

Constitution of the Society

The name of the Society shall be the United Rugby Club. Herein after also referred to as “the Club.”

The purpose of the Club shall be:

- (a) To promote, encourage and organize the game of Rugby Union for the benefit of the Members.
- (b) To encourage excellence in sportsmanship among Club Members and the Rugby Union community.
- (c) To encourage healthy living and physical fitness among Club Members.
- (d) To improve social skills, trust, friendship and desirable moral qualities among Club Members and in the Location that we serve.
- (e) To assist in the promotion and development of the game of Rugby Union in British Columbia and particularly in the Location that we serve.

Bylaws of United Rugby Club (the “Club”)

The Club shall be a member of the British Columbia Rugby Union and shall conform to the Constitution and By-laws of that Union.

PART 1 – DEFINITIONS AND INTERPRETATION

Definitions

1.1 In these Bylaws:

“**Act**” means the *Societies Act* of British Columbia as amended from time to time;

“**Address of the Club**” means the current address of the Club as registered under the Society Act;

“**Board**” means the current Executive Committee as elected by the Members of the Club, who are the directors of the Club;

“**Bylaws**” means these Bylaws as altered from time to time.

“**Executive**” means the current Executive Committee as elected by the Members of the Club, who are the directors of the Club;

“**Location**” is the primary area of operation of the Club as defined in the previous Constitution of the Society now contained in Part 9 of these Bylaws;

“**Members**” refers to all people that meet the criteria outlined under PART 2 of these Bylaws;

“**Society**” or “**Club**” refers to the United Rugby Club its entirety.

Definitions in Act apply

1.2 The definitions in the Act apply to these Bylaws.

Conflict with Act or regulations

1.3 If there is a conflict between these Bylaws and the Act or the regulations under the Act, the Act or the regulations, as the case may be, prevail.

PART 2 – MEMBERS

Application for membership

2.1 A person may apply to the Board for membership in the Club. The person becomes a member on the Board’s acceptance of the application. Annual membership shall be open to either players or non-players if all of the following criteria are satisfied:

- (a) The person has received approval from the Executive.
- (b) The person must not be affiliated with any other club in the British Columbia Rugby Union.
- (c) A prospective member affiliated with another club in the British Columbia Rugby Union, must provide the Executive with a letter of release from that club.

2.1.2 Annual membership will be given to those people whom the Executive has honoured with an Honorary Life Membership Award.

2.1.3 The Executive can honour any one (1) individual each year with the Honorary Life Membership Award.

Duties of members

2.2 Every member will uphold the constitution of the Club, the Laws of Rugby, the BC Rugby Code of Conduct, and comply with these Bylaws.

Amount of membership dues

- 2.3** The amount of the annual membership dues, if any, will be determined by the Board, and approved at the Annual General Meeting.

Member not in good standing

- 2.4** A member is not in good standing if the member fails to pay the member's annual membership dues, if any, and the member is not in good standing for so long as those dues remain unpaid. However, the person shall be in good standing provided that the Member has fully paid the appropriate annual dues not later than March 1st, or three quarters ($\frac{3}{4}$) of the playing season, whichever comes first.

Member not in good standing may not vote

- 2.5** A voting member who is not in good standing;
- (a) may not vote at a general meeting, and
 - (b) is deemed not to be a voting member for the purpose of consenting to a resolution of the voting members.

Membership Rights

- 2.6** All Members have the right to the full use of all Club facilities, amenities and be present at all appropriate social events.
- 2.7** Members shall be given access to all and/or any minutes of General Meetings, Executive meetings, and any other circulated information
- ~~**2.8** A Member, excluding a mini/age grade (junior) Member, shall be entitled to one (1) vote at the Club's Annual General Meeting and at any Special General Meeting of the Club, Executive meetings, and any other circulated information.~~
- 2.8** Members will have the following voting rights at all meetings of the Members:
- a) Individual Members who are 18 years old or older may exercise one vote at the Club's Annual General Meeting and at any Special General Meeting of the Club.
 - b) Individual Members who are younger than 18 years old may have one vote exercised at meetings of Members by a parent or guardian. [For clarity, a parent or guardian with three children registered with the Society who are younger than 18 years old may exercise three votes. However, two parents of the same child who is registered with the Society and who is younger than 18 years old may both attend a meeting of the Members but may only exercise one vote between them.]

i. The parent(s) or guardian(s) of individual members under the age of 18 must designate which parent or guardian will exercise their vote on behalf of the child at least 72 hours prior to the vote by emailing secretary@unitedrugby.ca

- 2.9** Members have the right to attend all monthly Executive Meetings.
- 2.10** A Member has the right to bring a complaint about another Member or an incident occurring within the clubhouse, ~~or~~ at practice to the Executive **or at a club organized event** for review and decision, either orally or in writing, or through their captain or coach **or program director**.
- 2.11** A Members rights may be temporarily or permanently suspended by the Executive for just cause.

Before a Member of the Club is disciplined or expelled, the Executive must

- (a) send to the member, the coach and the member's Club Captain written notice of the proposed discipline or expulsion, including reasons,
- (b) give the member a reasonable opportunity to make representations to the Executive respecting the proposed discipline or expulsion,
- (c) give the coach or captain of the member's team a reasonable opportunity to make representations to the Executive respecting the proposed discipline or expulsion
- (d) give the complaining member and the coach or captain of their team, a reasonable opportunity to respond to the representations made.
- (e) Inform the member, the coach and the member's Club Captain of the final decision within 10 days of the final meeting with the member.

PART 3 – GENERAL MEETINGS OF MEMBERS

Time and place of general meeting

- 3.1** A general meeting of the members will be held in each calendar year. It will be held at a time and place that the Board determines. The Annual General Meeting shall be held in the month of April. Every General Meeting, other than the Annual General Meeting, is a Special General Meeting.

Ordinary business at general meeting

- 3.2** At a general meeting, the following business is ordinary business:

- (a) adoption of rules of order;
- (b) consideration of any financial statements of the Club presented to the meeting;
- (c) consideration of the reports, if any, of the directors or auditor;
- (d) election or appointment of directors;
- (e) appointment of an auditor, if any;
- (f) business arising out of a report of the directors not requiring the passing of a special resolution.

Notice of special business

3.3 A notice of a general meeting must state the nature of any business, other than ordinary business, to be transacted at the meeting in sufficient detail to permit a member receiving the notice to form a reasoned judgment concerning that business. Members shall be notified of the Annual or a Special General Meeting not less than two (2) weeks in advance of the scheduled date of the meeting. Notice shall specify the place, the date and the hour of the meeting. In the case of a Special General Meeting Members shall also be notified of the reason for the meeting. Notice of the Annual General Meeting or a Special General Meeting may be given to a Member either personally, by mail to their registered address, by email, or via social media, including Facebook. The accidental omission to give notice of a meeting to, or the non-receipt of a notice by any of the Members, does not invalidate the proceedings at that meeting.

Chair of general meeting

3.4 The following individual is entitled to preside as the chair of a general meeting:

- (a) the individual, if any, appointed by the Board to preside as the chair;
- (b) if the Board has not appointed an individual to preside as the chair or the individual appointed by the Board is unable to preside as the chair,
 - (i) the president,
 - (ii) the vice-president, if the president is unable to preside as the chair,
or
 - (iii) another director present at the meeting, if both the president and vice-president are unable to preside as the chair.

Alternate chair of general meeting

3.5 If there is no individual entitled under these Bylaws who is able to preside as the chair of a general meeting within 15 minutes from the time set for holding the

meeting, the voting members who are present must elect an individual present at the meeting to preside as the chair.

Quorum required

- 3.6** Business, other than the election of the chair of the meeting and the adjournment or termination of the meeting, must not be transacted at a general meeting unless a quorum of voting members is present.

Quorum for general meetings

- 3.7** The quorum for the transaction of business at a general meeting is one third of those Members in good standing, but shall never be less than thirty (30) Members.

Lack of quorum at commencement of meeting

- 3.8** If, within 30 minutes from the time set for holding a general meeting, a quorum of voting members is not present,
- (a) in the case of a meeting convened on the requisition of members, the meeting is terminated, and
 - (b) in any other case, the meeting stands adjourned to the same day in the next week, at the same time and place, and if, at the continuation of the adjourned meeting, a quorum is not present within 30 minutes from the time set for holding the continuation of the adjourned meeting, the voting members who are present constitute a quorum for that meeting.

If quorum ceases to be present

- 3.9** If, at any time during a general meeting, there ceases to be a quorum of voting members present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

Adjournments by chair

- 3.10** The chair of a general meeting may, or, if so directed by the voting members at the meeting, must, adjourn the meeting from time to time and from place to place, but no business may be transacted at the continuation of the adjourned meeting other than business left unfinished at the adjourned meeting.

Notice of continuation of adjourned general meeting

- 3.11** It is not necessary to give notice of a continuation of an adjourned general meeting or of the business to be transacted at a continuation of an adjourned general meeting except that, when a general meeting is adjourned for 30 days or more, notice of the continuation of the adjourned meeting must be given.

Order of business at general meeting

3.12 The order of business at a general meeting is as follows:

- (a) elect an individual to chair the meeting, if necessary;
- (b) determine that there is a quorum;
- (c) approve the agenda;
- (d) approve the minutes from the last general meeting;
- (e) deal with unfinished business from the last general meeting;
- (f) if the meeting is an annual general meeting,
 - (i) President's Report
 - (ii) Secretary's Report
 - (iii) Treasurer's Report on the financial statements of the Club for the previous financial year, and the auditor's report, if any, on those statements, including setting of the Annual Dues for the upcoming season
 - (iv) receive any other reports of Executive activities and decisions since the previous annual general meeting,
 - (v) Amendments to the Constitution
 - (vi) Election of Table Officers and Directors. The order of election of the Executive shall be the same order as listed in Part 6 of these Bylaws.
 - (vii) appoint an auditor, if any;
 - (viii) Any other Business
- (g) deal with new business, including any matters about which notice has been given to the members in the notice of meeting;
- (h) terminate the meeting.

All records of the Club shall be open to any member for inspection at the Annual General Meeting.

Election of Officers

3.12.1 The election of officers shall take place at the Annual General Meeting. A Nominating Committee chaired by the Past President shall be appointed previous to the Annual General Meeting to assure nominations. Nominations shall also be accepted from the floor. The Past President shall also act as the Returning Officer for the Club and conduct the elections of the Executive. The following Table Officers shall be elected for a term of one (1) year:

- (a) President,
- (b) Vice President,
- (c) Secretary, and

(d) Treasurer.

The election of the six (6) Directors shall be position and term specific. Three (3) of the Directors shall be elected for a two (2) year term at each Annual General Meeting. The positions of Club Captains shall be filled as outlined in Part 6. All elections shall be conducted by a secret ballot.

Member Proposals

3.13 Members may propose an AGM agenda item, provided it is signed by at least 2 voting members and is not overly similar to a previous proposal. It must be submitted no later than 7 days before notice for the general meeting is sent. The proposal must include the proposed motion or matter, the names of the members supporting the proposal, and, optionally, one statement in support of the proposal. The combined proposal and statement cannot exceed 200 words.

Removal From Office

3.13.1 The Members may, by special resolution and at a Special General Meeting called to consider that resolution, remove a member of the Executive before the expiration of that Executive Member's term of office, and may elect a successor to complete the term of office. The Executive Member may appeal such removal to the Executive. The Executive may reinstate the Executive Member if seventy-five (75) percent of the Executive agrees that there is just cause to do so.

3.13.2 An Executive member may be temporarily suspended from office for a maximum period of 6 months in cases of their failure to perform the basic duties of their position (as described in these bylaws) by a unanimous vote of the other Directors at a monthly Executive meeting, in which notice of the vote was made at a previous Executive meeting.

3.13.3 Any Executive Member who is absent for four (4) regular monthly meetings during one playing season may be removed from office.

Methods of voting

3.14 At a general meeting, voting will be by a show of hands, an oral vote or another method that adequately discloses the intention of the voting members, except that if, before or after such a vote, 2 or more voting members request a secret ballot or a secret ballot is directed by the chair of the meeting, voting must be by a secret ballot. The Executive may approve a vote to be conducted by e-mail in addition to, but not in place of, a vote by the Members at the Annual General Meeting or a Special General Meeting. Email voting rights are subject to Executive approval and only for just cause.

Announcement of result

3.15 The chair of a general meeting will announce the outcome of each vote and that outcome must be recorded in the minutes of the meeting.

Proxy voting not permitted

3.16 Voting by proxy is not permitted.

Matters decided at a general meeting

3.17 A matter to be decided at a general meeting will be decided by a simple majority of the votes cast unless the matter is required by the Act or these Bylaws to be decided by special resolution. A special resolution will require a 3/4 majority of the votes cast at the meeting.

PART 4 – DIRECTORS, EXECUTIVE, OFFICERS

Number of directors on the Board

4.1 The Club must have no fewer than 6 and no more than 17 directors.

Director/senior manager qualifications

4.2 Every director and every senior manager must:

- (a) Be at least 18 years of age (or may be 16 or 17 years of age if the Bylaws of the club expressly permit and provided that a majority are 18 or older);
- (b) Not be found by any court, in Canada or elsewhere, to be incapable of managing his or her own affairs;
- (c) Not be an undischarged bankrupt; and
- (d) Not be convicted in or outside of British Columbia of an offence in connection with the promotion, formation or management of a corporation or unincorporated entity, or of an offence involving fraud, subject to certain exceptions.

Election or appointment of directors

4.3 At each annual general meeting, the voting members entitled to vote for the election or appointment of directors must elect or appoint the Board.

Director's term of service

4.4 Unless otherwise specified in these bylaws, an elected director will serve a 1-year term, which expires at the close of the next annual general meeting.

Consent to act as a director

- 4.5** The Club will ensure that all directors (other than those elected or appointed at a meeting they attend) have provided written consent to act as a director.

Directors may fill casual vacancy on Board

- 4.6** The Board may, at any time, appoint a member or non-member as a director to fill a vacancy that arises on the Board as a result of the resignation, death or incapacity of a director during the director's term of office.

Term of appointment of director filling casual vacancy

- 4.7** A director appointed by the Board to fill a vacancy ceases to be a director at the end of the unexpired portion of the term of office of the individual whose departure from office created the vacancy.

Unaffiliated directors

- 4.8** The Board will ensure that a majority of its directors are not employed by or under contract with the Club.

The Executive

- 4.9** The Executive of the Club shall consist of five (5) Table Officers, six (6) Directors, one (1) Men's Club Captain, and one (1) Women's Club Captain.
- 4.10** The Table Officers, Directors and Club Captains shall act as the Executive of the Club and conduct the Club's business, including creating and following a 5-year plan.
- 4.11** The Executive shall hire coaches and other paid personal as allowed for in the budget.
- 4.12** The Executive shall file a projected budget for the following year within thirty (30) days of the Annual General Meeting.
- 4.13** Money may be borrowed as directed by the Executive. A debenture may not be issued in the Club's name without the authorization of the Members through the passing of a special resolution at a Special General Meeting called for that purpose.
- 4.14** Members of the Executive shall serve without remuneration but shall be reimbursed for all expenses necessarily and reasonably incurred while conducting the affairs of the Club.
- 4.15** All members of the Executive are answerable to the Members at any time.
- 4.16** Vacancies on the Executive shall be filled by Executive appointment until the next Annual General Meeting, unless such vacancy occurs according to Section 3.13.1 Removal from Office.

Appointments

4.17 Individual Appointments

Men's Club Coach:

- (a) The Men's Club Coach shall be responsible for developing and instituting the coaching program for the Men's Teams.
- (b) The Men's Club Coach shall organize all practice sessions and coordinate the work of the assistant coaches.
- (c) The Men's Club Coach shall be a member of the Men's Teams Selection Committee.
- (d) The Men's Club Coach shall fulfill any other related duties as assigned by the Executive.

Women's Club Coach:

- (a) The Women's Club Coach shall be responsible for developing and instituting the coaching program for the Women's Teams.
- (b) The Women's Club Coach shall organize all practice sessions and coordinate the work of the assistant coaches.

- (c) The Women's Club Coach shall be a member of the Women's Teams Selection Committee.
- (d) The Women's Club Coach shall fulfill any other related duties as assigned by the Executive.

4.18 Committee Appointments

Selection Committee

- (a) The Selection Committee shall consist of, but not be limited to, the appropriate Club Coach, the appropriate Team Coach, Club Captain and one Executive member.
- (b) The top team selection shall precede the next team selection.
- (c) Team selectors will use the following criteria when deciding selection:
 - i. Club Status (Is the Member in good standing?)
 - ii. Game Fitness/Readiness
 - iii. Practice Attendance
- (d) Selection shall be given to the playing Members on the Thursday preceding the scheduled games.
- (e) The Executive may amend a team selection for just cause.
- (f) The Executive may make other individual or committee appointments as required for the efficient operation of the Club

PART 5 – DIRECTORS' MEETINGS

Calling directors' meetings

- 5.1** A Board meeting of directors may be called by the president or by any other director. The directors shall meet monthly throughout the year within the first fourteen (14) days of each month.

Notice of directors' meeting

- 5.2** At least 2 days' notice of a directors' meeting must be given unless all the directors agree to a shorter notice period.

Proceedings valid despite omission to give notice

- 5.3** The accidental omission to give notice of a directors' meeting to a director, or the non-receipt of a notice by a director, does not invalidate proceedings at the meeting.

Conduct of directors' meetings

- 5.4** The directors may regulate their meetings and proceedings as they think fit.
- 5.5** All Executive decisions shall be decided by a majority vote of the Executive Members present. Each member of the Executive shall have one vote.

Quorum of directors

- 5.6** The quorum for the transaction of business at a directors' meeting is six (6) directors. A director may participate in a meeting of the Board or any committee of the Board in person or by telephone or other communications medium if all directors participating in the meeting, whether in person or by telephone or other communications medium are able to communicate with each other. A director who participates in a meeting in a manner contemplated by this section is deemed for all purposes of the Societies Act and these Bylaws, to be present at the meeting and to have agreed to participate in that manner.

Conflict of Interest for a director or senior manager

- 5.7** Directors and senior managers are required to disclose to the directors all material interests in matters that may conflict with their duties to the Board. A director or senior manager who does not follow these instructions will be required to pay to the club an amount equal to any profit made by the director or senior manager that occurred as a result of the conflict, unless the members decide otherwise, by special resolution.

PART 6 – OFFICER POSITIONS

Election or appointment to Officers positions

- 6.1** Directors must be elected or appointed to the following Board positions, and a director, other than the president, may hold more than one position:
- (a) president;
 - (b) vice-president;
 - (c) secretary;
 - (d) treasurer.

Directors at large

- 6.2** Directors who are elected or appointed to positions on the Board in addition to the positions described in these Bylaws are elected or appointed as directors at large.

Role of president

- 6.3** The President is the chair of the Board and is responsible for supervising the other directors in the execution of their duties. The President shall preside over all General and Executive meetings and be an ex-officio member of all Club Committees. The President shall act as the official spokesperson for the Club.

Role of vice-president

- 6.4** The vice-president is the vice-chair of the Board and is responsible for carrying out the duties of the president if the president is unable or unwilling to act. The Vice-president shall act for the President during his absence and perform such other duties as assigned by the Executive. The Vice-president shall be the Club's Sub-Union delegate. The Vice-president shall be responsible for the maintenance of the clubhouse including the annual spring-cleanup, for all alterations and for the private rentals of the clubhouse.

Role of secretary

- 6.5** The secretary is responsible for doing, or making the necessary arrangements for, the following:
- (a) summoning all meetings of the Club.
 - (b) keeping the minutes of all meetings of the Club and the Executive and all other records of the Club, except the financial accounts.
 - (c) conducting all correspondence of the Club.
 - (d) maintaining and updating the register of Members.
 - (e) keeping the seal of the Society and use it as directed by the Executive.
 - (f) filing Annual Reports as required by the Registrar of Companies according to the Society Act.

Absence of secretary from meeting

- 6.6** In the absence of the secretary from a meeting, the Board must appoint another individual to act as secretary at the meeting.

Role of treasurer

- 6.7** The treasurer is responsible for doing, or making the necessary arrangements for, the following:
- (a) keeping accounting records in respect of the Club's financial transactions;
 - (b) preparing the Club's financial statements;
 - (c) making the Club's filings respecting taxes.
 - (d) conducting all the financial business of the Club.
 - (e) collecting all dues and other money owing to the Club.
 - (f) paying all accounts as directed by the Members or the Executive.

- (g) opening and administering the Club's bank account and, with one other Executive member appointed by the President, acting as signing officer for the Club.
- (h) presenting an audited account of the Club's finances to the Annual General Meeting.

Role of Past President

- 6.8** (1)The office of the Past President shall be filled by the immediate Past President, or if not able to serve, the immediate predecessor
- (2)The Past President shall act as a resource person to whom the Members and the Executive can assign special projects and go to for advice.
- (3) The Past President shall act as the Chair of the Nominating Committee and as the Returning Officer for the Club.

Clubhouse Director (2 year term - even years)

- 6.9** The Clubhouse Director shall be responsible for the daily operation of the Clubhouse including stocking and operating the bar and providing food and other supplies as required and any other related duties as assigned by the Executive.

Sponsorship Director (2 year term - even years)

- 6.10** The Marketing & Sponsorship Director is responsible for doing, or making the necessary arrangements for, the following:
- (a) advertising, sponsorship, and marketing within and outside of the club membership, overseeing the marketing of all club related events and any other related duties as assigned by the executive.
 - (b) updating and circulate United's sponsorship package to focused community members and to the club membership.
 - (c) working in cooperation with the Promotions & Public Relations director and the executive in matters involving community relations.

Public Relations Director (2 Year Term - odd years)

- 6.11** The Public Relations Director shall be responsible for doing, or making the necessary arrangements for, the following:
- (a) for club promotion, communications and publicity within and outside of the club membership, overseeing the promotion of all club related events and any other related duties as assigned by the executive.
 - (b) working in cooperation with the marketing & sponsorship director and the executive in matters involving community relations.
 - (c) Distributing game results to local newspapers, radio stations, and internet sites.

Men's Team Director (2 year term - odd years)

6.12 The Men's Team Director shall be responsible for doing, or making the necessary arrangements for, the following:

- (a) all day-to-day operations of the senior men's teams; including contacting players and trainers and confirming the availability of fields and referees and any other related duties as assigned by the Executive.
- (b) coordinating the senior men's team schedules, including exhibition games.
- (c) organizing travel arrangements for games outside the Lower Mainland.
- (d) ensuring that the home field is prepared for all senior men's home games.

Women's Team Director (2 year term - even years)

6.13 The Women's Team Director shall be responsible for doing, or making the necessary arrangements for, the following:

- (a) all day-to-day operations of the senior women's teams; including contacting players and trainers and confirming the availability of fields and referees and any other related duties as assigned by the Executive.
- (b) coordinating the senior women's team schedules, including exhibition games.
- (c) organizing travel arrangements for games outside the Lower Mainland.
- (d) ensuring that the home field is prepared for all senior women's home games.

Alumni Director (2 year term - odd years)

6.14 The Alumni Director shall be responsible for doing, or making the necessary arrangements for, the following:

- (a) developing and maintaining an accurate list of alumni members including contact information.
- (b) corresponding with Alumni members and organizing, at minimum, one annual Alumni event and performing any other related duties as assigned by the Executive.

Boys Junior Rugby Director (2 year term - odd years)

6.15 The Boys Junior Rugby Director shall be responsible for doing, or making the necessary arrangements for, the following:

- (a) the day-to-day operations of the Club's boys junior rugby programs.
- (b) coordinating all related tournaments and jamborees with the Girls Junior Rugby Director.
- (c) maintaining an accurate account of all Junior contacts for the boys Junior program

- (d) maintaining a positive relationship with Junior parents, **working cooperatively with the Girls Junior Rugby Director** and performing any other related duties as assigned by the Executive.

Girls Junior Rugby Director (2 year term - odd years)

- 6.15** The **Girls** Junior Rugby Director shall be responsible for doing, or making the necessary arrangements for, the following:
- (a) the day-to-day operations of the Club's **girls** junior rugby programs.
 - (b) coordinating all related tournaments and jamborees **with the Boys Junior Rugby Director**.
 - (c) maintaining an accurate account of all **Junior** contacts **for the girls Junior program**
 - (d) maintaining a positive relationship with Junior parents, **working cooperatively with the Boys Junior Rugby Director** and performing any other related duties as assigned by the Executive.

Men's Club Captain

- 6.17** (1) The Men's Club Captain shall represent the male playing Members of the Club and act as the liaison person between these players and the coaches and the Executive.
- (2) The Men's Club Captain shall be the captain of the team that he has been picked to play for each week.
- (3) The Men's Club Captain shall participate with the other members of the Selection Committee in the selection of teams and the appointment of team captains.
- (4) The Men's Club Captain shall be elected by the male playing members of the Club two (2) weeks before the beginning of the regular playing season.
- (5) The Men's Club Captain may be re-elected for this position.
- (6) The Men's Club Captain may be removed from his position by a non-confidence vote by seventy five (75) percent of the male playing members of the Club.

Women's Club Captain

- 6.18** (1) The Women's Club Captain shall represent the female playing members of the Club and act as the liaison person between these players and the coaches and the Executive.
- (2) The Women's Club Captain shall be the captain of the team that she has been picked to play for each week.

(3) The Women's Club Captain shall participate with the other members of the Selection Committee in the selection of teams and the appointment of team captains.

(4) The Women's Club Captain shall be elected by the female playing members of the Club two (2) weeks before the beginning of the regular playing season.

(4) The Women's Club Captain may be re-elected for this position.

(5) The Women's Club Captain may be removed from his position by a non-confidence vote by seventy-five (75) percent of the female playing members of the Club.

Equipment Director (2 year term - even years)

6.19 The Equipment Director shall be responsible for doing, or making the necessary arrangements for, the following:

- (a) clothing inventory and ordering.
- (b) medical equipment inventory and ordering
- (c) keeping track of all equipment storage sites, including the clubhouse and field boxes.
- (d) ongoing supervision of equipment in the possession of all club teams, such as pads, cones, etc.
- (e) ensuring that club equipment is in a safe condition for use by all members

Social Director (2 year term – odd years)

6.20 The Social Director shall be responsible for doing, or making the necessary arrangements for, the following:

- (a) Planning and organizing annual parties, including those for holidays and fundraisers.
- (b) organizing Facebook groups and keeping them updated
- (c) keeping the membership informed regarding upcoming parties, including sending emails to the membership and ensuring that events are well publicized.
- (d) Ensuring that under-age attendees at clubhouse functions are clearly marked and identified.
- (e) organizing the Smoker along with executive guidance.
- (f) organizing the year-end banquet along with executive guidance.

Mini Director (2 year term - even years)

6.21 The Mini Director shall be responsible for doing, or making the necessary arrangements for, the following:

- (a) the day-to-day operations of the Club's mini rugby programs.
- (b) coordinating all related tournaments and jamborees.

- (c) maintaining an accurate account of all mini contacts and maintaining a positive relationship with Mini parents and performing any other related duties as assigned by the Executive.

Executive Assistants

- 6.2** All Directors may seek the assistance of other Members to assist them in fulfilling the responsibilities of their office. However, The Executive has the right to reject such assistants for just cause.
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PART 7 – REMUNERATION OF DIRECTORS AND SIGNING AUTHORITY

Remuneration of directors

- 7.1** The Club is not permitted to pay to a director remuneration for being a director, but the Club may, subject to the Act, pay remuneration to a director for services provided by the director to the Club in another capacity.

Signing authority

- 7.2** A contract or other record to be signed by the Club must be signed on behalf of the Club
- (a) by the president, together with one other director,
 - (b) if the president is unable to provide a signature, by the vice-president together with one other director,
 - (c) if the president and vice-president are both unable to provide signatures, by any 2 other directors, or
 - (d) in any case, by one or more individuals authorized by the Board to sign the record on behalf of the Club.
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PART 8 – ACCESS TO RECORDS

Director and member access to records

- 8.1** A director or a member may, without charge, inspect a club record that is required to be kept according to the Societies Act.

Non-Member access to records

- 8.2** With the exception of the register of members, a non-member may, for a reasonable fee, inspect a club record that is required to be kept according to the Societies Act.

Period of notice

- 8.3** Members and non-members are required to provide notice of 30 days to the club in order to access records kept by the club according to the Societies Act.
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PART 9 –FORMER CONSTITUTIONAL CONTENT AND AMENDMENTS

Location

- 9.1** The operation of the Society will be chiefly carried on in the cities of New Westminster, Port Coquitlam, Coquitlam, and Port Moody but will not be restricted to these locations.

Dissolution

- 9.2** If the Club should dissolve, the assets that remain after the payment of all costs, charges, and expenses shall be distributed to such charitable organization, or organizations, registered under the provisions of the Income Tax Act (Canada) as may be determined by the members of the Club at the time of dissolution. *This provision previously could not be amended.*

Amendments

- 9.3** Any amendments to this Constitution and Bylaws shall be by Special Resolution.
- 9.4** Any such Special Resolution shall be submitted in writing to the Secretary who shall circulate it to the Members two weeks previous to calling a Special or Annual General Meeting to consider the Special Resolution.
- 9.5** Two (2) Members in good standing must sponsor any Special Resolution.
- 9.6** A seventy-five (75) percent of those Members present must vote in favour of the Special Resolution for it to be adopted.