

Fort McMurray Knights RFC Bylaws

“Once a Knight Always a Knight”

Article I (General)

1.0 Name

- 1.1. The name of this organization shall be Fort McMurray Knights Rugby Football Club (Knights RFC or Club);
- 1.2. The men's tournament team may be named The Wandering River Swamp Donkeys.

2.0 Organization

- 2.1 The organization shall be a rugby football club, following in the traditions of such.
- 2.2 The organization shall be structured with an elected Executive Board consisting of a President, a Vice-President, a Secretary, a Treasurer, and Directors at Large.

Article II (Membership)

1.0 Active Member

- 1.1 An Active Member is a Member in good standing with the Club, paying full dues. Active Members shall hold all rights and privileges of full Membership except when prohibited to do so by a Judicial Board.

2.0 Social Member

- 2.1 A Social Member is a Member in good standing who has paid the social dues in full. The social dues amount shall be determined prior to registration being opened. Social Members will be ineligible to play for the Knights RFC but shall hold all other rights and privileges of full Membership except when prohibited to do so by a Judicial Board.

3.0 Alumni Member

- 3.1 Alumni of the Knights RFC shall be a past Active Member who has completed their career as an active rugby player.
- 3.2 Alumni hold the same rights and privileges as Active Members, except those regarding voting and playing privileges, unless prohibited to do so by a Judicial Board.

4.0 Eternal Member

- 4.1 Eternal Members shall be former Active, Social, or Alumni Members, who are deceased.

5.0 Membership Standing

- 5.1 Every Active and Social Member shall maintain a minimum level of Membership as set out below:
 - 5.1.1 Shall pay 100% of dues not more than one month after the Member has registered.

Article III (Officers, Chairs, and Committees)

1.0 Preamble

- 1.1 The purpose of these Bylaws is to outline the duties and responsibilities of both the Executives and the other volunteers of the Knights RFC.

2.0 Executives

- 2.1 The Executives shall consist of the following Officers:

President
Vice President
Treasurer
Secretary
Directors at Large
Past President

- 2.2 The Active and Social Members of the Knights RFC, as per Elections Bylaws, shall elect the President, Vice President, Treasurer, Secretary, and Directors at Large at the Annual General Meeting (AGM) for a period of one year.

3.0 Committees

- 3.1 Committees may be struck at any time by the President where necessary.

4.0 Past President

- 4.1 The Past President shall be an Active, Social, or Alumni Member who has previously served as the President of the Knights RFC.

- 4.2 The Past President shall be responsible for assisting and advising the Executive Board on any decision, project or direction.
- 4.3 Past President is a voting member of the Executive Board.

5.0 Executive Board Members and Chairs (Executive)

5.1 All Executive Board Members and Chairs shall:

- 5.1.1 Be an Active, Social, or Alumni Member in good standing;
- 5.1.2 Maintain a file of pertinent information relating to activities and personal reflection that occurred while in this office, and to pass them on to the incoming Member to hold the position;
- 5.1.3 Provide a budget at the beginning of their term, if applicable;
- 5.1.4 Have a copy of the Bylaws;
- 5.1.5 Follow the descriptions of duties for their appropriate title as per the Bylaws.

6.0 The President

6.1 The President shall:

- 6.1.1 In co-ordination with the Vice-President, approve all committee chairmen, as well approve the removal of those who do not fulfill the requirements of their position;
- 6.1.2 Maintain communications between the Knight RFC, the Edmonton Rugby Union (ERU), Rugby Canada, and other ERU rugby teams;
- 6.1.4 Serve as a Member of the Judiciary Board;
- 6.1.5 Be a signing Member of the Club;
- 6.1.6 Chair all Executive Meetings;
- 6.1.7 Attend all meetings where Knights RFC interest must be represented, or shall appoint a Member to do so;
- 6.1.8 Be in charge of the general management and supervision of affairs of the Club.

7.0 The Vice President

7.1 The Vice President shall:

- 7.1.1 Review and maintain a current copy of the Bylaws and amend them as directed by the Knights RFC;
- 7.1.2 In co-ordination with the President, appoint all committee chairmen, removing those who do not fulfill the requirements of their position;
- 7.1.3 Be a signing Member of the Club, if required at discretion of the Executive;
- 7.1.4 In the absence of the President preside over all meetings and general duties of the President.

8.0 The Secretary

8.1 The Secretary shall:

- 8.1.1 Keep a permanent record of all proceedings of the Club, passing this record to their successor in office;
- 8.1.2 Maintain an action item list and ensure all Members are aware of their requirements;
- 8.1.3 Report any unfinished business at each Executive Meeting;
- 8.1.4 Have minutes available for all Members from each meeting;

9.0 The Treasurer

9.1 The Treasurer shall:

- 9.1.1 With the assistance of the Executive Board, prepare a practical budget to be completed and presented at the AGM;
- 9.1.2 Be a signing officer of the Club, if required at the discretion of the Executive;
- 9.1.3 Present the yearly Membership fees owed by each Active and Social Member no later than six (6) weeks prior to the beginning of the season and upon request by the President;
- 9.1.4 Keep full and accurate receipts of all deposits and credits to the Knights RFC account;
- 9.1.5 Quarterly inform the Knights RFC Members of the financial standing of the Club.

10.0 The Directors at Large

10.1 The Directors at Large shall:

- 10.1.1 These multiple positions will represent the Club in a variety of roles on the Executive, as defined by the Executive, and can Chair and/or sit on Committees that are required to effectively support the Club.
- 10.1.2 Roles can include the below and any other role at the discretion of the Executive

(responsibilities are provided by Executive):

- Recruitment
- Charitable Fundraising
- Social
- Club Fundraising
- Community Development
- Registration
- Sponsorship
- Volunteer Coordinator
- Banquet
- Communications
- Website and Social Media

Article IV (Elections)

1.0 Preamble

1.1 The purpose of this Article is for the election of the Executive Board at the AGM, to take seat for one year;

2.0 Notice of Elections

2.1 A public notice of Elections must be made fourteen (14) days prior to the Elections or By-Elections.

3.0 Nominations

3.1 Each Active and Social Member may nominate no more than two Members for each position.

3.2 To be officially nominated, a Member must be nominated by one other Active and Social Member.

3.3 Once officially nominated, the candidate may refuse or accept the nomination.

3.4 A Member must have a zero balance with the Club before being allowed to accept a nomination.

4.0 Voting Procedure

4.1 The election of Officers shall be the first item of business on the agenda at the Annual General Meeting.

4.2 Each candidate shall be allowed a maximum of three minutes of speaking time to address the Club.

4.3 The election of Executive Board Members shall take place in the following order: President, Vice President, Treasurer, Directors at Large and Secretary.

4.4 Following the speeches all candidates will go before the Club and field questions together at once. The questions and answers will be moderated by the current President to ensure equality and timeliness. In the event the current President is up for re-election a non-nominated Member shall be selected by the Executive Board to moderate the election.

4.5 Unsuccessful candidates for the position of President will be immediately and automatically nominated for the position of Vice President.

4.6 Successive votes shall be taken until a candidate has received a simple majority of votes, at which time that person shall be deemed elected. In the case of successive ballots, the Member who received the least number of votes on the last ballot shall be dropped from contention and a revote shall take place.

5.0 Election Results

5.1 Newly elected Executive Board Members shall hold their positions for approximately one year from the formal Annual General Meeting to the next Annual General Meeting.

5.2 Officers of the Executive Board shall transfer all materials relevant to the execution of their duties to their successor no later than four weeks following the Elections.

6.0 By-Elections

6.1 The President (or where the President position is in need of election, the Vice President), upon the vacancy of any of the Executive Board Officer (either by resignation or impeachment), shall promptly call a by-election.

6.2 In the case of a by-election, the same rules as Elections shall be used, save the term of office, which shall be the day immediately following the By-Election until the next Elections at the AGM.

Article V (Impeachment)

1.0 Preamble

1.1 The purpose of this article is to outline the process of removing an Executive Board Member from their office.

2.0 Petition of Impeachment

2.1 The Judiciary Board, upon receiving a petition of impeachment, shall immediately convene and make a decision as to the validity and resulting actions of the case.

- 2.2 A petition of impeachment shall include a list of notifications to the associated Executive Board Member and evidence to support a non-improvement situation.

3.0 Process of Impeachment

3.1 The impeachment process shall be as follows:

- 3.1.1 The Judiciary Board shall meet to discuss the petition of impeachment;
- 3.1.2 The Judicial Board shall hear from the person(s) filing the petition of impeachment;
- 3.1.3 The Judicial Board shall hear from the appropriate Executive Member;
- 3.1.4 The Judicial Board shall render a decision by vote;
- 3.1.5 A majority decision is required for a decision to be rendered;
- 3.1.6 The Judicial Board shall report to the Club immediately, and the decision shall take immediate effect.

4.0 Authority

- 4.1 The decision of the Judicial Board shall be binding and final.

5.0 Mandatory Impeachment

5.1 The purpose of this article will be to outline the ways in which a Member of the Executive can impeach themselves.

- 5.1.1 Missing three (3) Executive Board meetings without proper excuse to the President shall result in an article of impeachment being rendered;
- 5.1.2 An Executive Member being convicted of a federal or provincial criminal offense;
- 5.1.3 The abovementioned article can be waived due to exceptional circumstances by an 75% compliance vote of the Executive Board

Article VI (Authority)

1.0 Preamble

- 1.1 The purpose of this article is to outline the authority of the Club, its Executive Board, Committees, and Officers.

2.0 Amendment to the Bylaws of the Club

2.1 The following process of election and amendment shall be adhered to:

- 2.1.1 Bylaw election or amendments shall be first presented and discussed at an Executive Board Meeting, then further presented at the Annual General Meeting or Special General Meeting by the Vice-President and then will be voted on at same Annual General Meeting or Special General Meeting;
- 2.1.2 Bylaw election or amendments require a two-thirds majority vote to pass.

3.0 The Executive Board

- 3.1 The Executive Board shall review all Bylaws every two years or when deemed appropriate.

4.0 Committees

- 4.1 Each committee, with quorum of at least two (2) Members and the Vice President present, has complete and binding authority to make decisions with respect to their nature, notwithstanding election or amendments of Bylaws.
- 4.2 The Vice President shall have the authority to appoint its Members.

5.0 The Judiciary Board

- 5.1 The Judiciary Board consists of the President, the Captain of the Team, one other Executive Board Officer and one other Member.
- 5.1.1 The President shall be responsible for the choice of Executive Board Officer and Member.
 - 5.1.2 If the party at fault is a male the Captain and Coach of the Men's team shall sit on the Judiciary Board, or if the party at fault is a female the Captain and Coach of the Women's team shall sit on the Judiciary Board.
 - 5.1.3 In the event of Presidential Impeachment the Vice President shall assume all duties of the President in regards of Judiciary Board duties.
- 5.2 All meetings of the Judiciary Board shall be closed, except where appropriate.
- 5.3 The Judiciary Board shall, in accordance with the Bylaws of the Club, have the authority to:
- 5.3.1 Evaluate Active Members on an ongoing basis, and if appropriate, shall have the authority to impose game restrictions, social probation, or monetary fines on any Active Member.

6.0 Fines

- 6.1 The Club may place fines on any Active, Social, or Alumni Members for the following circumstances:
- Throwing up on or in a Club rented or chartered vehicle \$150.
 - Throwing up in the Club's clubhouse or designate sponsored bar in any place other than the bathroom \$150.
 - Attending a volunteer event under the influence of drugs or alcohol in such a way that it greatly impedes the Member's duties \$100.
- 6.2 Additional fines may be levied by the Judiciary Board for circumstances outside of those mentioned in 6.1 above.

Article VII (Financial)

1.0 Preamble

- 1.1 The purpose of this Article is to outline the authority and responsibilities of the Club to ensure proper financial management.

2.0 Authority

- 2.1 The Treasurer, with oversight of the President, shall hold the authority to dispense of Club's funds, except when directed by the Executive Board.

3.0 Bank Accounts

- 3.1 The Club shall hold at least one bank account as a primary chequing account.
- 3.2 This account may be a single or dual-signature account, at the discretion of the Executive, bearing the signatures of the current Treasurer, President or Vice President.
- 3.3 The Treasurer must be on every cheque or withdrawal of any sort, except when they are unable to perform their duties;
 - 3.3.1 In said exception, The President must authorize every cheque or withdrawal.
- 3.4 All transactions shall be permanently recorded by the Club and contained within the Club's financial ledger.

4.0 Income and Expenditures

- 4.1 All financial income to the Club shall be recorded and a receipt shall be immediately issued.
 - 4.1.1 Exceptions to this shall be made during a social function where income from non-Members is taking place. The totals of such income shall be recorded after the fact.
- 4.2 All financial expenditures shall be completed only via cheque, electronic transfer, or money order, and shall be recorded.

5.0 Dues

- 5.1 Yearly Member dues shall be inclusive of:
 - 5.1.1 Membership fees payable to the Club;
 - 5.1.2 Insurance fees payable to Rugby Canada, if Active Member;
 - 5.1.3 League fees payable to the Edmonton Rugby League and Rugby Canada, if Active Member.

6.0 Unpaid Dues

- 6.1 All Active and Social Members must have a zero balance with the Club within 30 days of joining.
- 6.2 Prior to playing, member are required to be fully paid.
- 6.3 Any Member may be brought up to the Judiciary Board for unpaid dues.
- 6.4 Any punishment bestowed upon a Member for failing to uphold his financial responsibility to the Club shall be at the sole discretion of the Judiciary Board.
- 6.5 Special circumstances may be held for those members requiring a payment plan.

7.0 Lost Property

- 7.1 All Members in the charge and care of any property rightfully belonging to the Knights Rugby Club is directly and solely responsible for the maintenance, storing and safekeeping of that property.
- 7.2 If the clubs property is lost, damaged or misused, the charged Member is responsible in full to compensate and reimburse the Club the complete and equitable value of the lost or damaged property.
- 7.3 If any Member disputes their responsibility towards the loss or damage of Club property, the Member can have a hearing in front of the Executive Board.
- 7.4 The President and Treasurer are jointly responsible for the collection of any moneys or property owing to the Club by any Member who damaged, lost or misused any Club property.
- 7.5 Any Member's property that has been damaged at an official Club event shall have the option of going to the Executive Board to explain their case. It is up to the discretion of the Executive Board to determine if reimbursement, and to what extent, the Member is owed by the Club.

Article VIII (Rules of Order)

1.0 Preamble

- 1.1 The Club's Rules of Order will be loosely related to Robert's Rules of Order. In the case of discrepancy between Robert's Rules of Order and the Club's Rules of Order, the latter shall take precedence.

2.0 Meetings

- 2.1 Attendance of all Executives at all meetings of the Club is mandatory, except when excused by the President.
- 2.2 General Meetings:
 - 2.2.1 Annual General Meetings shall occur no less than once per year;
 - 2.2.2 Annual General Meetings are entirely open to all Members, and invited guests, as approved by the President;
 - 2.2.3 Quorum at General Meetings shall be at least ten (10) Active and Social Members of the Club including at least three (3) Officers of the Executive Board must be present.

- 2.2.4 Special General Meetings can be called by the President, if required, and shall have the same standing and requirements as the Annual General Meeting.
 - 2.3 Executive Board Meetings (Executive Meeting)
 - 2.3.1 Executive Board meetings shall occur at least three (3) times a year;
 - 2.3.2 Meetings of the Executive Board shall be open to any Member who wishes to attend, save those declared as closed sessions where considered appropriate. Executive Board Meetings are mandatory for all Members of the Executive Board, unless excused by President;
 - 2.3.3 Quorum at Executive Board Meetings shall be at least three (3) Officers of the Executive Board.
 - 2.4 Elections
 - 2.4.1 Elections shall occur at the Annual General Meeting or whenever the President calls a by-election;
 - 2.4.2 Elections are entirely open to all Members, and attendance is stressed;
 - 2.4.3 Quorum at Elections shall be at least ten (10) Active and Social Members of the Club.
- 3.0 Speaker's List
 - 3.1 During the discussion of any topic or proposal, the Vice President shall hold a speaker's list.
 - 3.2 All Members must follow the order detailed in the Speaker's List, except in the following circumstances:
 - 3.2.1 The Member who suggested the topic or had submitted the proposal may briefly submit a direct refute to any argument or opinion put forth towards the issue;
 - 3.2.2 The President or Treasurer may speak immediately on issues concerning status of finances or financial restraint;
 - 3.2.3 If a question is directed to a particular Member, that Member may briefly and directly entertain such queries;
 - 3.2.4 The Secretary may interrupt at any time to clarify discussion or to catch-up with the recording of the minutes;
 - 3.2.5 The President may speak in the effort of regaining a loss of Order;
 - 3.2.6 The President may respond to any issue, regardless of the speaker's list;
 - 3.3 Speaking out of line, failing to follow the speaker's List, or using profane language during the proceedings of a General Meeting will result in individual disciplinary actions being invoked and/ or removal from the meeting.
- 4.0 Discipline
 - 4.1 The President has the power and authority to invoke disciplinary actions and/or remove any Member from any meeting;
 - 4.2 The Treasurer shall record, maintain, and pursue collection of any disciplinary fines imposed by the Club;
 - 4.3 In Club meeting there will be no offensive language. Offensive language will be up to the discretion of the President, and they will be creating a tally each meeting. In violating the language rule, the Member will be informed by the President. After the violations, the Member will be given a warning. If the Member reoffends, they will be removed from the meeting. Note that derogatory terms of a racial, homophobic, or a sexist nature fall under offensive language.
 - 4.4 If a Member speaks out of turn (by not following the speakers list) they will be informed by the President. If the Member speaks out of turn three (3) times in a single meeting, they may be dismissed from meeting
- 5.0 Minutes
 - 5.1 Minutes shall be made available no later than one week from the last meeting at which they were taken;
 - 5.2 Minutes shall contain, but are not limited to the following items:
 - 5.2.1 Attendance record of the meeting;
 - 5.2.2 Date and Time or Call to Order;
 - 5.2.3 Any amendments to the previous minutes;
 - 5.2.4 Number of votes in favour, against, and in abstention for all voting occurrences
 - 5.2.5 Titles of all issues, proposals, and names of the Members who proposed and seconded the motion;
 - 5.2.6 Any amendments to a proposal;
 - 5.2.7 Times of any breaks or interruptions;
 - 5.2.8 Time of Adjournment.
 - 5.3 The minutes of a previous meeting may be amended to reflect a corrected mistake, subject to a two-thirds majority vote.
- 6.0 Proposals and Motions
 - 6.1 A proposal shall be defined as an informal request or suggestion.
 - 6.2 A motion shall be defined as a formal request that is binding once passed.
 - 6.3 Any proposal or motion may be submitted in writing to the Secretary for discussion at an Executive Board or General Meeting.
 - 6.4 Bylaw amendments shall be first presented and discussed at an Executive Board meeting, then further presented at a General Meeting by the Vice President.
- 7.0 Voting
 - 7.1 Any Active and Social Member may vote on any topic at a General Meeting.
 - 7.2 Only Executive Board Officers may vote on any topic at an Executive Board meeting.

- 7.3 Any proposal or motion presented shall be voted upon by a show of hands, subject only to a two thirds majority vote to suspend this rule.
- 7.4 Bylaw Amendments require a two-thirds majority vote to pass.
- 7.5 All other proposals and motions not mentioned within the Club's Bylaws require a simple majority vote to pass.
- 7.6 The results of every vote held within an Executive Board, General, or Committee meeting shall be permanently recorded except where previously mentioned.
- 7.7 Any abstaining of a vote from an Active or Social Member will not count towards the total. Therefore, the denominator is one person less and the respective number of votes to pass will be amended.
- 7.8 Quorum will not be jeopardized by abstaining, but instead will be based on attendance in the room.
- 8.0 Speaking Privileges
 - 8.1 Any Member or invited guest may, in following a Speakers List, speak on any issue at hand during a General Meeting.
 - 8.2 For the purpose of efficiency within the Executive Board meetings, other Members and invited guests may only speak following guidelines for a time-restricted discussion, and only in the best interest of uninterrupted efficiency within the meeting. The option to waive this rule is subject only to a majority decision by the Executive Board.
- 9.0 Appeals
 - 9.1 Any Member has the right to appeal any decision made by the Club at an Executive Board or General Meeting, or by any Officer of the Executive Board.
 - 9.2 Appeals are to be submitted no later than three days before a General Meeting at which they are to be discussed, and no later than one month after the decision in question.
 - 9.3 The Member submitting the appeal shall present his case before the Club subject to normal proposal and motion regulations.
 - 9.4 An appeal requires a two-thirds majority vote to pass.
 - 9.5 There shall be a maximum of one appeal per decision, unless otherwise directed by the President.
- 10.0 Notification of Meeting Occurrences
 - 10.1 All Members shall be notified within fourteen (14) days of an Annual General Meeting as to the date and time of the meeting by one of the following media:
 - 10.1.1 Announcement at the previous General Meeting,
 - 10.1.2 A message in the form of e-mail, social media message, calendar update or telephone message.
 - 10.2 The Executive Board may only waive these rules based on administrative problems or constraints.