



By-Laws of the Grande Prairie Centaurs Rugby Football Club

1. Membership

- a. Membership shall be open to any person residing in Canada who agrees to abide by the By-Laws and regulations of the society and the laws of the game of rugby. Membership shall not be restricted by virtue of race, religion, nationality, political opinion, or social position. Notwithstanding the open membership provision, the Executive, in its sole discretion may reject any application for membership if it determines this is in the best interest of the society
- b. Membership status may, by decision of the executive, be subdivided into categories such as 'Playing Membership, Student Membership, Social Membership, Honorary Membership'; these categories not being all inclusive nor each category necessarily implemented
- c. Annual membership fee, levies, and/or assessments will be determined by the Executive
- d. Only receipt of the applicable fee, levy, and/or assessment by the society will constitute proper application and acceptance of membership and allow the privileges of membership
- e. The VP Administration will maintain an accurate and up to date membership role
- f. The executive shall have the right to dismiss any member, without refund of membership fee, levy or assessment, for actions which, in its opinion are harmful to the society. The member so dismissed may appeal in person to the next general meeting, or request a meeting of the society for the purpose of re-instatement, and a simple majority vote of those present will decide.
- g. Any member wishing to withdraw from membership may do so upon written notice to the Executive. Refund of fees, levies, or assessments shall be at the discretion of the Executive.

2. Meetings

- a. The Annual General Meeting of the society shall be held within 60 days of the fiscal year end of the society, on such a day and at such hour and location as may be determined by the Executive
- b. Special meeting of the society may be called at any time by the Executive, or whenever requested to do so in writing by twenty percent or more of the members, or by a dismissed member (see membership)

- c. At least seven days notice of every meeting of the society shall be given, either by regular mail or e-mail
- d. At any meeting of the society, ten members shall constitute a quorum. In the event that the membership is subdivided (see membership), the voting privileges / limitations will be identified in the subdivision, and voting will be carried on accordingly. All voting will be by show of hands, simple majority deciding. No vote may be cast by proxy or by any other means other than in person.

3. Elections

- a. Any member in good standing may be elected to the Executive
- b. At each Annual General Meeting, elections of Directors will be held, the Directors collectively to be known as the Executive. Retiring Executive members shall be eligible for re-election
- c. The Executive shall be made up of the following
 - i. President
 - ii. VP Finance
 - iii. VP Administration
 - iv. VP Promotions
 - v. VP Men's
 - vi. VP Women's
 - vii. VP Operations
 - viii. Junior Director
 - ix. Website Director
- d. The minimum number of directors on the Executive shall be four. A member may hold 1 or 2 positions at the discretion of the membership.
- e. An election shall be carried out in the event that more than one member is nominated from the floor during the AGM. All nominated parties will be given an opportunity to speak after which a vote will be taken by a show of hands with a simple majority deciding
- f. Executive positions shall be for a term of two years with alternating terms as follows
 - i. During even numbered years the President, VP Finance, VP Operations, Junior Director
 - ii. During odd numbered years the VP Administration, VP Promotions, VP Men's, VP Women's, Website Director

4. Executive Committee

- a. The Executive shall direct and supervise the activities of the society, and may exercise all powers of the society during the interval between Annual General Meetings. Without limiting the generality of the foregoing, the Executive may undertake contractual obligations and/or projects on behalf of the society, and enter into borrowing agreements, incur liabilities, and set membership fees, levies, and assessments

- b. The society agrees to indemnify and save harmless the Executive and its individual members from any liability whatsoever or however incurred as a result of the activities of the Executive
- c. Executive meetings shall be held as often as required and shall be held at the discretion of the President, or when requested by at least ten of the members in good standing
- d. For the purposes of Executive meetings, a quorum will be established by a simple majority vote of those Executive members present, but only if at least two Executive members are present
- e. The Executive may appoint special committees and/or managers, and delegate responsibility and authority to those committees or managers
- f. No officer, Executive member, or other member of the society shall receive any remuneration for their services unless approved by a vote of the Executive. Any reasonable expenses incurred in the performance of duties of the Executive or other committee members or managers will be reimbursed on the basis of pre-authorization by the Executive, and presentation of proof of payment
- g. In the event that a Executive member fails to attend three consecutive meetings of the Executive, without satisfactory explanation, his office shall be declared vacant, and the Executive shall appoint a replacement from the members in good standing

5. Executive Positions

a. President

- i. The President, as the key administrator of the club, acts in a position of trust for the community and is accountable for the effective governance of the rugby club. He or she works with the Executive to make key club decisions and is also accountable for club membership and assists with recruitment where necessary.
- ii. The President is a highly organized individual with strong interpersonal skills that is adept at strategic planning. In order to serve as President, the individual must have prior experience as a senior administrator, be committed to the work of the organization and have an understanding of club financial management, strategic planning and meeting procedures. The President serves for a two-year term.
- iii. Requirements of the Role:
 - 1. Accountable for successfully achieving short and long term goals, objectives and priorities of the club
 - 2. Assists with the creation of short and long term goals, objectives and priorities of the club and gives final approval for plan execution
 - 3. Attendance at regular club administration meetings and general meeting, especially the AGM

4. A time commitment of 10-20 hours per month (includes meeting preparation, meeting time, committee work, and representing the club at public functions)
5. Acts as ambassador for the club, representing the club at external meetings
6. Set agenda and controls discussions in club meetings
7. Send meeting notice 1 week prior for agenda additions with consultation with VP Admin
8. Assists with recruiting new administrators and volunteers where necessary
9. May be required to undertake interviews with press/media so media experience would be an asset
10. A signing authority on behalf of the club for financial and legal purposes
11. Monitors and reviews the performance of members of the Management Committee
12. Responsible for final registrations of players with ERU, Rugby Alberta, AJRA, Rugby Canada
13. Set Fundraising activities and ensures commitments are met
14. Participates in club fundraising and sponsorship initiatives
15. Engage in active mentoring to develop a future replacement for the role

b. VP Finance

- i. The VP Finance is a highly organized and precise individual that prepares and reports financial information to the executive. The VP Finance is a key contributor to club planning and decision making. In order to serve as VP Finance for the club, the individual should be able to read, understand and interpret financial statements, be familiar with preparing a budget and understand banking procedures. Prior experience as a senior administrator or accountant would both be assets. The VP Finance serves as a minimum 2-year term.
- ii. Requirements of the Role
 1. Attendance at regular club administration meetings
 2. A time commitment of 5-10 hours per month (includes meeting preparation, meeting time, committee work)
 3. Presents end-of-year financial report at the AGM
 4. Reports regularly to the Executive on the club's financial status
 5. Abstain from any conflict of interest
 6. Prepares club budget and monitors costs throughout the year
 7. Administers club bank accounts and maintains records on all transactions
 8. Appoints auditors if necessary
 9. Prepares income and expenditure accounts and cash flow forecasts
 10. Pays bills and collects accounts receivable including membership fees
 11. Prepare and submit any statutory documents that are required e.g. GST returns, tax returns and grant-aid reports. (May require a professional accountant)

12. Member of the fundraising and/or sponsorship sub-committees
13. Acts as a signing authority on behalf of the club
14. Participates in club fundraising and sponsorship initiatives
15. Engage in active mentoring to develop a future replacement for the role

c. VP Administration

i. The VP Administration is an effective communicator that provides an essential link between the club's executive committees and outside agencies. Also is responsible for maintaining up to date records and profiles of all club members. He/she schedules and organized all bingo and casino events. Prior experience as a senior administrator would be an asset. The VP Admin serves as a minimum 2-year term.

ii. Requirements of the Role

1. A time commitment of 5-10 hours per month (includes meeting preparation, meeting time, committee work)
2. Holds and continually updates data and details of all members
3. Assists with recruitment and publicity
4. Assists treasurer in contacting members in order to collect subscriptions
5. Act as first point of contact for external agencies and individuals
6. Writes agendas and minutes at all club meetings
7. Produce newsletter/publicity material if no publicity officer exists
8. Participates in club fundraising and sponsorship initiatives
9. Participate in organizing fixtures
10. Participates in club fundraising and sponsorship initiatives
11. Engage in active mentoring to develop a future replacement for the role
12. Maintain liaison with gaming commission and submit necessary documents
13. Appoint a Volunteer Coordinator that is responsible to schedule bingo and casino events
14. Contacts all team members regarding fixture list and individual matches
15. Notify players, the coaching staff and the referee of any changes to game time or location
16. Shall have charge of the Seal of the Society and ensure that its use is authorized by resolution of the Executive

d. VP Promotions

i. The VP Promotions, as an administrator of the club, acts in a position of trust for the community and is responsible for the effective governance of the organization. He/she helps to provide the voice of the club regarding media relations and marketing. The VP Promotions is an effective verbal and written communicator that provides an essential link between the club and outside agencies. Acting as Chair of the Social Sub-

Committee, he/she is a highly energetic individual that is responsible for club promotion and special events. Previous event planning experience would be an asset. The VP Promotions serves as a minimum 2-year term.

ii. Requirements of the Role

1. Write/create material for club and team marketing pieces including programs, brochures and articles for the print and electronic media
2. Media and public relations representative for the club at its team including writing press releases, attending press conferences and speaking on the team's behalf
3. Media consultant for other personnel on how to deal with all forms of media, advising on what is appropriate to say and how to present themselves and the club in a positive way
4. Be fully up to date and abreast of all significant developments (such as Rugby Canada announcements) both within and outside of the club
5. Assist the club in their fundraising endeavors
6. In conjunction with the website coordinator, ensure the club website is professional, accurate, and up to date including the posting of club news, matches and results
7. Work reflects an appreciation/ recognition of sponsors
8. Consider and recognize club sponsors, patrons, and volunteers when producing communication pieces
9. Appoint a Website Coordinator who will be your club's regular contact with the media. They will need to be able to write accurate match reports and press releases, meet deadlines and be able to portray your club in a positive light
10. Organizes all club social events
11. A time commitment of 5-10 hours per month
12. Books venue(s) and assists with publicity
13. Acquires all necessary permits for events
14. Prepares calendar and promotes events
15. Participates in club fundraising and sponsorship initiatives
16. Engages in active mentoring to develop a future replacement for the role

e. VP Men's/ Women's

- i. The VP Men's and Women's, as an administrators of the club, acts in a position of trust for the community and is responsible for the effective governance of the organization. He/she is responsible for all operations relating to on-field performance, including training, coaching, discipline, selection and fixtures. VP Men's and Women's serves a minimum 2-year term.

ii. Requirements of the Role

1. A time commitment of 30 hours per month (includes meeting preparation, meeting time, committee work)
2. Training:
 - a. Ensure pre-season plan is sent/ or communicated to all players and prospective players
 - b. Schedule and plan indoor training sessions
 - c. Devise coach selection process
 - d. Schedule practices
 - e. Attend ERU fixtures meeting
 - f. Communicate with ERU, Rugby Alberta and other players regarding all player requirements/issues
3. Selection
 - a. Ensure selection committee (composed of VP Men's, Club Captain, player rep, and one exec member) meets to select games
 - b. Post game selections 2 days prior to game day
 - c. Name Game day Captain
 - d. Schedule and select tours
 - e. Work with the club manager
 - f. Books field(s) and acquire permits for all club games and tournaments
 - g. Ensures that all game and practice locations are safe and appropriate for their intended use
 - h. Maintain contact with the provincial refereeing society to ensure there is a referee at each of the club's home games

f. VP Operations

i. The VP Operations, as an administrator of the club, acts in a position of trust for the community and is responsible for the effective governance of the organization. He/she is a highly organized individual that is responsible for the Clubhouse and the Field. Previous bartending and money handling experience would be an asset. The VP Operations serves as a minimum 2-year term.

ii. Requirements of the Role

- a. Responsible for ensuring the bar is stocked appropriately before all matches and fixtures
- b. A time commitment of 10-20 hours per month
- c. Provides the VP Finance receipts and cash flow information
- d. Responsible for collecting and banking all money received behind the bar
- e. Addresses feedback on bar service and other suggestions from club members
- f. Participates in club fundraising and sponsorship initiatives
- g. Engage in active mentoring to develop a future replacement for the role

iii. Clubhouse

1. Appointment of bar steward/manager. He/she should have overall responsibility for ensuring the bar is attended, stocked and locked up.
2. Identify bar staff to operate the bar on a rotation system
3. Identify selected key holders for the bar and storage area
4. Ensure security measures are taken to protect stock from theft as far as possible
5. Ensure a regular cleaning program is in place for all equipment
6. Ensure stock is monitored in order for it to be replaced prior to items actually running out –limited stock means limited income’!
7. Coordinate with the Sponsors to arrange food after games.
8. All equipment should be checked regularly and condition recorded. Electrical and gas appliances should be tested regularly and certified.

iv. Field

1. Responsible for ensuring the field is prepared and ready for games
2. Liaise with City regarding field issues
3. Ensure field is watered adequately

v. Bus

1. Responsible for appointment of a bus manager that has overall responsibility to ensure the bus has a driver, is fueled up and taken in and out of storage
2. Ensure maintenance schedule is followed
3. Ensure insurance and registration is up to date

g. Junior Director

- i. The Junior Director, as an administrator of the club, acts in a position of trust for the community and is responsible for the effective governance of the organization. As Chair of the Junior Program Sub-Committee, he/she is a highly organized individual that is responsible for the development of the Junior Program, a key element of the club’s future. Previous experience directing young adult or children’s programs would be an asset. The Junior Director serves as a minimum 2-year term.

ii. Requirements of the Role

1. Attendance at regular club administration meetings as required
2. Attends the annual general meeting
3. Chairs and co-ordinates the junior club sub-committee
4. A time commitment of 10-20 hours per month (includes meeting preparation, meeting time, committee work)
5. Responsible for all elements of the club’s junior section including its operation and development (may delegate to subcommittee members)
6. Responsible for enforcing the club’s child protection policies
7. Link between parents and the club by being the junior program primary point of contact

8. Member of the fundraising committee
9. Organizes the clubs involvement in the High School Rugby program
10. Acts as a schools development officer to create links with and promote junior rugby within local schools
11. Encourages and supports coaches to develop junior players
12. Participates in club fundraising and sponsorship initiatives
13. Engage in active mentoring to develop a future replacement for the role

h. Website Director

- i. The Website Director responsible for the effective promotion of the organization. He/she helps to provide the face of the club by maintaining and improving its website. The Website Coordinator is a highly organized and detail oriented individual. Prior website experience and a working knowledge of HTML technology are both requirements of the role. The Website Coordinator serves a minimum 2-year term
 1. Builds and develops the club website if necessary
 2. Posts club developments and communications on the web page in a professional, attractive, accurate and timely manner
 3. Ensures that the website promotes and advertises events and matches at the Club
 4. Maintains all aspects of team management and administration on the club website including but not limited to all player bios and information, events, communications, etc.
 5. Proactive interaction with the VP Promotions on web related issues
 6. Consider and recognize team sponsors, patrons, and volunteers when producing website communication
 7. The Website Director should identify the newspapers/radio stations/television stations in your area and ask them for their telephone and fax numbers and e-mail address
 8. Find out the name of the sports editor/producer and/or rugby writer and make contact with them, preferably meeting them face-to-face
 9. Find out what their deadlines are and how much coverage they can give your club
 10. Always stick to the newspaper's deadlines and length requirements
 11. Provide game results and upcoming game information in a complete (tries, converts, etc.) accurate, and timely fashion. This builds credibility for your club and your provincial governing body
 12. Linkages to other websites as appropriate
 13. Participates in club fundraising and sponsorship initiatives
 14. Engage in active mentoring to develop a future replacement for the role

6. Auditing

- a. At each Annual General Meeting of the society, an Auditor or Audit committee shall be appointed by the members

- b. At the close of each fiscal year, or at such times as may be determined by the Executive, the books of the society shall be closed and the Auditor shall have access to all the books and accounts of the society and shall examine and perform such tests as are deemed necessary on these records, so as to provide an opinion and report on the financial statements
- c. The books and records of the society may be inspected by any member of the society at the Annual General Meeting provided for herein or at any time upon giving reasonable notice and arranging a time satisfactory to the officer(s) having charge of same. Each member of the Executive shall at all times have access to such books and records.

7. Fiscal year

- a. The fiscal year of the society shall commence on January 1st and end on December 31st

8. By-Laws and Memorandum

- a. All By-Laws and the memorandum of the society may be rescinded, altered, or amended by a special resolution passed
 - i. At a general meeting of which not less than 21 days notice specifying the intention to propose the resolution has duly be given, and by the vote of not less than 75% of those members who, if entitled to do so, vote in person, or
 - ii. A resolution proposed and passed as a special resolution at a General Meeting of which less than 21 days' notice has been given, if all the members entitled to attend and vote at the General Meeting so agree, or
 - iii. A resolution consented to in writing by all the members who would have been entitled at a General Meeting to vote on the resolution in person
- b. No amended Memorandum nor By-Laws shall have any force or effect until a copy thereof has been approved by the appropriate Government body