



Ottawa Beavers – Banshees Rugby Football Club

Last Approved Updates:
November 2019



CONSTITUTION

The name of the organization shall be: "Ottawa Beavers – Banshees Rugby Football Club (OBBRFC)", and the Club shall encompass all manifestations of both the Ottawa Beavers Men's and Ottawa Banshees Women's Rugby teams.

The Club shall be at all times affiliated with the Eastern Ontario Rugby Union (EORU). The Club's home field shall be Twin Elm Rugby Park (TERP).

1. AIMS OF THE CLUB

1.1 The aims of the Club are:

- a) To provide for all players, regardless of race, colour, creed, national origin, ancestry, sex, marital status, sexual orientation, disability, religious or political affiliations the opportunity to play rugby within a safe physical, emotional and financially sound environment;
- b) To field winning teams in order to compete in the Eastern Ontario Rugby Union (or other);
- c) To grow and develop the talent base of the Club;
- d) To assist Club members to represent the Club at a higher level;
- e) To promote the sport and facilitate the playing and practice of Rugby Union within and beyond the city of Ottawa, Ontario, Canada;
- f) To encourage participation amongst local people and to strive to increase its membership and playing strength;
- g) To work in conjunction with and to support affiliated sporting clubs;
- h) To foster the development of members as players, coaches, referees, administrators and individuals;
- i) To provide a forum for members to interact and socialize through playing and non-playing activities; and
- j) To maintain the financial stability of the Club.

2. CLUB IDENTITY

2.1 The colours of the primary jerseys shall include red and white for the men's sides and green, white and orange for the women's sides. The colours of touring and tournament jerseys may vary at the discretion of the participating squad.

2.2 The Club crests shall be found in the Constitutional letterhead.

3. MEMBERSHIP OF THE CLUB

3.1 The membership in the Club shall consist of:

- 3.1.1 Playing members;
- 3.1.2 Lifetime members;
- 3.1.3 Associate members; and
- 3.1.4 Social members.

3.2 Playing membership shall be obtained through payment on the appropriate dues required in each Club year. It is each member's responsibility to maintain their good standing with the Club by paying all dues personally owed to the Club. Each playing member shall be conferred voting rights.

3.3 Lifetime membership of the Club shall be conferred on any person deemed worthy of this honour on a motion proposed by a member of the Club Executive and passed by a simple majority of the Executive. Lifetime members shall not carry voting rights, but are eligible for an Executive position and, upon appointment, become eligible to vote. The Lifetime Membership List will be contained in Appendix C of this document and will be amended to include and remove members as necessary.

3.4 Associate membership of the Club shall be conferred on any person who is sponsored by a member in good standing and approved by a majority vote of the Executive. An associate member may be someone from outside the playing membership. They will have voting rights if they hold an Executive position. Parents of junior members are encouraged to participate as associate members and hold Executive positions. Registered Club Coaches are considered associate members and shall receive voting rights.

3.5 Social membership shall be obtained through the payment of the appropriate social dues each year. Full voting and Executive rights shall be conferred on social members.

4. REMOVAL OF MEMBERSHIP RIGHTS

4.1 The Club Executive shall be empowered to expel, suspend for a specified period, or refuse the annual renewal of membership of any Club member whose conduct (in the opinion of the Club Executive) shall render them unfit to continue in membership of the Club.

4.2 Any member in good standing can submit a grievance to any one of the following: Captain, Coach, and any member of the Executive. That person would then be responsible for bringing the grievance to the attention of the Executive.

4.3 The following actions shall take place before such termination of membership is effective: The Secretary shall give the member at least seven (7) days written notice to attend a meeting of the Club Executive, at the same time informing the member of the complaint made against them. No termination of membership shall be valid without the member's opportunity to appear before the Club Executive.

4.4 Any member shall cease to be a member of the Club whenever a minimum of two-thirds (2/3) of the Club Executive members attending that hearing shall so decide. Executive members shall be recused from voting rights in the event of any conflict of interest.

4.5 There will be a right of appeal following any disciplinary action. The appeal must be made within seven (7) days of any disciplinary judgment and the Club Executive should consider any appeal within fourteen (14) days of it being lodged.

4.6 The Club Executive shall reserve the discretion to refund or retain dues and to determine the amounts refunded upon removal of membership rights.

5. ANNUAL MEMBERSHIP DUES

5.1 Playing members shall pay such annual dues as are set at the Annual General Meeting (AGM).

5.2 Annual membership dues for the upcoming season will be proposed by the Club Treasurer at the Club's AGM. The proposed dues are to be approved by means of majority vote from all voting members in good standing who are present at the AGM (or who have given their vote to a proxy).

5.3 Annual dues may be payable in installments if the Executive so permit and may be deferred or reduced at the discretion of the Executive.

5.4 In default of payments, the member shall, in addition to the loss of vote, be liable to penalty by and at the discretion of the Club Executive. In addition, the Executive may reserve the right to, temporarily, declare a member 'not in good standing' and bar that member from playing rugby with the Club or any other organization that is governed by the EORU, ORU, FRQ and/or Rugby Canada until the outstanding fees are paid.

6. CLUB EXECUTIVE

6.1 The affairs of the Club shall be managed by the Club Executive, which shall be bound by the bylaws and policies of the Club. The Club Executive will consist of seven (7) members: President, Treasurer, Secretary, Vice-President Administration, Vice-President Game – Women, Vice-President Game – Men, and Vice-President Development. For duties relating to each position, refer to Appendix A.

6.2 Positions on the Club Executive are to be filled annually by way of election at the AGM. In consultation with the quorum at the AGM, terms may be appointed for periods of one (1) or two (2) years, based on the willingness and availability of the nominee.

6.3 Nominations for election to each of the Executive positions can come from any eligible Club member in good standing and must be supported by a secondary nomination.

6.4 All playing and voting Club members in good standing are entitled to vote in elections for each of these positions. Club members must be present at the AGM to vote on Executive positions. Voting by proxy is permitted provided that the Club member voting by proxy meets the method(s) of proxy deemed acceptable by the Club Executive in the call-out for the AGM.

6.5 The President shall appoint members to defaulted positions with the approval of a majority of the Club Executive.

6.6 Should Executive members fail to fulfill their duties or be guilty of misconduct, they may be removed from office by a two-thirds (2/3) vote of the Club Executive, not including the vote of the member(s) in question.

6.7 Should a petition of twenty-five percent (25%) of registered voting members be presented to the Club Executive, a Special General Meeting (SGM) shall be held in which the members of the Club may, by resolution passed by two-thirds (2/3) of the votes cast, remove any Executive member before the expiration of their term of office, and may, by a majority of the votes cast at

that meeting, elect any person in the said Executive member's stead for the remainder for the term then outstanding.

6.8 An Executive member wishing to resign must submit a letter in writing declaring that intention to the President or Secretary, who will immediately inform the Club Executive as a whole. The Executive member must remain in office for a minimum time period of two weeks thereafter, so that a SGM can be held to elect a replacement. In cases where a SGM cannot be held by said date, the Club Executive has two choices:

- a) The responsibilities of the vacant position shall be delegated to another member(s) of the Club Executive until such an election can take place; or
- b) The Club Executive can co-opt an eligible member to temporarily execute the vacant position.

6.8.1 Both of the options listed above are temporary and a SGM should be held at the earliest convenient occasion.

6.9 Within one month after the AGM, all signatories must remove themselves from Club accounts.

6.9.1 Two (2) signatures from applicable Club Executive signatories shall be required on all cheques issued from Club accounts.

6.10 Within one month of the AGM, the Secretary shall update the Club incorporation documents and file them with the appropriate parties.

7. EXECUTIVE POWERS

7.1 The Club Executive may administer the affairs of the Club in all things and make or cause to be made for the Club, in its name, any kind of contract, which the Club may lawfully enter into and, save as hereinafter provided, generally, may exercise all such other powers and all such other acts and things as the Club is by its charter or otherwise authorized to exercise and do.

7.2 Immediately following the AGM, the newly elected Club Executive shall assume all powers of running of the Club.

8. REMUNERATION OF EXECUTIVE MEMBERS

8.1 The members of the Club Executive shall receive no remuneration for acting as such.

9. MEETINGS OF THE CLUB EXECUTIVE

9.1 A majority of the Executive members shall form a quorum for the transaction of business. The President or an Executive designate must be present before business can be conducted and decisions or actions assigned.

9.2 Formal notice of all meetings must be circulated to all members of the Executive. No meeting will be called without a proper agenda and agenda items attached to such notice. Any Executive member may have agenda items added.

9.3 In the event of a tie vote, the President has the power to veto the motion in question.

9.4 An Executive meeting may be held, without notice or agenda, immediately following the AGM of the Club.

10. GENERAL MEETINGS

10.1 Provided appropriate notification has been given, a quorum shall consist of all eligible voting members present at the Annual General Meeting (AGM) or a Special General Meeting (SGM).

10.2 An AGM of OBBRFC shall be held between November and January of each year in order to:

- Receive reports of the work carried out by the Club and its Club Executive in the previous year;
- Receive a financial statement for the preceding financial year, and approve the budget and dues structure for the upcoming year;
- Elect members to serve on the Club Executive; and
- Plan the upcoming year, including any major issues.

10.3 A minimum of three (3) weeks notification of all General Meetings must be given by the President and must include notice of the business proposed.

10.4 SGMs shall be called as required with at least two weeks advance notice.

10.5 At all meetings of the members, every issue shall be decided by a majority of the votes of the members present in person or represented by written proxy unless otherwise required by the bylaws of the Club.

11. PROPERTIES

11.1 All Club assets and equipment shall remain the property of the Club.

11.2 In the event of liquidation of the Club, the remaining assets, equipment and funds shall be disbursed by the Executive to its creditors and any remaining properties donated to an affiliated rugby organization.

10. ALTERATIONS TO CONSTITUTION

10.1 This Constitution may not be altered without a resolution properly proposed, seconded and approved by a majority vote of a General Meeting of the OBBRFC.

10.2 Notwithstanding 10.1, amendments to the Appendices can be made by a two-thirds (2/3) decision of the Club Executive.

APPENDIX A
EXECUTIVE POSITIONS AND DUTIES

PRESIDENT

Can be any eligible Club member in good standing;

Represents the Club at ORU, EORU, FRQ and TERP Owner Club Meetings or delegates another Executive member to do so on the President's behalf;

Co-ordinates and manages the activities of the Executive;

Passes information onto other members of the Executive to communicate to Club members;

Establishes a calendar/schedule of Club activities including games, tournaments, training sessions and social events and identifying the actions required of the other Executive members in relation to each;

Manages and maintains the overall direction of the Club as decided on by the Executive and Club members;

Performs other duties as assigned by the Club Executive; and

May be a signatory on Club accounts.

TREASURER

Can be any eligible Club member in good standing;

Maintains Club financial records including incoming and outgoing funds, annual financial obligations, estimated cash flows (revenues and expenses), and forecasted estimates and projections;

Tables budget for the upcoming year at the AGM;

Manages Club bank account and issues cheques;

Maintains a database of Club membership dues;

Performs other duties as assigned by the Club Executive; and

Is a signatory on Club accounts.

APPENDIX A
EXECUTIVE POSITIONS AND DUTIES (Cont'd)

SECRETARY

Can be any eligible Club member in good standing;

Prepares Executive meeting summaries within two days of Executive meetings;

Updates and files the Club incorporation documents;

Follows up with individuals on “action items” identified in meeting summaries to ensure necessary action has been taken in a timely fashion;

Performs other duties as assigned by the Club Executive; and

May be a signatory on Club accounts.

VICE-PRESIDENT ADMINISTRATION

Can be any eligible Club member in good standing;

Administers registration and dues collection;

Maintains a database of contact information;

Co-ordinates social events and fundraising initiatives;

Performs other duties as assigned by the Club Executive; and

May be a signatory on Club accounts.

APPENDIX A
EXECUTIVE POSITIONS AND DUTIES (Cont'd)

VICE-PRESIDENT GAME – WOMEN

Can be any eligible Club member in good standing;

Coordinates women's fixtures, referees, game sheets, score reporting, travel arrangements for road games and, if applicable, on-site payment of referees;

Contacts players to ensure sufficient numbers for women's matches and tournaments;

Performs other duties as assigned by the Club Executive; and

May be a signatory on Club accounts.

VICE-PRESIDENT GAME – MEN

Can be any eligible Club member in good standing;

Coordinates men's fixtures, referees, game sheets, score reporting, travel arrangements for road games and, if applicable, on-site payment of referees;

Contacts players to ensure sufficient numbers for men's matches and tournaments;

Performs other duties as assigned by the Club Executive; and

May be a signatory on Club accounts.

VICE-PRESIDENT DEVELOPMENT

Can be any eligible Club member in good standing;

Represents the OBBRFC Junior Program to other outside organizations;

Develops and implements recruitment strategies for the Club and the sport of Rugby Union more generally;

Liaises with school boards in matters related to rugby activities;

Performs other duties as assigned by the Club Executive; and

May be a signatory on Club accounts.

VICE-PRESIDENT GAME – JUNIOR WOMEN

Can be any eligible Club member in good standing;

Coordinates junior women's fixtures, referees, game sheets, score reporting, travel arrangements for road games and, if applicable, on-site payment of referees;

Contacts players to ensure sufficient numbers for junior women's matches and tournaments;

Performs other duties as assigned by the Club Executive; and

May be a signatory on Club accounts.

VICE-PRESIDENT GAME – JUNIOR MEN

Can be any eligible Club member in good standing;

Coordinates junior men's fixtures, referees, game sheets, score reporting, travel arrangements for road games and, if applicable, on-site payment of referees;

Contacts players to ensure sufficient numbers for junior men's matches and tournaments;

Performs other duties as assigned by the Club Executive; and

May be a signatory on Club accounts.

APPENDIX A
EXECUTIVE POSITIONS AND DUTIES (Cont'd)

SUB-EXECUTIVE POSITIONS

The following sub-executive positions are to be considered "Club" positions for the OBBRFC. These are not elected positions, but instead are appointed by the Club Executive. These positions are not part of the Club Executive, but can be asked to attend Executive meetings as required. Any eligible Club member, including elected members of the Club Executive, can be appointed to any of these positions:

Director, Development

Director, Fundraising & Sponsorship

Director, Social

Director, Coaching

Director, TERP/EORU Board Members

Director, Communications

TEAM CAPTAINS

The positions of First Team Captain – Women, First Team Captain – Men, Second Team Captain – Women and Second Team Captain – Men will be nominated and elected by the women's and men's players respectively. Any male playing member in good standing can be elected to one of the Men's Team Captain positions and any female member in good standing can be elected to one of the Women's Team Captain positions. The method of selecting the Captains positions shall be determined by the Club Executive or by a motion at the previous year's AGM. This election will be held at a date prior to the commencement of the summer season.

APPENDIX B

CLUB SELECTION CRITERIA

Selection criteria are developed by the Club Executive based on the aims of the Club listed in s.1.1 of the Constitution, paying particular attention to the aims relating to on-field development.

As a Club competing in the FRQ promotion/relegation system, the primary seasonal objective is to gain promotion to next level of competition, while continuing to develop talent. With this in mind, the Club will aim to field the most competitive 1st XV team possible each week. Selection for the 2nd XV will have a stronger emphasis on the long-term development of talent.

Selection for all teams will be made by the Selection Committee using a combination of criteria including availability, skill level, fitness, positional need, attendance and attitude.

The selection process is to be rigorous and thoughtful. Decisions should be debated and the Selection Committee must aim to maintain a uniform standard for all players based on the aforementioned selection criteria.

The Committee urges players to be proactive in their rugby development and is to welcome feedback on any and all concerns, issues, ideas and suggestions that Club members may have regarding the process.

Membership of the Selection Committee shall be determined by the Club Executive or by a motion at the previous year's AGM.

APPENDIX C
LIFETIME MEMBERSHIP LIST

Lawson, John

Mitchell, Edgar

Platts, John

Russell, John