

THE CONSTITUTION OF THE CANTON RUGBY FOOTBALL CLUB

1.0 NAME, LOCATION, AND NATURE

The name of this organization shall be The Canton Rugby Football Club (hereafter often referred to as Canton Rugby). The principal office and place of business of Canton Rugby shall be located in or near the City of Canton, County of Stark, and State of Ohio. The nature of the business of Canton Rugby is organizing and conducting youth and adult rugby activities in the State of Ohio. Canton Rugby shall be composed of individuals who have banded together, with no intention of receiving or accepting monetary or material rewards for being involved with Canton Rugby. These individuals wish to: engage in the amateur sport of Rugby Union Football, promote the growth and development of the game to adults and youth in the Greater Canton area, increase awareness of rugby and its traditions, and/or facilitate participation in rugby on the local, national and international levels.

2.0 OBJECTIVES AND PURPOSE

This Corporation is organized exclusively for charitable purposes within the definition of Section 501(c)(3) of the Internal Revenue Service. This Corporation was founded:

1. To focus on the development, promotion, administration, and encouragement of youth and adult Rugby Union Football in the state of Ohio.
2. To foster an environment in which participation in the sport is encouraged for all those with interest, regardless of race, color, religion, age, gender, gender identity, sexual orientation, national origin, or physical disability.
3. To introduce student athletes to the sport of rugby at an early age, thereby exposing them to physical fitness and skills which will help create an opportunity to compete at a high level locally, nationally, and internationally.
4. To support and assist the local referee's society.
5. To ensure that the playing of youth and adult Rugby Union Football within our team(s) is carried out in accordance with the Laws of the Game of Rugby Football, as governed by World Rugby and any other governing body designated by World Rugby.
6. To arrange Trial, Representative, International, and other rugby matches as appropriate to promote the interests of Rugby Union Football.
7. To develop the financial resources necessary to carry out these stated objectives, and disperse funds as approved by the Canton Rugby Executive Committee.
8. To provide financial assistance towards rugby registration costs and/or emergency expenses to those who meet the qualifications of any applicable scholarship fund or disaster relief fund that has been designated for this purpose.

3.0 MEMBERSHIP

3.1 TYPES OF MEMBERSHIP: Membership in The Canton Rugby Football Club shall be open to all persons 18 years or older. Membership will not be denied on the basis of race, color, religion, age, gender, gender identity, sexual

orientation,

national origin, or physical disability. A “Member in Good Standing” is defined as any Member who meets the requirements set forth in sections 3.2 and 3.3 of this Constitution. Membership is divided into 2 different categories and shall consist of the following:

1. **Player Members** are dues-paying individuals aged 18+ from any established Canton Rugby adult team that is playing a full competitive season, and who the Executive Committee approves into membership. Player Members in good standing have the privilege of attending, participating in, and voting during General Meetings.
2. **Social Members** are past players, supporters, or persons of distinction (including but not limited to spouses/partners of an adult player and/or parents of a youth player, team sponsors, donors, etc.), who pay dues to Canton Rugby, and who the Executive Committee approves into membership. Social Members in good standing have the privilege of attending, participating in, and voting during General Meetings.

3.2 MEMBERSHIP STATUS: To apply for Player Membership or Social Membership, a person must make at least one seasonal dues payment to Canton Rugby. All applications for Membership to Canton Rugby shall be reviewed for approval and are considered approved with a simple majority vote at the first regularly scheduled meeting of the Executive Committee following the dues payment. To be considered in good standing:

1. The member must follow the Constitution and By-laws of Canton Rugby
2. The member must conform to Canton Rugby’s standard of play
3. The member must not act in a way that could injure the reputation and success of Canton Rugby
4. The member must not have a vested interest in a competing rugby club
 - a. An example of vested interest includes but is not limited to, being a member/officer of a competing rugby club and other situations as determined by the Executive Committee.

The disciplinary policy is defined per the Canton Rugby Football Club Disciplinary By-Law.

3.3 MEMBERSHIP DUES: Membership Dues are collected for both the spring season and fall season to help to offset field fees, referee fees, the cost of food and beverage for after-match socials, team equipment, and anything else the Executive Committee deems appropriate. After taking into consideration the upcoming season match schedule and the number of home matches (for which Canton Rugby must prepare the field and the after-match socials), the Executive Committee will set the Membership Dues by majority vote of the Executive Committee.

Seasons: The fall season is defined as the time from August 1st to December 1st. The spring season is defined as the time from March 1st to June 1st. If an instance occurs where a membership vote is required outside of these defined seasons, such as a special election for a vacancy in leadership, membership status will be considered based on the previous season. For example, if a vacancy occurs in July, then members in good standing from the spring season will be eligible to vote in the special election.

Player Members: Membership Dues must be paid before the second home match of the season. After the second home match of the season, the player will not be rostered until dues have been paid. Voting power for approved members is granted 14 days after dues are paid. Player member dues allow for the player to bring 1 guest to after-match socials at no extra cost.

Social Members: Membership Dues must be paid before a Social Member may participate in after-match socials. Voting power for approved members is granted 14 days after dues are paid.

Voting: Members in good standing can vote for club business in the season that dues were paid. I.e. If a member only pays dues for the spring season, then the member would not be able to vote for club business, such as for elections at the annual general meeting, during the fall season.

3.4 ASSESSMENTS: The Executive Committee may assess fees from time to time to cover expenses for specific club-approved functions. Assessments are generally passed on to the Player Members and cover unexpected team expenses such as tournament entry fees, celebrations, travel costs, etc.

4.0 ELECTED AND NON-ELECTED LEADERSHIP

4.1 ELECTED LEADERSHIP: Shall consist of the members elected to the Executive Committee.

The Executive Committee shall consist of the following elected **Executive Officer Positions:**

- President
 - Vice President
 - Treasurer
 - Secretary

The Executive Officers shall oversee the affairs of all teams operating under Canton Rugby as a whole.

In addition, the Executive Committee shall include the following elected **Executive Representative Positions:**

- Director of Men's Rugby
- Director of Women's Rugby
- Director of Youth Rugby

The Executive Representatives shall more specifically oversee the day-to-day operations of each extension of Canton Rugby they are elected to represent.

In general, the expectations of the Elected Leadership are to abide by the Canton Rugby Constitution and any by-laws and/or amendments in effect, recommend changes or additions to by-laws, appoint committees, analyze the clubs needs to determine club dues, and conduct club business, including the oversight and control of club funds and executing disciplinary actions for members. The Elected Leadership should only act in ways that preserve the long-term continued success of Canton Rugby, advance the purpose of the club, and respect other elected leaders and members of the club.

The specific roles and responsibilities of the Elected Leadership is defined per the Canton Rugby Football Club Elected Leadership Roles & Responsibilities By-Law.

The Elected Leadership will also address other actions and decisions as brought before it by Officers, Representatives, and Members in good standing.

4.2 TERM AND VOTING POWER OF ELECTED POSITIONS: Executive Committee Officers and Executive Committee Representatives shall hold their positions from January 1st through December 31st. Each Executive Committee Officer or Representative maintains one vote during Executive Committee meetings. In the case of a tie after all elected persons have voted in person and/or by absentee vote, the President's vote will serve as the tie-breaker.

4.2.1 TRANSITIONARY PERIOD OF LEADERSHIP: The leadership transitionary period will begin immediately following the election of new Officers and Representatives and last until the start of their upcoming term. During this period, no new amendments, bylaws or expenditures over \$250 should be made without the additional approval of the newly elected, incoming President. The existing Officers and Representatives and newly elected incoming Officers and Representatives should work together during this period to begin transitioning roles per the succession plan(s) detailed in the bylaws.

4.3 THE ELECTION: Executive Committee Officers and Representatives are elected by Members in good standing during

the Annual General Meeting which is typically held the first Sunday in December. Quorum, as defined in Section 5.2.1, must be met in order to hold an election.

The election ballot candidates are determined by floor nominations made by Members in good standing, provided nominations are seconded by another Member in good standing. The nominated candidate may accept the nomination by declaring their willingness to serve in the position for which they have been nominated. If a position receives only one viable candidate, a majority vote of present Members in good standing will secure the appointment. If a position receives multiple viable candidates, the candidate who receives the majority vote of Members in good standing will be appointed.

Votes will be cast by ballot and counted in plain sight of the membership. The Secretary will tally the votes for all positions except their own. The Vice President will tally the votes for the Secretary position.

4.4 QUALIFICATIONS: In order to qualify for an Executive Committee Officer or Representative nomination, the person must be a Member in good standing, who in the previous 12 months, has not registered to play for or served in a leadership position with any rugby club outside of the Canton Rugby Organization.

These qualification requirements can be bypassed by a $\frac{3}{4}$ majority vote of the present members at the annual general meeting.

4.5 ELECTED POSITION VACANCY: In the event of an elected position other than the President becoming vacant before the next Annual General Meeting, the Executive Committee may vote on an individual to temporarily fill that position until the next General Meeting can be held, at which time the Members will elect an individual to fill the remaining part of the term. The temporary term should not exceed 90 days and the position is eliminated from voting on any Executive Committee business until a person has been elected by the Members to fill the vacancy.

In the event of the position of the President becomes vacant before the next Annual General Meeting, the Vice-President of Canton Rugby shall assume the powers and responsibilities of the President until the next General Meeting can be held, at which time the Members will elect an individual to fill the remaining part of the term.

4.6 IMPEACHMENT: Any Elected Officer or Representative of the Canton Rugby Club may be subject to an impeachment hearing after a Member in good standing has submitted a petition to the Executive Committee, signed by at least two-thirds of the membership. This petition is to be submitted to the President. In the event the President is facing impeachment, the petition is to be submitted to the Vice President. The Officer or Representative facing impeachment must be given a written statement of specific charges at least 1 week prior to the next scheduled meeting and provided ample time to present their case. An affirmative two-thirds vote of members in good standing is required for dismissal. The impeached officer shall be barred from holding any leadership position the following calendar year.

4.7 NON-ELECTED LEADERSHIP: The Executive Committee reserves the right to establish or appoint, or remove, by majority vote, Temporary Committees or Chairpersons to handle specific projects for any period between January 1st through December 31st. For instance: fundraising organization, tournament planning, social media management, etc. Members of the Executive Committee may also serve on Temporary Committees or as Chairpersons. In addition, the Director of Men's Rugby, Director of Women's Rugby, and Director of Youth Rugby may appoint or establish team specific leadership positions with the approval of a majority vote of the Executive Committee. All major club or team decisions and all spending must be approved by a majority vote of the Executive Committee.

5.0 MEETINGS

5.1 EXECUTIVE COMMITTEE MEETINGS: Executive Committee Meetings will be held at a minimum of once per month for a total of 12 meetings per calendar year. Meetings should be held on the first Sunday of each month, or on an alternate day where all or the majority of the Executive Committee can be present. Meetings may be virtual or in-person. These meetings are not open to the General Membership. An agenda will be provided to the Executive Committee prior

to the meeting and a detailed log of meeting minutes shall be kept on permanent club record. Each Executive Committee Officer or Representative must provide their agenda items to the Secretary no less than 3 days prior to the meeting.

5.2 GENERAL MEETINGS: The Executive Committee is responsible for holding quarterly General Meetings open to all members in good standing. These meetings shall take place in March, June, September, and December on or around the first weekend of the month and generally follow the Roberts Rules of Order format. An announcement regarding the date and time of these meetings shall be made to the membership at least 21 days prior to the scheduled meeting. The March, June, and September meetings are considered “Town Hall Meetings” and shall serve to update the membership on the overall status of the club, including but not limited to finances, recaps of past events and the discussion and planning of future events. Open discussion is encouraged as time allows.

The December meeting shall serve as the Annual General Meeting and is generally held on the first Sunday in December. The main purpose of this meeting is to nominate and elect the Executive Committee Officers and Representatives for the following calendar year. Any other General Meetings for the Membership of Canton Rugby will be held on the recommendation of the Executive Committee, or with at least 1/3 of members in good standing requesting such in writing. Members will be notified of all General Meetings at least 21 calendar days in advance. The Executive Committee will establish the agenda for all General Meetings and a detailed log of meeting minutes shall be kept on permanent club record. A member may request an item be added to the agenda by submitting a written request to the Executive Committee at least 14 calendar days prior to the meeting.

5.2.1 QUORUM: A quorum for General Meetings shall be representatives of 50% plus one of the Members in good standing of Canton Rugby. Members may attend in person or virtually if a virtual option is available. A quorum for meetings in which Elections or Impeachments are taking place shall be representatives of 50% plus one of the Members in good standing who have also attended at least one General Meeting held prior to, but during the same term as, the meeting in which the election or impeachment hearing is taking place.

5.2.2 REMOTE MEETING ATTENDANCE: Any Executive Committee Member, Player Member or Social Member who wishes to attend a scheduled meeting via a remote location must request the meeting link directly from the Executive Committee and may not share the meeting link, record the meeting, or broadcast any portion of the meeting or the information contained within the meeting, with non-members of Canton Rugby. Not all meetings may offer a virtual option.

5.3 VOTING AT EXECUTIVE COMMITTEE MEETINGS: All votes of the Executive Committee will be decided by a simple majority vote except for those requiring special majorities as noted in this Constitution.

5.4 VOTING AT GENERAL MEETINGS: Except for the election or impeachment of an Executive Committee Officer or Representative, members in good standing shall each have a single vote for all items called to vote. In order to vote in an impeachment hearing or election of an Executive Committee Officer or Representative, the member in good standing must also have attended at least one General Meeting held prior to, but during the same term as, the meeting in which the election or impeachment hearing is taking place. During General Meetings, the President will vote only if the overall vote is otherwise tied.

6.0 FINANCES

6.1 DESCRIPTION: The club may maintain financial assets in various forms and at various financial institutions which may include but are not limited to; checking and savings accounts, certificates of deposit, bonds, stocks, and any other forms as necessary.

6.2 INCOME OF CANTON RUGBY: The income of Canton Rugby shall come from:

1. Membership dues.
2. Any net proceeds (after payment of all proper and relevant outgoings and expenses) that is due to Canton

Rugby by prior agreement and is derived from any tournament, match, fundraiser, or other function organized by Canton Rugby in cooperation with any other not-for-profit group.

3. Any grants, subscriptions, or donations provided that they are made in such a way that their disposal is fully under the control of Canton Rugby.

6.3 CALENDAR YEAR: Calendar Year of the Canton Rugby Football Club shall be from January 1st through December 31st.

6.4 AUTHORITY AND RESPONSIBILITY: The financial assets of the club are to be managed by the Executive Committee.

6.5: OPERATING ACCOUNTS: The Canton Rugby Football Club shall have various bank accounts that house money for multiple clubs and/or club activities as deemed appropriate by the Executive Committee and in accordance with 501(c)3 regulations.

The co-signers on all Operating Accounts shall be the elected Canton Rugby President and Treasurer. In the event the President and Treasurer are married or cohabitating, the co-signers on the Operating Accounts shall be the elected Canton Rugby Treasurer and Secretary. Bank statements for all Operating Accounts shall be mailed to the Executive Committee co-signor opposite of the Treasurer.

6.5.1: DBA ACCOUNTS: As individual clubs under the Canton Rugby Football Club grow and expand, they may apply for a DBA Account which is an individual bank account opened under the Canton Rugby tax ID but specific to that team. In addition to the co-signers listed above, one leader from the individual club may be added as a signer to the DBA account.

To qualify for application of a DBA account, the individual club must demonstrate consistent leadership and financial responsibility for three consecutive years and have held at least one profitable team-specific fundraiser within the previous 12 months. Completed applications must be submitted by the intended singer, with a copy of identification, a proposed 12month team budget, a team-specific fundraising proposal, and the signatures of 5 members in good standing of the individual club applying for the DBA account.

A majority vote of the Executive Committee and approval by the Treasurer is required for the DBA Account/signor to be approved. The DBA account signer is authorized to deposit funds and make expenditures from the account per the approved budget. Prior to being made, expenditures that fall outside the approved budget must be presented to the Executive Committee to review and approval at the next scheduled meeting. DBA signors must track and report financials per the direction of the Treasurer, quarterly at a minimum.

6.6: BANK CARDS AND CHECKS AND HOLDING ACCOUNTS: Bank Cards (also referred to Debit Cards, Check Cards, etc.) and checks are to be managed solely by the Treasurer. Any accounts used to hold money from online or electronic payments made to Canton Rugby (i.e. Paypal, Square, etc.), shall be managed by the Treasurer and Website Administrator. The Treasurer shall maintain at all times a list of all active Bank Cards and other holding accounts used by the club. The Treasurer shall have the sole authority to request, approve, cancel, or freeze any active Bank Cards or other holding accounts at any time.

6.7 CHANGES IN AUTHORITY: Upon completion of the Annual General Meeting held prior to the beginning of the fiscal year, pursuant to the Club Constitution, the outgoing President of the club shall draft and sign the "Annual Letter" and present it to all financial institutions advising them of the newly elected Executive Committee.

If the outgoing President is re-elected as President, the individual may compose the letter.

If the outgoing President is re-elected to the Executive Committee to hold a position other than President, the letter must be co-signed by the newly elected President of the club.

The "Annual Letter" shall contain the following;

1. The names and positions of each of the newly elected Executive Committee Officers and Representatives.
2. A listing of the financial accounts held at the respective institutions with their associated account designations, and who shall be given signing power specifically for each account.
3. The signatures of both the outgoing President, and newly elected President.
 - a. If the outgoing President is re-elected as President, the letter must be signed by the newly elected Treasurer.
4. An original copy of the Annual General Meeting Minutes with the newly elected officers listed, signed in ink by all members of the Executive Committee.
5. A copy of the Canton Rugby Football Club Constitution, and all official amendments and bylaws.

The Annual Letter is the only document by which the authority and responsibility for financial assets associated with Canton Rugby Football Club can be changed.

6.8 DISSOLVING THE TOTALITY OF FINANCES OF CANTON RUGBY In the event that it becomes desirable to discontinue the activities of Canton Rugby as presently constituted, this can be done by a unanimous vote of the Executive Committee after a 3/4 vote of the Membership. The corporation may be dissolved two years after the vote to discontinue activities. Assets remaining are to be distributed for one or more exempt purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. As long as USA Rugby and USA Youth and High School Rugby meet these 501(c)3 guidelines, 50% of funds should be distributed to each organization. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

6.8.1 DISSOLVING SELECT FINANCES OF CANTON RUGBY: In the event that it becomes desirable to dissolve funds from an inactive specific ledger (i.e. Men's, Scholarship Fund, Startup Fund, etc.), this can be done by a unanimous vote of the Executive Committee, who must also unanimously vote on how to reallocate the funds amongst the other ledgers. An inactive ledger is defined as a ledger that has had no income or expense transactions for 3 consecutive years.

6.9 AUDITING THE FINANCES OF CANTON RUGBY: Canton Rugby bank accounts may be audited annually by a Professional Accountant as agreed upon by a majority vote of the Executive Committee or by a written request signed by 1/3 of the Members in good standing. Any costs associated with the audit will not be the responsibility of the club.

7.0 RATIFICATION AND AMENDMENTS; BYLAWS

7.1 RATIFICATION: This constitution shall be in effect upon ratification by 2/3 of a quorum of Members in good standing at an active meeting.

7.2 AMENDMENTS TO THE CONSTITUTION: A Member in good standing, or a member of the Executive Committee may propose an amendment of the Constitution in writing to the Executive Committee. The Executive Committee must discuss the proposed amendment under new business at the next regularly scheduled meeting of the Executive Committee and receive a majority vote by the Executive Committee in order to advance it to Membership for voting. Any Constitution Amendment shall be in effect upon ratification by 2/3 of a quorum of Members in good standing at an active meeting.

7.3 BYLAWS: Bylaws are essentially an expansion of the articles or sections of the constitution. They describe in detail the procedures and steps the organization must follow in order to conduct business effectively and efficiently. Bylaws to the Constitution must be approved by a 3/4 majority vote of the Executive Committee to be taken into effect. Bylaws may not overwrite the Constitution.

7.4 BUSINESS FILINGS: The Canton Rugby Constitution and any subsequent Amendments and Bylaws are to be filed with the Ohio Secretary of State.

7.5 MINOR CORRECTIONS: Minor corrections to this constitution, such as correcting typos, grammatical errors, punctuation, formatting, or providing clarification, such as adding examples to a section, can be made and approved by a 3/4 majority vote of the Executive Committee. These adjustments must be logged for revision history.

7.6 CONSTITUTIONAL GAPS: If a situation arises that this constitution does not address, the club will refer to the appropriate governing body, such as Ohio, USA or World Rugby, policies or precedent until this constitution can be reasonably amended, by amendment or a bylaw as appropriate for the situation.

Canton Rugby Football Club Disciplinary By-Law

The following information defines the disciplinary process for violations of the Canton Rugby constitution:

Tier 1 - Yellow Card

Examples of infractions: Treating a member of the club or rugby community with inappropriate disrespect (name-calling, bullying, harassment, etc.), behaving in a way that damages the image of the club in the community (extremely negative comments about the club or it's members in public, extremely negative social media comments about the club or it's members, etc.), not fulfilling financial commitments to the club or it's members (such as not paying tournament dues or playing a season without paying), using Canton Rugby logos or other media without approval from the club, or actions deemed severe enough to warrant the punishment.

- Members will be placed on probationary status with the club for the upcoming season - may request a refund of dues or membership fees to the Executive Committee via written request with reasons/details on why a refund is appropriate.
 - Not allowed to attend socials, fundraising events, or other Canton Rugby-sponsored events.
 - Can still attend games and cheer on the team.
 - For players:
 - Prohibited in participating practices or matches for the season.

Tier 2 - Red Card

Examples of infractions: Repeated Tier 1 infractions, intentionally damaging club property, using Canton Rugby logos or other media for personal gain without approval from the club, or actions deemed severe enough to warrant the punishment.

- Membership will be revoked for a year from the date of the infraction with no ability to request a refund of dues or membership fees.
 - Not allowed to attend socials, fundraising events, or other Canton Rugby-sponsored events.
 - Will be asked to leave matches.
 - For players:
 - Prohibited from participating in practices or matches for a year.

Tier 3 - Expulsion

Examples of infractions: Repeated Tier 2 infractions, stealing finances from the club, inappropriate sexual harassment of club members or family members, other discriminatory actions or language, or actions deemed severe enough to warrant punishment.

- A person will no longer be allowed to be affiliated with the club with no ability to request a refund of dues or membership fees.

- Not allowed to attend socials, fundraising events, or other Canton Rugby-sponsored events.
- Will be asked to leave matches.

If non-members violate the Canton Rugby Club constitution, the Elected Leadership of the club shall take appropriate actions to address the situation when it occurs and consider the issues if the person attempts to join the Canton Rugby Club.

Disciplinary actions are to be executed with a 3/4 majority vote of the Executive Committee and Disciplinary Chairpersons, as applicable.

Disciplinary Actions are to be logged for reference and made available to the Executive Committee and Disciplinary Chairpersons for record-keeping purposes.

Canton Rugby Football Club Elected Leadership Roles & Responsibilities By-Law

PRESIDENT: The President of Canton Rugby shall be the chief officer of Canton Rugby and shall have general and active supervision over the business of Canton Rugby and its Elected Officers and Representatives, subject to the control of the Executive Committee. Additional responsibilities of the President include but are not limited to:

- Open, Call to Order, and lead all General Meetings; present items to the Members, put items to vote and announce results of said vote.
- Open, Call to Order, and lead all Executive Committee Meetings.
- Serve as, or appoint the in-person representation of Canton Rugby in dealing with matters involving USA Rugby, USA Youth & High School Rugby, Midwest Rugby, Rugby Ohio, or other governing bodies under the USA Rugby organization.
- Protect the club from frivolous or dilatory motions.
 - Work with the Executive Committee to set goals for the future of all branches of the club.
- Work with the Executive Committee to appoint people to assist in areas deemed necessary to maintain the proper operation of the club, such as at tournaments, fundraisers, community involvement, etc.
- Act as a secondary signer for club purchases over \$250.
- Assume Disciplinary Chair in times when the position is not filled.
 - **DISCIPLINARY CHAIR POSITION (reports to the President)**
 - Coordinate the club's disciplinary efforts to maintain a safe, fair and consistent level of play across all club teams. This person will be nominated and voted in by the Executive Committee Members.

VICE PRESIDENT: The Vice-President of Canton Rugby shall have such responsibilities and duties as may be assigned by the President of Canton Rugby. When acting in place of the President, the Vice President will have all the powers, privileges, duties, and responsibilities of the President. Additional responsibilities of the Vice-President include but are not limited to:

- Assume Chair Seat for yearly activities such as tournaments and banquets, unless another committee or Chairperson has been established.
- Work with the Directors of Rugby to plan after-match socials as applicable.
- Assume Recruiting Chair responsibilities in times when the Recruiting Chair position is

not filled.

○ **RECRUITING CHAIR POSITION (reports to the Vice President)**

- Coordinate the club's efforts to continually recruit new players across all club teams, working in unison with the Directors of Rugby and/or their appointed recruitment volunteers. This person will be nominated and voted in by the Executive Committee Members.

○ **RETENTION CHAIR POSITION (reports to the Vice President)**

- Coordinate the club's efforts to continually retain players across all club teams, working in unison with the Directors of Rugby and/or their appointed recruitment volunteers. This person will be nominated and voted in by the Executive Committee Members.

○ **PERFORMANCE CHAIR POSITION (reports to the Vice President) -**

- Coordinate the training and betterment of players and coaches by keeping track of clinics, workshops, and classes offered on and off-season and promoting them to membership, as well as a coordinating group activities directed towards personal growth. This person will be nominated and voted in by the Executive Committee Members.
- Responsible for ensuring all coaches have completed the appropriate coaching certifications as required by USA Rugby.

TREASURER: The Treasurer shall have charge and custody of, and be responsible for, all funds of Canton Rugby. The deposit and disbursement of funds including exhibition and auditing of accounts shall be as directed by the Executive Committee. Additional responsibilities of the Treasurer include but are not limited to:

- Collect annual dues from all members and report new membership to the Executive Committee for approval.
- Pay all Executive Committee-approved invoices in a timely manner.
- File necessary tax forms and Charitable Organization Registration annually.
- Work with the Directors of Rugby to prepare annual budgets for their team(s).
- Work with Chairpersons to prepare budgets for all fundraisers and events, and present these budgets to the Executive Committee for approval.
- Maintain account ledgers for all teams according to the Executive Committee-approved format.
- Report on the status of Club funds at each Executive Committee meeting and to the general membership at quarterly and annual meetings.
- Audit all Canton Rugby affiliated and DBA accounts as necessary.
- Be willing and able to provide financial statements and accounting ledgers to any member or Executive Committee Officer or Representative within 10 days of the request.
- Assume Fundraising Chair responsibilities in times when the Fundraising Chair position is not filled.
 - **FUNDRAISING CHAIR (reports to the Treasurer)**
 - Coordinate the club's efforts to raise funds by working with the Directors of Rugby and/or their appointed fundraising volunteers.
 - Take an active role in fundraisers that encompass the entire club.

- This person will be nominated and voted in by the Executive Committee Members.

○ **EQUIPMENT / INVENTORY CHAIR (reports to the Treasurer)**

- Maintain a log of inventory and track usage of all club equipment, coordinate access to storage facilities owned or rented by Canton Rugby.
- Report on the total club inventory and location of inventory at the Annual General Meeting.
- This person will be nominated and voted in by the Executive Committee Members.

SECRETARY: The Secretary shall keep the minutes of the annual and special meetings of Canton Rugby, see that all notices are duly given, be the custodian of applicable Union records, and conduct and have charge of all relevant Union correspondence. Additional responsibilities of the Secretary include but are not limited to:

- Maintain all Executive Committee meeting minutes and club records using a shared database accessible by all members of the Executive Committee during their term.
- Maintain a list of all dues-paying members, take roll call when necessary.
- Maintain club roster to include accurate contact info of current and past members
- Communicate the meeting schedule with all members.
- Assume the Media/Press Chair and/or Website Chair responsibilities when these positions are not filled.
- Maintain a backup list of all list of all club log-ins and usernames as provided by the IT Manager.

○ **MEDIA/PRESS CHAIR POSITION (reports to the Secretary)**

- Make the public aware of our organization and its purpose and events with weekly press releases and social media posts covering all clubs (men's, women's, and youth).
- Organize match photographers as applicable.
- Identify, report and mitigate any negative press or social media activity.
- This person will be nominated and voted in by the Executive Committee Members.

○ **WEBSITE CHAIR POSITION (reports to the Secretary)**

- Keep the Club website, www.CantonRugby.com up to date with current information. All Requests for information changes should be sent via email to this person at least 10 days prior to needing it to be published.
- This person will be nominated and voted in by the Executive Committee Members.

○ **IT MANAGER (reports to the Secretary)**

- Coordinate the website, phone, and email registration, hosting and renewals. Maintain all log-ins, usernames and passwords. Serve as the point of contact for tech related questions.
- This person will be nominated and voted in by the Executive Committee Members.

DIRECTOR OF RUGBY – MEN'S: The primary duties of the Men's Director of Rugby is to manage the Men's Team(s) and to use his or her position on the Executive Committee to represent the collective viewpoints, opinions, needs, and feedback of the men's players. Additional responsibilities of the Men's Director of Rugby include but are not limited to:

- Responsible for the development and management of the men’s players and coaches at the club level in coordination with the Performance Chair and in accordance with the Laws of the Game of Rugby Football, as governed by World Rugby and any other governing body designated by World Rugby.
- Reports all disciplinary issues to the Disciplinary Chair.
- Works with the Vice President to establish recruitment goals and ideas.
- Prepares team budget to be reviewed by the Treasurer and approved by Executive Committee.
- Provide team records to the Secretary and inform the appropriate parties of all men’s specific upcoming events, team deadlines and website changes for press and media updates.
- The following men’s club positions are to be appointed by the Director of Men’s Rugby, as needed, by team vote or direct appointment, securing final approval from the Executive Committee. A player must be a Member in good standing and complete at least 1 full season with the club before they are eligible to hold a leadership position. If a position is not filled, the Men’s Director of Rugby will assume the responsibilities.
 - Head and Assistant Coaches.
 - Team Captain(s) – The primary purpose is to lead the team on the field.
 - Field Manager's – primary purpose is to prepare field and/or equipment for matches and other events.
 - Team Selector(s) – primary purpose is to select and manage the match roster.
 - Match Secretary – primary purpose is to schedule matches, coordinate referees, and communicate with the other teams within the league.
 - Team Specific Fundraising – if applicable.
 - Team Specific Social Media – if applicable.
 - Team Specific Recruiting - primary responsibility is to set up recruiting events.

DIRECTOR OF RUGBY – WOMEN’S: The primary duties of the Women’s Director of Rugby is to manage the Women’s Team(s) and to use his or her position on the Executive Committee to represent the collective viewpoints, opinions, needs, and feedback of the women’s players. Additional responsibilities of the Women’s Director of Rugby include but are not limited to:

- Responsible for the development and management of the women’s players and coaches at the club level in coordination with the Performance Chair and in accordance with the Laws of the Game of Rugby Football, as governed by World Rugby and any other governing body designated by World Rugby.
- Reports all disciplinary issues to the Disciplinary Chair.
- Works with the vice president to establish recruitment goals and ideas.
- Prepares team budget to be reviewed by the Treasurer and approved by the Executive Committee.
- Provide team records to the Secretary and inform the appropriate parties of all men’s specific upcoming events, team deadlines, and website changes for press and media updates.
- The following women’s club positions are to be appointed by the Director of Women’s Rugby, as needed, by team vote or direct appointment, securing final approval from the

Executive Committee. A player must be a Member in good standing and complete at least 1 full season with our club before they are eligible to hold a leadership position. If the position is not filled, the Women's Director of Rugby will assume the responsibilities.

- Head and Assistant Coaches.
- Team Captain(s) – The primary purpose is to lead the team on the field.
The field Manager's – primary purpose is to prepare field and/or equipment for matches and other events.
- Team Selector(s) – The primary purpose is to select and manage the match roster.
 - Match Secretary – primary purpose is to schedule matches, coordinate referees, and communicate with the other teams within the league.
 - Team Specific Fundraising – if applicable.
 - Team Specific Social Media – if applicable.
 - Team Specific Recruiting - primary responsibility is to set up recruiting events.

DIRECTOR OF RUGBY – YOUTH: The primary duties of the Youth Director of Rugby is to manage the Youth Team(s) and to use his or her position on the Executive Committee to represent the collective viewpoints, opinions, needs, and feedback of the leaders of said youth teams and the youth players. Additional responsibilities of the Youth Director of Rugby include but are not limited to:

- Responsible for the development and management of the youth players and coaches at the club level in coordination with the Performance Chair and in accordance with the Laws of the Game of Rugby Football, as governed by World Rugby and any other governing body designated by World Rugby.
- Responsible for ensuring background checks for anyone involved in youth sports.
- Reports all disciplinary issues to the Disciplinary Chair, as well as any other Governing Body involved with the youth teams.
- Works with the vice president to establish recruitment goals and ideas and works with the youth coaches and school administrators to organize recruiting events at schools and community centers.
- Works with the treasurer to prepare a season budget for youth teams that are operating under the Canton Rugby bank account OR if operating under a DBA account, obtain and submit a copy of their working budget to the Treasurer.
 - Provide team records to the secretary and inform the press/media secretary of all youth specific upcoming events, team deadlines, and website changes.
- Assists incoming coaches and teams with initial team setup and registration with a parent Organization and necessary coaching certification courses.
- Coordinate all youth match schedules including referees and trainers.