

Indiana Rugby Football Union

Bylaws



As approved by IRFU membership at the 2013 IRFU Annual General Meeting

Indiana Rugby Football Union Bylaws

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Having been adopted by the membership at the IRFU Annual General Meeting on August 24, 2013, these Bylaws supersede all previous versions of Indiana Rugby Football Union Constitution and Bylaws. These bylaws shall be readily available to the IRFU membership (e.g. through posting on the IRFU website).

Article 1: Name

The name of this organization shall be the Indiana Rugby Football Union, hereinafter referred to as IRFU, and shall be affiliated with USA Rugby and any territorial governing bodies. It shall operate in the state of Indiana of the United States of America.

Article 2: Purpose

The objectives of IRFU shall be:

To develop, promote, and administer the game of Rugby Union in the Indiana area, consistent with the policies and procedures of USA Rugby and any territorial governing bodies, at all levels of play.

To foster an environment in which participation in the sport is encouraged for all those with an interest, regardless of age, race, color, ethnicity, religion, sex, or sexual orientation.

To develop the financial resources necessary to carry out these stated objectives, and disperse funds as approved by the IRFU membership.

Article 3: Membership

Membership in IRFU shall be open to any person, club, or other organization interested in the promotion and development of Rugby Union, that agrees to conform to the policies and procedures of IRFU as set forth in these bylaws. Union membership shall be for a period of one year and shall be renewed annually, consistent with the USA Rugby membership renewal schedule.

Initial application for membership shall be submitted in writing to the Secretary of IRFU. The Union Officers (see Article 4) shall decide approval of membership by a simple majority. Termination of membership shall be decided by a two-thirds majority vote of those members present who are in good standing and eligible to vote at the Annual General Meeting. Prior to the start of each season, each club shall submit annually with their dues a membership renewal form available from the IRFU secretary providing updated contact information, pitch location, the name of the club's certified coach, and an assignable referee, or provide this information via the IRFU website.

Full Membership in IRFU with voting rights shall be reserved for clubs actively involved in playing Rugby and in good standing. Good standing for club membership requires all of the following:

1. Full payment of IRFU dues and fees

2. CIPP-registered with USA Rugby (~~both club and 15 players minimum~~) **as a club and have the minimum required number of players CIPP-registered for a given variation of the game.**
3. Compliant with any territorial governing bodies
4. No adverse rulings against the club from the Disciplinary Committee or the Union
5. A verifiably certified coach who meets or exceeds the minimum (~~IRB~~) **World Rugby** coaching competencies for full-contact rugby, is CIPP-registered with USA Rugby, and has no adverse rulings against him/her from the Disciplinary Committee or the Union
6. ~~An verifiably certified, assignable referee who meets or exceeds the minimum IRB refereeing competencies for full-contact rugby, is CIPP-registered with USA Rugby, and has no adverse rulings against him/her from the Disciplinary Committee or the Union~~
7. ~~A verifiably certified touch judge who is available for all matches and has no adverse rulings against him/her from the Disciplinary Committee or the Union~~

Provisional Membership in IRFU shall be available to new clubs. Provisional member clubs must be CIPP-registered with USA Rugby (~~both club and 15 players minimum~~) **as a club and have the minimum required number of players CIPP-registered for a given variation of the game.** During their second year, provisional member clubs must ~~be CIPP-registered with~~ **meet** USA Rugby **registration requirements** and must pay **IRFU** full dues. By the third year, clubs must meet all requirements for full membership. Provisional member clubs shall not have voting rights.

Provisional membership may also be available to former member clubs that have been inactive (having no fixtures or administrative activity) for four years or longer or to other former member clubs under extraordinary circumstances. All provisional member clubs must comply with IRFU policies and procedures

Associate membership is available to any other person or organization interested in the promotion and development of Rugby Union in Indiana. Associate Members do not have voting rights.

Article 4: Officers

Day to day business of IRFU shall be conducted by the following four officers: President, Vice-President, Secretary, Treasurer. See Article 6 for resolution of tie votes. Election of Officers shall be held at the Annual General Meeting (see Article 7). Officers shall be elected for a two (2) year term. The elections for the President and Secretary shall be held in even-numbered years and the elections of the Vice-President and Treasurer shall be held in odd-numbered years. No limitations on the number of terms that may be served shall apply to any Officer position.

President

The President shall preside at all Union meetings and shall execute any and all decisions enacted by the IRFU membership. The President shall also represent IRFU and its interests in all interactions with USA Rugby and any territorial governing bodies. In the President's absence, or at his or her request, any officer or designated Committee Leader (see Article 5) may temporarily assume these responsibilities.

Vice President

The Vice President shall assist the President with all duties requested, to include assuming the roles of the President in his or her absence. The Vice President shall be the chairperson of the Disciplinary Committee.

Secretary

The Secretary shall perform any administrative duties as required by the President and shall perform the following duties:

1. Maintain custody of all records of IRFU.
2. Maintain minutes of all meetings.
3. Serve as official correspondent of IRFU.
4. Certify and distribute a listing of all Full Member clubs in good standing.
5. Perform any other task specific to this Office.

In the absence of the President and Vice-President, the Secretary, shall assume the roles of President and Vice-President.

Treasurer

The Treasurer shall perform any administrative duties as required by the President and shall perform the following duties:

1. Maintain the financial records of IRFU.
2. Collect the annual dues.
3. Disburse funds as directed by the Officers.
4. Present for approval at each AGM an annual report of expenses for the previous year and a budget for the forthcoming year.

In the absence of the President, Vice-President, and Secretary the Treasurer shall assume all roles.

Officer Resignations

Should any Officer choose to resign at any time during his or her term, the officer shall provide recommendations for a replacement. The remaining officers shall select an interim replacement to serve until the next AGM. If that AGM is not the normal year in which that Officer is elected, subsequent elections shall occur in their usual year.

Article 5: Committees

The permanent committees listed below are responsible for providing focus and day to day management of certain activities in support of IRFU and its members. Each committee consists of one Committee Leader, appointed by the IRFU officers, and its members, appointed by the Committee Leader. The size of each committee shall be determined by the Committee Leader and can vary depending on the needs of the committee and its leader. Committee Leaders are appointed and replaced by the IRFU Officers. Committee Leaders shall establish and/or maintain written procedures governing the activities of that committee. These procedures shall be made readily available to the IRFU officers and membership (e.g. through posting on the IRFU website).

Collegiate Committee

This committee shall be responsible for the administration and growth of Rugby Union at the Collegiate Level. Responsibilities shall include but not be limited to:

1. Facilitating IRFU membership compliance of current college clubs.
2. Facilitating an outreach effort to new and emerging men's and women's collegiate clubs.
3. Evaluating and resolving any Collegiate-specific issues. Unresolved issues shall be escalated to the IRFU officers for adjudication.
4. Organizing and administering state or regional tournaments.
5. Administration, Selection and Coaching of the Men's and Women's Collegiate select sides.

Senior Select Side Committee

This committee shall be responsible for the administration, selection and coaching of the IRFU Men's and Women's senior select sides. Unresolved issues specific to Senior Select Sides shall be escalated to the IRFU officers for adjudication.

Disciplinary Committee

The Disciplinary Committee shall adjudicate in matters related to IRFU bylaws, regulations, policies, and procedures. This committee shall consist of no fewer than three people and shall enforce and communicate disciplinary policies and procedures for IRFU.

Additional Committees

Additional ad-hoc committees may be designated and disbanded by the IRFU Officers as the need arises.

Article 6: IRFU Leadership Meetings

Regular meetings of the IRFU Officers and Committee Leaders shall be held as designated by the President or appointed representative. The presence of three of the four Officers shall constitute a quorum. Each Officer shall have one vote, and all matters shall be decided by a majority vote of those present. Any Officer unable to attend in person may either attend via teleconference or similar means or specify his or her vote on an issue via email to the other officers prior to the meeting. Committee Leaders are not voting members of the IRFU Leadership.

Article 7: Member Meetings

The Annual General Meeting (AGM) of the members of IRFU shall be held at a time and place designated by the Officers.

All members in good standing shall receive notification from the Secretary at least four (4) weeks prior to the meeting.

The election of officers shall take place at the AGM (see Article 4). Members are encouraged to provide nominations in advance to the IRFU Secretary for any officer positions up for election at the AGM, but may also provide nominations on the day of the meeting. The existing Officers may provide a list of potential nominees to the Members prior to the AGM.

The presence of the majority of member clubs in good standing and eligible to vote shall constitute a quorum. In addition, there must also be a majority of officers present (either in person or by proxy).

Each member club in good standing and eligible to vote shall be entitled to one (1) vote. Officers and Committee Leaders do not have voting rights. All matters shall be decided by a majority vote of those present. In the case of a tie vote, the IRFU President (or person acting in his or her absence) shall cast the tie-breaking vote.

Special General Meetings (SGMs) shall be called at any time at the request of the Officers or by order of one-third of the membership of IRFU.

Proxy

Any member club may be represented by a proxy. A person's authority as a proxy is established by the club president or other official of the club that the proxy will represent. The proxy is only valid for the items on the meeting agenda.

Any member attending a Union meeting may question the validity of a proxy. A proxy is invalid if two-thirds of the members of the Union vote against it. No member may hold more than 2 proxies.

Attendance

Attendance at these meetings is mandatory for all clubs, whether attended by a club official or a proxy. The Union may fine any club not in attendance.

Article 8: Budget

The IRFU Budget shall be on an annual basis and shall be determined by the Officers, subject to ratification by IRFU membership.

Dues

All member clubs shall be responsible for dues as ratified at the AGM.

Fees

The Union may assess fees for IRFU programs, services, and events and fines as appropriate. All fees and fines shall be due and payable on the dates designated by the Union.

Article 9: Parliamentary Authority

Robert's Rules of Order Newly Revised, most recent edition, shall govern the IRFU meetings in all cases to which they are applicable to the extent they are not inconsistent with these bylaws and special rules of order the IRFU may adopt, as well as Indiana law.

Article 10: Amendments

These bylaws may only be amended at the AGM or an SGM called expressly for this purpose. Notice of the proposed amendment shall be given to the Secretary and distributed to all members at least four (4) weeks before the meeting. A two-thirds vote of full member clubs shall be required for an amendment to the Bylaws. Certified Proxies shall be allowed.

Article 11: Grievances

All grievances shall be submitted in writing to the Disciplinary Committee Leader within three (3) days of the incident. Adjudication from the Disciplinary Committee shall be within three (3) days of submission of the grievance. Unresolved grievances shall be referred to the IRFU President (either by the Disciplinary Committee Leader or the originator of the grievance) and presented before the Officers for resolution. ~~In all cases,~~ Any grievances referred to the President shall receive adjudication from IRFU leadership within fourteen days of the original grievance submission.

Article 12: Indemnification

Any person who is or was an Officer, Committee Leader or Committee Member of the Indiana Rugby Football Union (and the heirs estate, executors, administrators and personal representatives of such persons) shall be indemnified to the fullest extent now or hereafter permitted by law in connection with any actual or threatened action or proceeding (including civil, criminal, administrative or investigative proceedings) arising out of their service to IRFU or to another organization at IRFU's request. Persons who are not officers, committee leaders or members may be similarly indemnified with respect to such service to the extent authorized at any time by the officers.

Article 13: Dissolution of the IRFU

In the event the IRFU ceases to exist, for any reason, all funds remaining after payment of all outstanding debts and liabilities shall pass to a succeeding group or organization with the same or similar goals or purpose, as long as the provisions of Article 2 of this constitution are followed and the group is a not-for-profit organization. If no succeeding organization can be identified, the moneys shall revert back to the remaining full member clubs (i.e. those that paid in dues). Funds shall be distributed equally (not on a pro-rata basis) to these clubs.