

# **CONSTITUTION & BY-LAWS**

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*For*



## **Charleston Outlaws Rugby Football Club, LLC**

*Charleston, South Carolina*

*Issue Date: January 18, 2002*

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**ARTICLE I: NAME**

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**SECTION 1 – NAME**

The name of this organization shall be the “Charleston Outlaws Rugby Football Club LLC”. The Club is registered as a limited liability company. The Club may be referred to as “Charleston Outlaws Rugby Football Club” or “Charleston Outlaws R.F.C.”.

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## **ARTICLE II: PURPOSE**

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### **SECTION 1 – DEFINITION OF CLUB PURPOSE**

The purpose of this organization shall be to:

- a) Introduce and promote the sport of Rugby Union in the Charleston area as recognized by the United States of America Rugby Football Union (USARFU).
- b) Represent Charleston Outlaws R.F.C. and their sponsors in a competitive manner in all rugby union competitions and tournaments.
- c) Teach rugby union rules and enhance rugby skills of members.
- d) Improve member's physical fitness.
- e) Improve member's leadership skills by offering chance to be democratically elected to club leadership positions.

## **ARTICLE III: MEMBERSHIP & VOTING PRIVILEGES**

### **SECTION 1 – CHARLESTON OUTLAWS R.F.C. MEMBERSHIP ELIGIBILITY**

The membership of the Charleston Outlaws Rugby Football Club shall be open to all people regardless of race, creed, religion, or nation of origin. Membership in the Charleston Outlaws Rugby Football Club requires:

- a) Payment of Charleston Outlaws Rugby Football Club seasonal membership dues.
- b) Adherence to established club by-laws.
- c) Membership in USA Rugby CIPP program.

### **SECTION 2 – CLUB PRACTICE & MEETING PARTICIPATION**

Each member shall be entitled to participate in club meetings and practices

### **SECTION 3 – ELIGIBILITY FOR MEMBERSHIP ON CLUB COMMITTEES**

Each member shall be eligible to hold membership on club committees.

### **SECTION 4 – GENERAL CLUB VOTE ELIGIBILITY**

Voting privileges for General Club Votes are open to all “paid-in-full” club members.

## **ARTICLE IV: CLUB OFFICERS**

### **SECTION 1 – CLUB OFFICER DEFINITION**

The officers of the Charleston Outlaws Rugby Football Club shall be:

- a) President
- b) Vice President
- c) Treasurer / CIPP Coordinator
- d) Match Secretary
- e) Community Relations Officer
- f) Field General
- g) Fundraising Coordinator

These officers shall comprise the Club Executive Committee. Members who have voting privileges in the manner described in this constitution shall elect all officers.

### **SECTION 2 – ELIGIBILITY FOR CLUB OFFICER NOMINATION**

Any member who has paid their dues in full and has been a member of the club for at least one full season, and is otherwise eligible to participate in Men's Club rugby according to USARFU guidelines, shall be eligible to be nominated for any officer position, with the exception of Club President.

To be eligible to run for the office of Club President, the nominee must be a current member of the CRFC Executive Committee, or a past Club President. Due to the demands of the office, the Club President cannot serve in any other leadership role while Club President.

### **SECTION 3 – CLUB OFFICER ELECTION METHOD**

Club Officers shall be elected annually (normally during the month of July at the end of spring season dinner/party) by a general club vote for a one year term. Elections should be held prior to the fall season's first match/tournament.

- a) The election ballot shall be created by floor nominations. A minimum of two candidates for each office should appear on the election ballot.
- b) Nominated candidates must declare a willingness to serve in the positions for which they have been nominated by carrying out the duties of this position as stated in this constitution.
- c) Each officer will be elected by a majority vote of the members that are eligible to vote

## **SECTION 4 – CLUB OFFICER RESPONSIBILITIES**

Outlined below are the responsibilities of each Club Officer position:

### **a) President**

1. Liaison with rugby community (USA Rugby, USA Rugby South, Palmetto Union, etc.) to ensure club stays in good standing with USA Rugby and stays current on other rugby issues that might affect club. Ensure club representation at all necessary rugby community meetings.
2. Direct club business to ensure club purpose as stated in this constitution is achieved.
3. Coordinate activities and submission of paperwork associated with maintaining the club.
4. Organize and preside over Club Executive Committee meeting at least quarterly.
5. Ensure other club officers carry out their responsibilities.
6. Help Fundraising Coordinator with fundraising efforts and locating sponsorship funding.
7. Help Community Relations Officer recruit players.

### **b) Vice President**

1. Liaison with the Charleston community to introduce and promote the sport of Rugby Union in the Charleston area.
2. Represent club on Charleston Metro Sports Council.
3. Record and maintain detailed minutes of Executive Committee meetings and general club meetings.
4. Maintain Club Constitution and By-Laws.
5. Help Club President with duties.
6. Help Treasurer collect player dues.
7. Help Community Relations Officer recruit players.
8. Succeed Club President in the event the Club President resigns.

### **c) Treasurer**

1. Manage team funds and bank accounts to ensure club budgets for known expenses and maintains a positive bank balance.
2. Maintain accurate accounting records and report on them at Executive Committee meetings.
3. File any tax forms required to maintain our status as an LLC corporation.
4. Sign and issue checks approved by the Executive Committee. Pay club fees (tournament, Union fees, CIPP fees, referee fees, etc.) on time to keep club in good standing. Reimburse people promptly after they pay for club costs.
5. Collect player dues.

**d) Match Secretary**

1. Schedule spring season and fall season home/away matches. Ensure all league matches are taken into account when scheduling. Schedule tournaments within each season.
2. Coordinate field and referee for all home games. Ensure all information about location, directions, match time, etc. is communicated to visiting team and referee. Arrange referee fee payment with Treasurer.
3. Obtain information on location, direction, match time, etc. for all away games. Communicate in timely manner to all club members.
4. Submit all match paperwork to appropriate USA Rugby organization when necessary.
5. Coordinate arrangements for all overnight tournaments. Arrange hotel within 5 miles of venue, arrange payment of tournament fee with Treasurer, obtain and communicate location, directions, and match times to club members.
6. Promote home games in Charleston community.

**e) Community Relations Officer**

1. Maintain a current list of “Active” members, “Social” members, and “Inactive” members. List must include current telephone numbers, mailing addresses, and email addresses.
2. Organize club involvement in community / charitable events
3. Send press releases to local newspapers and arrange to have posted on the Charleston Rugby Website.
4. Coordinate recruiting efforts for the team. Organize posting of recruitment and advertisement flyers throughout the community.

**f) Field General**

1. Coordinate field readiness for all home matches (field mowed, field lined, goal posts installed, sideline barriers installed, etc.).

**g) Fundraising Coordinator**

1. Organize club involvement in fundraising events. Should coordinate two or three major fundraising events per year.
2. Seek out and solicit sponsorship for the club.
3. Arrange for sponsor recognition (website, jerseys, t-shirts, etc.)

**h) CIPP Coordinator**

1. Organize & administer Club CIPP efforts & requirements.
2. Prepare and submit match CIPP forms.
3. Maintain current “Team CIPP” book (includes club/player CIPP information, copy of player photo ID, etc.) for all active Club members.
4. Interface with Palmetto Rugby Union, USA Rugby South, and USA Rugby officials with regard to CIPP matters.”



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## **ARTICLE V: QUORUM**

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### **SECTION 1 – QUORUM REQUIREMENTS FOR VOTING**

A quorum of more than one half of the Club Executive Committee must be present in order to conduct club business.

In the event a general club vote is called for, a quorum of more than one half of the eligible voting members, as defined in this constitution, must be present in order to conduct club business.

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## **ARTICLE VI: BY-LAWS & AMENDMENTS**

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### **SECTION 1 – ADOPTION OR AMENDMENT OF BY-LAWS**

By-laws consistent with this constitution shall be adopted or amended by a 2/3<sup>rd</sup> majority of the votes cast in a general club vote.

### **SECTION 2 – AMENDMENT TO THE CLUB CONSTITUTION**

Amendments to this constitution may be initiated by the Executive Committee or upon petition to the Executive Committee by ten percent of the general voting members.

The constitution may be amended by a 2/3<sup>rd</sup> majority of the votes cast in a general club vote.

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## **ARTICLE VII: MEMBER DUES**

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### **SECTION 1 – REASON FOR DUES**

The member dues collected are used only to meet the financial responsibilities of the club. Some typical uses of dues are (but not limited to):

- a) USA Rugby Team CIPP Fees
- b) Palmetto Rugby Union Fees
- c) SERRS Fees
- d) Referee Game Fees
- e) Team Jerseys
- f) Tournament Entry Fees
- g) Field Rental Fees
- h) Field Preparation Fees (posts, lining materials, etc.)
- i) Home Match Socials
- j) End of Season Social subsidies

### **SECTION 2 – AMOUNT OF DUES**

Member dues will be collected at the beginning of the spring and the fall seasons. The dues amount will be set by the Club Executive Committee prior to the start of each season. The amount will be set based on season's expected budget.

## **ARTICLE VIII: HEAD COACH**

### **SECTION 1 – SELECTION OF HEAD COACH & COACHING STAFF**

The head coach is appointed by a general agreement between the coach and the officers of the team immediately after the officer elections. If requested at the general election, officer candidates must state whom they would appoint as coach following the election. The officers choose the head coach by a simple majority vote if requested by one of the officers. The appointed head coach should be at least a USARFU Level I certified coach.

The Head Coach appoints Assistant Coaches as needed to assist with the coaching responsibilities.

### **SECTION 2 – EXPECTATIONS OF HEAD COACH AND COACHING STAFF**

- a) Honesty.
- b) Commitment.
- c) Technical rugby expertise.
- d) Organized practice.
- e) Approachability.
  - *If a player thinks of something that may help the club out, mention it to the coaches after practice. If the idea is provided during practice, the discussion may need to be postponed until the end of practice to allow other matters to be accomplished.*
- f) Open discussions about why a player was not selected.
  - *Sometimes a player will not be sought out to discuss these matters (tournaments for example). If you ever want to know why you were or were not chosen, it is your right to discuss this with any coach at any time.*

### **SECTION 3 – REMOVAL OF HEAD COACH OR COACHING STAFF**

A Head Coach or Assistant Coach can be removed during the fall or spring season by a 2/3<sup>rd</sup> majority of the votes cast in a general club vote. Eligible voters include members in good standing with the club that have paid their player dues, are currently eligible to play rugby according to USARFU guidelines, and have played on the Charleston Outlaws R.F.C for a month or longer prior to the vote. Any member eligible to vote according to the constitution may call for removal of the coach. However, an officer may not initiate this request for a vote. In the case of a Head Coach, an alternate coach (preferably with a current USARFU Level I certification) must be presented to the team at the time a vote is requested. Such votes can only take place once during a fall or spring season.

## **ARTICLE IX: PLAYER / TEAM GUIDELINES & EXPECTATIONS**

### **SECTION 1 – FITNESS**

The intent of club rugby training sessions is to develop individual and team rugby skills. Fitness should be incorporated into rugby skill development drills instead of being the primary focus of practice. In order to accomplish this goal:

- a) Club members are expected to keep themselves in shape between seasons.
- b) Club members are expected to run and exercise outside of practice during the seasons to maintain their fitness level. Ideally players should be running a minimum 5-7 miles/week outside of practice.

### **SECTION 2 – CLUB RUGBY PRACTICE ATTENDANCE**

Members must make every possible effort to attend every practice and game / tournament.

- a) If it becomes impossible to attend a given practice session; members must notify one of the coaches at least half an hour prior to said practice.
- b) Members should notify one of the coaches as soon as they are aware it is not possible to attend the upcoming weekend match / tournament (preferably before Thursday Club Rugby Practice).

### **SECTION 3 – CLUB FUNCTION ATTENDANCE / SUPPORT OF CLUB SPONSORS**

Attendance at club functions (club dinners, after match events, etc.) is strongly encouraged. Individual members make up the team and should support club functions.

Charity events are important for the club to become an integral part of the Charleston community. Fundraisers are essential to meet the financial needs of club. Therefore, club members are expected to participate in at least 50% of all charity events and fundraisers in which the club is involved.

Club members are strongly encouraged to support sponsors of our club by using their products, frequenting their business, and promoting their service in the community. Sponsorship is critical to the success of our club and it is the responsibility of the club members to sponsorships worthwhile for a business.

## **SECTION 4 – MATCH SELECTIONS**

The Head Coach has ultimate responsibility for selecting the starting side and substitutions for each match. The Head Coach will consult with the Assistant Coaches as well as the Team Captain before finalizing selection decisions.

The following factors influence match selections:

- a) Practice attendance
- b) Athletic ability
- c) Knowledge of position
- d) Performance in past practices or games
- e) Members standing with club and USA Rugby (payment of dues, CIPP status, individual behavior, support of club activities, etc.)

## **SECTION 5 – ROAD TRIP GUIDELINES**

- a) We leave 15 minutes after the scheduled meeting time—no later. If a member isn't present by that time, we will leave without them.
- b) If a member plans to meet the team at the match location, they must notify one of the coaches prior to the scheduled meeting time. Members meeting the team should be at the match location with their uniform kit on at least one hour prior to match time

## **SECTION 6 – TEAM HOSTING POLICY**

Hosting and socializing with other rugby clubs is a very important aspect of rugby. It is one of the traditions that make this sport very unique when compared to most other sports. The Charleston Outlaws R.F.C. intends to always host a social for visiting clubs when they play us at home. The club should provide visiting clubs with a place to gather, food, and beverages to drink. All club members should make an effort to attend the social.

When we travel out of town, it is our intent to socialize with the clubs that we play. It is NEVER our intent to simply walk off the pitch without making an effort to get to know the clubs that we play, as this is not in the spirit of rugby.

## **SECTION 7 – GENERAL BEHAVIOR EXPECTATIONS**

All club members should represent the Charleston Outlaws R.F.C. in an exemplary manner both on the pitch and off the pitch. Inappropriate behavior that reflects poorly on the club will not be tolerated. A quorum of the Club Executive Committee can suspend a club member from club activities for behavior issues with a 2/3<sup>rd</sup> majority vote of the votes cast.

Club members should try to resolve all issues with the coach, officers, or players immediately to avoid misunderstandings. Never leave practice or the match without addressing issues relating to the club.

All club members must keep their egos in check. Teamwork is critical to the success of the club and each player is equal in importance to every other player that is out there working to earn a position. No one is above the team—the team will outlast the individual.

## **SECTION 8 – ALCOHOL AND DRUG POLICY**

**The Charleston Outlaws Rugby Football Club DOES NOT condone the use or abuse of alcohol to include any and all alcoholic, malt, and distilled beverages.**

All club members MUST drink responsibly at all club sponsored events. Club members should monitor fellow club members to ensure they are drinking and behaving responsibly. In the event that a club member has had too much to drive, said club member is responsible for locating a club officer to obtain a ride home.

Any player who is known to have consumed alcohol prior to the start of a match should not be allowed to start said match.

**The Charleston Outlaws Rugby Football Club DOES NOT condone the illegal use or abuse of any drug.**

Any club member found to use or distribute any drug illegally at a club sponsored function will be banned from the club for the remainder of the season.

## DOCUMENT MODIFICATION HISTORY

**Date of Document Origination: January 18, 2002**

This document, “*Constitution & By-Laws for Charleston Outlaws Rugby Football Club, LLC,*” was approved by a unanimous vote of CRFC members present at a club party held at 110 Bellinger Street, Daniel Island, South Carolina on January 18, 2002.

The document went into effect immediately.

**Change History**

DATE	MODIFICATION	DESCRIPTION <i>(Changes highlighted in RED)</i>	MODIFICATION RATIFICATION: CRFC VOTE RESULTS <i>(# Present/# For/# Against)</i>
12/20/2005	Amendment to <b>ARTICLE IV, Section 2</b>	<i>Any member who has paid their dues and has been a <b>member of the club</b> for at least one full season, and is otherwise eligible to participate in Men’s Club rugby according to USARFU guidelines, shall be eligible to be nominated for any officer position, with the <b>exception of Club President</b>. <b>To be eligible to run for the office of Club President, the nominee must be a current member of the CRFC Executive Committee, or a past Club President. Due to the demands of the office, the Club President cannot serve in any other leadership role while Club President.</b></i>	100% “FOR”
12/20/2005	Amendment to <b>ARTICLE IV, Section 3</b>	<i>Club Officers shall be elected annually (normally during the month of <b>July at the end of spring season dinner/party</b>) by a general club vote for a one year term. Elections should be held prior to the <b>fall</b> season’s first match/tournament.</i>	100% “FOR”
12/20/2005	Amendment to <b>ARTICLE IV, Section 4</b>	<i><b>h) CIPP Coordinator</b> 1. <b>Organize &amp; administer Club CIPP efforts &amp; requirements.</b> 2. <b>Prepare and submit match CIPP forms.</b> 3. <b>Maintain current “Team CIPP” book (includes club/player CIPP information, copy of player photo ID, etc.) for all active Club members.</b> 4. <b>Interface with Palmetto Rugby Union, USA Rugby South, and USA Rugby officials with regard to CIPP matters.</b></i>	100% “FOR”
08/30/2006	Correction to <b>Title Page</b>	<i>Corrected the spelling of the word “Constitution” on the Title Page.</i>	N/A