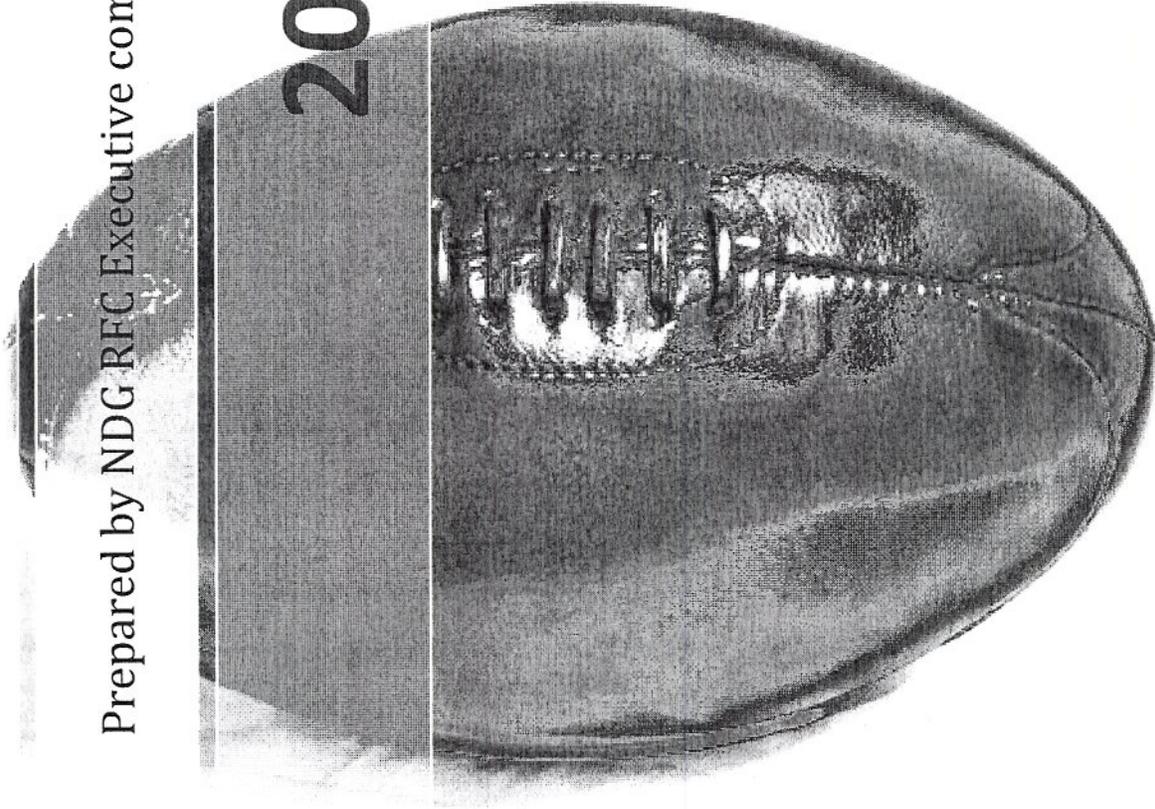


# NDG RFC CONSTITUTION

Prepared by NDG RFC Executive committee

# 2011



This document outlines the Articles of constitution for NDG RFC and will be provided to members prior to AGM. As and when revisions to the constitution are adopted a revised constitution will be sent to all members

NDG RFC  
C/O Tasty foods pizza  
Decarie  
Montreal

Article I: Name .....	3
Article II: Mission Statement .....	3
Article III: Statement of non profit activity.....	3
Article IV: Membership.....	3
MEMBERSHIP TYPES .....	3
Senior playing member (male or female).....	3
Junior playing member .....	3
Non playing members .....	4
Social member .....	4
Veteran Member .....	4
Lifetime Member .....	4
Rules of membership.....	5
Article V: Meetings .....	5
Annual General Meeting (AGM).....	5
Scheduled Executive Meetings (SEMs).....	6
Extraordinary General Meetings (EGMs) .....	7
Sub committee meetings .....	7
Article VI: Executive Board .....	7
General Rules governing Executive board.....	7
STRUCTURE:.....	7
ELECTION PROCESS.....	8
ABILITY TO CONTRACT:.....	8
EXECUTIVE POSTS AND RESPONSIBILITIES .....	9
Article VII Dissolution or winding up of entity.....	12

### Non playing members

- Not eligible to play in any team
- 1 vote at AGM
- Eligible for nomination to executive posts
- Aged 18 or over at commencement
- Eligible to attend private club events

### Social member

- Not eligible to play in any team
- No vote at AGM
- Not eligible for nomination to sub committees
- Eligible to attend private club events

### Veteran Member

- Eligible to play in over 35 teams
- 1 vote at AGM
- Eligible for nomination to Executive posts provided member was previously a senior playing member or has 2 years Veteran membership.
- Eligible to attend private club events

### Lifetime Member

- Any member who is older than 35 and has more than 10 years of continuous paid membership is eligible for a one-time fee to become a lifetime member. The one time fee diminishes with every year until 15 years of continuous membership (or 20 years interrupted) have elapsed at which point the member is automatically a lifetime member
- Eligible for nomination to executive positions
- 1 vote at AGM
- Eligible to attend all club events
- Name will be added to “lifetime members Roll”
- Provided free seats for 2 at annual club banquet

## **Article I: Name**

The Name of the organization shall be the NDG RFC (TBD)

## **Article II: Mission Statement**

Our purpose is to promote team and community spirit through competitive games with other rugby clubs, to provide athletic conditioning with a 'sports for life' mentality; to behave in sportsman-like manner on and off the field, and to recognize and promote the growth and interest of rugby and community with the youth of Montreal.

## **Article III: Statement of non profit activity**

1. Pecuniary gain to members is prohibited, and loans to members or directors are also prohibited. Note, however, that the following transfers to members and directors during the life of the corporation are not considered to be pecuniary gain:
  - a. transfer to a member for the purpose of carrying on activities as an agent of the corporation;
  - b. a transfer to a member charity to carry on the objectives of the corporation;
  - c. a transfer by a corporation that is a registered charity to a member who is a legitimate beneficiary under the corporation's purposes; and
  - d. a transfer to a member or director for services rendered to the corporation

## **Article IV: Membership**

### **MEMBERSHIP TYPES**

#### **Senior playing member (male or female)**

- Aged 18 or over per Federation de Rugby Du Quebec stipulations at start of season
- 1 vote at AGM
- Eligible for nomination to executive posts
- Eligible for selection to senior men's or women's team
- Eligible to attend private club events

#### **Junior playing member**

- Meets age requirements per Federation de Rugby du Quebec rules for relevant age group
- No vote at AGM
- Not eligible for nomination to executive posts
- U-16 and U-18 members are eligible to serve on sub committees
- Eligible to attend private club events

include name of member in good standing to propose the motion and a member in good standing to second the motion

Club president is the chair for the meeting.

The agenda for the AGM will be published not less than 2 weeks prior to the AGM.

The AGM will address all agenda items first, if there are other items that members attending the AGM wish to raise they may do so by a member in good standing proposing a motion to add the item to the AGM Agenda, a member in good standing seconding the motion. The motion to approve the additional item will be voted on by members present and requires a simple majority to have the motion approved. Upon receiving this approval the member proposing the motion will be asked to present the item and a vote will be taken on the motion proposed.

Any decisions to be made in AGM require the consensus of a simple majority of the members present

Quorum for the AGM is at least 5 executive members and at least 1/5 of the voting membership of the club

No voting by proxy is allowed.

### **Scheduled Executive Meetings (SEMs)**

The Executive team shall meet at least quarterly per the meeting schedule that is issued at the beginning of the year.

Quorum for SEM is at least 4 Executives.

Proxy voting at SEM is not allowed

The place of meeting shall be as the Executive team recommends.

The purpose of SEMs is to

- update progress against the 4 year development plan for the club
- Provide the executive the opportunity to propose and implement any necessary changes to aspects of the 4 year development plan
  1. The plan itself may not be changed at SEM – only tactical aspects related to the delivery of the plan may be changed at SEM.

Decisions made at SEMs require the consensus of the executive as expressed by a simple majority approving or denying any motions.

## Rules of membership

- Membership at any class indicated may be granted upon written application to the executive .
- Membership may be revoked (or application for membership denied) in the event that a 3/4 (or greater) majority of the executive committee should so vote.
- Membership is transferrable upon application to the Executive and pending the simple majority approval of the executive.
- Movement between membership classes is permitted upon application to the executive and pending the simple majority approval of the executive.
- Members are expected to pay seasonal dues as approved at AGM
- Playing members are expected to attend practices
- Members shall follow NDG RFC policies and conduct themselves responsibly in this and other communities.
- Contingent upon fulfilling the aforementioned guidelines, members are eligible to play in games and tournaments and to participate in Club social activities.
- Any member may withdraw his / her membership by written notification to the Executive. Refunding of part or all of any membership fees paid is at the discretion of the Executive.
- Playing members withdrawing their membership must request a release <sup>form</sup> ~~letter~~ from the Executive in order to continue their playing career elsewhere.

## Article V: Meetings

Scheduled Executive meetings, the Annual General Meeting, selection committee meetings, and general meetings for each of the executive offices will be published for the full year as of November 15<sup>th</sup> each year. The meetings will be scheduled on a 4 weekly basis with the schedule commencing on the Sunday nearest the 1<sup>st</sup> of January on any given year.

### Annual General Meeting (AGM)

The Annual General Meeting will be held as on or as close as possible to the first Saturday in February – date to be published not later than the 1<sup>st</sup> of December preceding the AGM

A copy of the club's accounts for the year prior and budget projections for the coming year are to be provided to all members at least 4 weeks prior to the AGM

A copy of the club's constitution and any proposed changes are to be made available to all members not less than 4 weeks prior to the AGM

Any submissions from the members (excluding Junior and for inclusion in the AGM shall be provided not less than 6 weeks prior to the date of the AGM. Proposal should

## Extraordinary General Meetings (EGMs)

EGMs may be called by any senior member with voting rights who is in good standing. The member must notify the Executive team by letter to the President stating the objective of the EGM and have at least 6 signatories in support of the proposal, each of whom must also be voting members in good standing.

The approval for calling the EGM requires the support of at least 2 members of the executive team.

EGM shall be called the first available Wednesday after the approval of the executive team is obtained and notice of the EGM has been published to the membership of the club.

Quorum for the EGM shall be at least 4 executive board members and at least the 6 signatories to the motion for the EGM

## Sub committee meetings

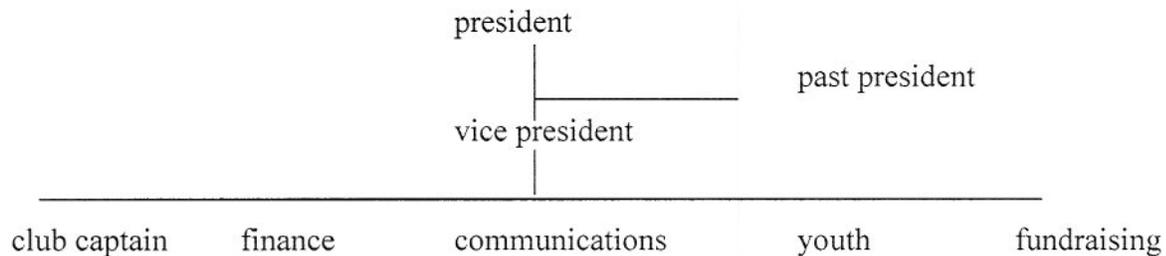
Each executive will have the mandate to create and fill sub committees at their discretion for the furtherance of their goals in relation to the execution of the club's 4 year plan.

## Article VI: Executive Board

### General Rules governing Executive board

#### STRUCTURE:

The executive board shall be structured as indicated below. Executives shall serve a 2 year term with an approval for continuation at the AGM held at the end of the first year of the term.



## ELECTION PROCESS

All nominations for executive posts with the exception of Vice president shall be voted upon by the membership at large at the AGM.

Nominations will be published not less than 2 weeks prior to the AGM.

In the absence of nominations for executive posts not being available prior to the AGM the incumbent Executive may ask for further nominations up to and on the day of the AGM.

If no nominations are given for any particular post the incoming President shall have responsibility for the duties of the role that shall potentially be vacant.

Any roles remaining vacant after the AGM may be filled by EGM process.

The Vice President's post is a NON ELECTED post. The Vice president is selected by the president. The expectation that the Vice president will learn the operation of the club from the president and be available (if required either during the term of the presidency or after the term ends, to take over as president by process of election at the AGM.

Any nominations received by the club's executive team for the post of President MUST ALSO INCLUDE the name of the member being selected as vice president.

All Executive offices will be vacated by presidential proposal and vice presidential seconding of a motion to do so at the AGM at the end of the second year of the term of office.

Any executive can be removed from office by process of EGM. The resulting motion to remove an official from office must be supported by a  $\frac{3}{4}$  or greater majority of voting members present at the EGM.

Once removed a motion must be proposed and seconded by members in good standing to have the now vacant post filled by a candidate. Should no candidate accept the nomination the prior member holding the post shall be reinstated.

With the exception of Vice President and Past President, all positions on the executive board are elected positions approved annually at the AGM.

## ABILITY TO CONTRACT:

At least two signatures are required on any contracts the club may enter into.

President, Vice President, Finance Officer, Club captain are authorized to act as signatories on any contracts that the club may enter into

At least two signatures are required to validate any cheque or money released on behalf of the club. One of these signatures is required to be the Finance officer.

## **EXECUTIVE POSTS AND RESPONSIBILITIES**

### ***PRESIDENT***

- 4 year development plan
- Budget prep with Finance
- Coach selection with club captain
- Sponsor relations with Fund-raising team
- Liaison with City / FRQ / Club
- Official leader of AGM and SEM
- Preparation of AGM Agenda
- Preparation of SEM Agenda
- Addresses and actions club requests
- Maintains old boys network
- Other tasks that may be assigned by the exec.

### ***VICE PRESIDENT***

- Assist President in duties listed above
- Maintain and distribute club constitution annually in prep for AGM
- Keep meeting Agendas from sub committees
- Take and keep minutes from meetings (AGM, SEM)
- Keep minutes from Sub committee meetings
- Organize annual banquet

Responsibility for social events

Receives and manages mail

Other tasks that may be assigned by the exec

#### *FINANCE*

Budget preparation

Presentation of club financial status at AGM

issuing receipts for monies

Cash management

maintain bank accounts

Set up sub committees as required to achieve goals listed above

Other tasks that may be assigned by the exec

#### *YOUTH*

More like a youth team president but utilizing exec colleagues to meet challenges

Create recruitment and Development policy for club as a whole in conjunction with President

#### *FUND RAISING*

Develop a sponsorship plan including tiers and dollar buy ins

run internal events to increase funds

Management of Sponsor relations

Develop an annual fund raising plan

Merchandise creation and sales

#### *CLUB CAPTAIN*

Collection of Dues

Distribution of playing schedule at earliest possible time

### Match logistics

- Publishes team lists
- Meeting point for away games is established\
- field and referee are booked
- Player availability has been checked
- Required equipment is at field
- Ensures AT presence at games

Player Liaison with the club

Selection of Coach (with President)

Set up sub committees as required to achieve goals listed above

### ***COMMUNICATIONS***

Establish Communications strategy for the club

Develop a club presence in the following areas

- Facebook
- Twitter
- LinkedIn
- Website

Maintain contact with and club exposure through local media

- Print
- Television
- Radio

Build and maintain club historical record

Ensure Email lists for club are up to date

Set up sub committees as required to achieve goals listed above

### ***Past President***

Non functional role

Advisory capacity

Other tasks that may be assigned by the exec

Casting Vote if required in meetings

Attend AGM / SEM

### **Article VII Dissolution or winding up of entity**

The entity may be dissolved or wound up either by a majority agreement to a motion proposed, seconded and approved for the dissolution or winding up of club affairs at the AGM OR EGM as called for the purpose of dissolving or winding up the affairs of the club.

In the event of dissolution or winding up all assets after debts are paid will be distributed to clubs within the region operating for the benefit of Rugby Football and youth development within the sport of Rugby Football.

**PRESIDENT**

4 year development plan  
Budget prep with Finance  
  
Coach selection with club captain  
  
Sponsor relations with Fund-raising team  
Liaison with City / FRQ / Club  
Official leader of AGM and SEM  
Preparation of AGM Agenda  
Preparation of SEM Agenda  
Addresses and actions cub requests  
Maintains old boys network  
  
Other tasks that may be assigned by the  
exec.

**Past President**

Non functional role  
Advisory capacity  
Other tasks that may be assigned by the  
exec  
  
Casting Vote if required in meetings  
Attend AGM / SEM

~~VICE PRESIDENT~~ *SECRETARY*

Assist President in duties listed above  
Maintain and distribute club constitution  
annually in prep for AGM  
Keep meeting Agendas from sub  
committees  
Take and keep minutes from meetings  
(AGM, SEM)  
Keep minutes from Sub committee  
meetings  
Organise annual banquet  
Responsibility for social events  
Receives and manages mail *EMAIL*  
Other tasks that may be assigned by the  
exec

UB CAPTAIN	COMMUNICATIONS	FINANCE	YOUTH	FUND RAISING
<p>Collection of Dues</p> <p>Distribution of playing schedule at earliest possible time</p> <p>Match logistics</p> <ul style="list-style-type: none"> <li>- team lists are published</li> <li>- Meeting point for away games is established\</li> </ul> <p>- field and referee are booked</p> <ul style="list-style-type: none"> <li>- Player availability has been checked</li> <li>- Required equipment is at field</li> <li>- Ensures AT presence at games</li> </ul> <p>Player Liaison with the club</p> <p>Selection of Coach (with President)</p> <p>Set up sub committees as required to achieve goals listed above</p>	<p>Establish Communications strategy for the club</p> <p>Develop a club presence in the following areas</p> <ul style="list-style-type: none"> <li>- Facebook</li> <li>- Twitter</li> <li>- Linkdin</li> <li>- Website</li> </ul> <p>Maintain contact with and club exposure through local media</p> <ul style="list-style-type: none"> <li>- Print</li> <li>- Television</li> <li>- Radio</li> </ul> <p>Build and maintain club historical record</p> <p>Ensure Email lists for club are up to date</p> <p>Set up sub committees as required to achieve goals listed above</p>	<p>Budget preparation</p> <p>Presentation of club financial status at AGM</p> <p>issuing receipts for monies</p> <p>Cash management</p> <p>maintain bank accounts</p> <p>Set up sub committees as required to achieve goals listed above</p>	<p>More like a youth team president but utilising exec colleagues to meet challenges</p> <p>Create recruitment and Development policy for club as a whole in conjunction with President</p>	<p>Develop a sponsorship plan including tiers and dollar buy ins</p> <p>run internal events to increase funds</p> <p>Management of Sponsor relations</p> <p>Develop an annual; fund raising plan</p> <p>Merchandise creation and sales</p>