplinary Committee. Disputes concerning the loss of membership shall be settled by a two-thirds majority of members present. The club in question cannot vote on this or any other issue until membership has been restored.

Section 3.10. -ATTENDANCE. Attendance of these meetings is mandatory, whether by being there in person or by proxy in accordance to section 3.08. Any club not in attendance will be fined \$50.00 per meeting missed. If absenteeism becomes habitual by an individual club, the Board may elect to increase the amount of their fine. No club will be fined for missing either meeting if section 3.06 has not been fulfilled.

#### ARTICLE 4

##### OFFICERS AND OFFICIALS

Section 4.01. -NUMBER AND TERM. There shall be at least 4 officers. This number can be increased at either General Meeting, as needed. Officers shall hold office for one year or until their successors are elected.

Section 4.02. ELECTION. Candidates for office shall be nominated from the floor at the appropriate time during the General Meeting. An officer shall be elected if they have received the most votes for that office. If there are several candidates for one office, the Board may elect to hold first a run-off election between all nominees, and then vote between the top two vote receiving candidates. Voting shall be done by a show of hands, but a roll call vote may be called for by any Board member or officer present.

Section 4.03. -REMOVAL OF OFFICERS. Any officer may be removed by a simple majority of votes cast at the General meeting, providing (1) a quorum is present, and (2) notice of this action has been given under section 3.06.

Section 4.04. -RESIGNATIONS. Any officer may resign at any time by giving written notice to the President. Such resignation shall take place at the time specified in the notice, and unless otherwise specified, the acceptance of such resignation shall not be necessary to make it effective.

Section 4.05. VACANCIES. Any vacant office shall be filled by a simple majority of the votes cast by the Executive Committee, subject to confirmation at the next General Meeting.

Section 4.06. -POWERS AND DUTIES OF THE OFFICERS. The Officers of the Union shall have the following powers and duties to manage the property and affairs of the Union, subject to the review of the Board.

(a) PRESIDENT. The President shall organize and chair Union and Executive Committee meetings, and administer the activities of the officers and committees of the Union. The President shall encourage membership in the Union and with the help of the Board, shall determine the Union objectives and work towards their achievement. The President shall also represent the interests of the Union at Midwest meetings.

(b) VICE-PRESIDENT. The V-P shall succeed the President in the event of the death, resignation, criminal incarceration, or removal from office by the Board of the President. The V-P shall assist the President and act for the President during any absences. The V-P shall have any other duties allocated by the Executive Committee. The V-P is the administrator in charge of the Men's Senior Select Squad. The V-P is not required to coach or act as a selector for this team, but must then find those who will.

(c) TREASURER. The Treasurer will collect, account for, budget and administer the funds of the Union, and direct the Union's fundraising activities. The Treasurer will assess and collect all fines within the Union. The Treasurer will also submit to the Board a budget for the upcoming year to be reviewed and voted upon for approval at the Winter Meeting. This budget will be submitted to the Secretary in time as to be included in the notice of the agenda that will be mailed to all clubs in accordance to Section 3.06.

(d) SECRETARY. The secretary shall counsel the Union on rules and procedures and ensure that these are followed. Shall prepare the agenda for Union and Executive Committee meetings, keep minutes of meetings,

publish them, and mail them to all participants of the meeting within two weeks of the meeting. Shall maintain the records of the Union, give these records to the succeeding Secretary in good order. Shall maintain and publish the Union Constitution, By-Laws, and the Findings of the Disciplinary Committee. The Secretary shall also compile, maintain and publish the Union membership directory and handbook. The Secretary shall also maintain correspondence with other Territorial Unions to mutual advantage.

Section 4.07. -POWERS AND DUTIES OF THE OFFICIALS. The Officials of the Union shall have the following powers and duties to manage the property and affairs of the Union, subject to the review of the members.

(a) CIPP DIRECTOR. This person shall insure that all clubs within the Union are aware of all CIPP and Club insurance responsibilities in accordance to USARFU directives and policies. Shall have correspondence with the National CIPP office and inform the Union President of the current status of the IRFU. Shall also determine with the Executive Community, if any club, by virtue of their failure to adhere to the USARFU directives, shall be prohibited from participation in regular or tournament play.

(b) MEN'S COLLEGE COORDINATOR. Shall administer Men's Collegiate League play. Shall communicate with the Secretary as to who shall be the IRFU entrant and alternate to the Midwest RFU Collegiate Cup. Shall award the League Winner Trophy at the Winter General meeting. Shall also be the administrator in charge of the Men's Collegiate Select Squad. This person is not required to either coach or act as a selector for this team, but must then find those who will.

(c) WOMEN'S LIAISON. This person shall maintain communication with all women's clubs in the Union and act as the primary person in charge of their needs. Shall communicate to and work with the Executive Committee to facilitate to fulfillment of those needs and the Women's five-year plan.

Section 4.08. CREATIONS OR REMOVALS OF THE OFFICES. To create a new position or remove an old position of Officer or Official requires notification of all Board members four weeks prior to the meeting of said objectives. To pass the motion, a simple majority yes vote at a General meeting is required.

Section 4.09. CHANGES IN STATUS OF CURRENT OFFICES. To change the status of an office to membership on the Executive Board or removal from the Executive Board requires notification of said plan in accordance to Section 3.06 and then a simple majority yes vote at a General Meeting is required.

Section 4.10. REMUNERATION. No Governor, Officer, or Official of the Union shall receive any salary from the Union.

## ARTICLE 5

### COMMITTEES

There shall be 2 types of committees: permanent and temporary. Temporary committees shall be appointed by the President of the union to handle specific projects for a specific period of time. Permanent committees shall be expected to have a continuous existence. Committee chairs shall be appointed by the President of the Union.

Section 5.01. - EXECUTIVE COMMITTEE. The Executive Committee shall be the officers described in these By-laws, and any other officers elected by the Union. Each officer shall have one vote in the Executive Committee. The President of the Referee's Society is also a voting member of the Executive Committee.

(a) POWERS AND DUTIES. The Executive Committee shall administer the day-to-day activities of the Union and make decisions necessary to meet the objectives of the Union. The Executive Committee shall have the power to add non-voting members, and to appoint committees. The Executive Committee shall ensure that the Constitution and By-Laws are followed.

(b) EXECUTIVE COMMITTEE MEETINGS. Shall be called as necessary by the President. The Executive Committee communicates every month, via Email, phone conference, or contact, and meets at least four weeks prior to the Winter AGM. At least 3 members must be present to have a quorum.

Section 5.02. -DISCIPLINARY COMMITTEE.

(a) PURPOSE. The Disciplinary Committee shall have jurisdiction over members in matters of conduct on the field-of-play. In addition, the Disciplinary Committee shall have jurisdiction over members in matters of conduct

off the field-of-play which reflect upon rugby and jeopardize the interests of the game.

(b) **RULES.** The Disciplinary Committee shall adopt written rules for its general operation. These rules shall be approved by the Executive Committee and distributed to the Member Clubs by the Union Secretary. These rules may not be altered without approval of the Executive Committee.

(c) **MEMBERSHIP.** The Disciplinary Committee shall consist of no less than 3 members. One of which shall be a member of the Executive Committee, another will come from the Referee's Society. The third party shall be either elected by the Board or appointed by the Executive Committee.

It is hoped that one of these 3 shall be an attorney. If in case one is not, it would be advisable to gain the services of one for all meetings.

No committee member shall rule on matters concerning their own club or in events that they were involved in.

Any member of the Disciplinary Committee may resign at any time, and the successor shall be selected by the president of the Union, subject to the approval by a simple majority of the Executive Committee. If no person in the Union can be found who would be willing to partake of this endeavor, another member of the Executive Committee shall serve.

(d) **MEETINGS.** The Disciplinary Committee shall meet when requested by any of its members, or any full member club. Notice of a Disciplinary Committee shall be sent to each member of the Union and to the person, player or member who's conduct is the reason for the hearing. A majority of the members of the Disciplinary Committee must be present for a quorum. The Committee shall arrive at a decision within five (5) working days of the hearing; this decision shall be written and submitted to the Executive Committee and to the person or member in charge.

(e) **APPEAL.** The decision of the Disciplinary Committee may be appealed to the Union, and may be the subject of a special meeting. The decision of the Disciplinary Committee is reversed if a two-thirds majority of the full members vote for reversal. An appeal must be presented in writing to the President no more than fifteen days after notice of the decision of the Disciplinary Committee, and a special meeting must be called as soon as possible thereafter.

## ARTICLE 6

### FINANCES

Section 6.01. **-DUES.** Each member shall pay the yearly dues recommended by the Executive Committee and approved by a majority vote by the Board of Governors at the Winter General meeting. Dues and any other fees shall be paid by March 1st or be subjected to a fine of 10%. Failure to pay will also include the following penalties: (1) Ineligible to participate in all Union Tournaments. (2) Forfeit of all league games. (3) Not be eligible to have players on their clubs participation any IRFU Select Side Trials or teams.

Dues and/or any other fees not paid by the following Winter General meeting can result in review by the Executive Committee and total loss of membership.

Section 6.02. **DONATIONS.** The Union shall be authorized to accept donations from any person or organization.

Section 6.03. **CONTRACTS AND CHECKS.** All deeds, documents, transfers, contracts, engagements, bonds, check, bills of exchange, and other instruments shall be signed by the Treasurer and any one of the officers holding office of President or Vice-President. No other person, officer, member, or other party connected with the Union shall have any authority to bind the Union by any contract or agreement or to pledge its credit. All check or documents over \$250.00 in value must be signed by the President and Treasurer. Final responsibility for all expenditures shall rest with the Executive Committee.

Section 6.04. **REPORTS.** The Treasurer shall be responsible for accounting to the membership for all funds received and expended by the Union. The Treasurer shall present a Budget to LAU members three weeks prior to the AGM, and there should be a monthly bank statement to the Executive Committee.

Section 6.05. **-TOURNAMENT DUES TO THE UNION.** 5% of any net profit, after payment of all proper and relevant

expenses, derived from any tournament organized in the Union shall be paid to the Union.

Section 6.06. -FISCAL YEAR. The fiscal year of the Union shall be from January 1st to the following December 31st.

## ARTICLE 7

### REPRESENTATIVE SIDES

Section 7.01. -The union is involved in ongoing representative side competition within the Midwest Union. Teams are to be selected on a recurring basis to represent the Union in this competition. Teams are selected by Union selection committees, one for the Men's and one for Women's. The Iowa Union will support all representative sides.

Section 7.02-TRIALS. The teams are to have trials to be formally review players to select the various sides. It is up to the Executive Committee to form the trial dates. These trials are by invitation only, subject to the discretion of the selection committee in charge of that side.

Each member club has the opportunity to nominate one additional overlooked player to attend the invitational trials. This nomination, in writing, must be presented to the chairperson of that selection committee no less than 48 hours prior to the next trial.

The squads may be revised as necessary following the (1) All-Iowa Tournament and (2) Sub-Union Tournament.

Section 7.03-SELECTION COMMITTEES. The selection committees will be formed with the elected Union Officer or official as chairperson of that committee, as from Article 4. Each chairperson shall nominate their committee to be reviewed and voted upon by the Executive Committee. No person shall act on the selection committee until approved by the Executive Committee.

Section 7.04-ELIGIBILITY REQUIREMENTS. The following are general requirements.

- (1) Belonging to member clubs which are in good standing with the Union.
- (2) CIPP requirements are met.
- (3) Has proper personal medical insurance.
- (4) Players under disciplinary sanction are not eligible to participate in the trials while they are under sanction.

To be considered for the Collegiate side, a player must meet all requirements set forth by the Midwest Region.

Section 7.05-SELECTION CRITERIA. Competition selection criteria for single match and tournament competition and the priority for application of the criteria are as follows:

- (1) Representative side (1st XV) at the last selection, or if unavailable,
- (2) The most suitable squad member as the selectors see fit.
- (3) Past performance, availability, willingness to travel and so forth is given due formal consideration in the selection process.

## ARTICLE 8

### TOURS AND TOURNAMENTS

Section 8.01- JURISDICTION. The Union will have jurisdiction over all tours and tournaments within the scope of its authority under the auspices of the Midwest union. The Union will be responsible for the effective implementation of all rules of the Midwest Union.

Section 8.02-INITIATION OF TOURS. Tours may not be initiated by any member without prior approval of the Union. All tours will be conducted within the tour rules of the Midwest Union and the Iowa Union as they are formulated.

Section 8.03-TOURNAMENT SANCTION AND RECOGNITION. The Union recognition and sanction of tournaments is restricted to:

- (1) Those tournaments in which the majority of the Union members can reasonably be expected to participate.
- (2) Tournaments which do not unduly interfere with routine Union divisional match competition.
- (3) Tournaments whose continuing performance (organization, hospitality, facilities, etc..) is consistent with the

best interest of the Union in promoting a high standard for the competitive and social dimensions of Rugby Union Football.

Section 8.04-FEES. In accordance with Section 6.05, 5% of the profits shall be turned over to the Union.

Section 8.05-REFEREES. Union sanctioned tournaments are also required to coordinate their activities with the Referee's Society to insure that the highest possible standard of refereeing is obtained. Tournaments are expected to provide adequate funding to the Society to obtain this objective.

Section 8.06-DISCIPLINE. Disciplinary matters at Union sanctioned tournaments are dealt with according to recognized Union disciplinary procedures-subject to special qualifications which apply only to tournament competition. Sanctioned tournaments are expected to coordinate disciplinary activities with the Union's Disciplinary Committee Chairperson.

#### AMMENDMENTS FOR PAST AGM'S TO THE BY-LAWS

1984:

- (1) Beginning March 1, 1985, any club with an outstanding debt to either the Union or the Referee's Society will be prohibited from the following:
  - (a) Participating in the All-Iowa Tournament.
  - (b) Participating as a representative of the Union in any tournament.
  - (c) Participating in any non-Iowa tournament as well if there is an entrance fee.
  - (d) Players from teams not in good standing cannot play in any select side games or participate in any trials.
- (2) Any team owing for more than one year will be dropped from the Union as a member and all teams will be instructed not to participate in a game with a suspended team or players from a suspended team.
- (3) After 2 years of suspension, any dues owed by a club will be dropped; allowing the club to reorganize and rejoin the Union.
- (4) Tournaments should be approved by the Union. 5% goes to the Union.
- (5) A committee to set up guidelines for the All-Iowa Tournament is to be created. It will consist of 5 members, the President, Treasurer, President of the Referee's Society, one member on the host committee and one member from the previous year's host committee.

1990:

- (1) All member clubs are required to supply one active referee to the Referee's Society. Failure to provide one referee or potential referee (one who is active in the clinic and testing program) will result in a \$75.00 fine levied by the Iowa Union.
- (2) The Executive Committee will appoint a disciplinarian who will enforce the Union By-Laws on suspension of individuals and clubs and on the levy of monetary fines for discipline. This person will be subject to review by the Executive Committee.
- (3) The penalty for canceling of any match without a valid reason and the appropriate notice will result in the following:
  - (a) A \$50.00 fine.
  - (b) A penalty scheduling of two consecutive matches at the site of choice of the team in compliance.