

EASTMAN WARRIOR RUGBY CLUB

Club Constitution and Bylaws

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CONSTITUTION

ARTICLE I. *The Club*

The name of the organization is and shall be The Eastman Warriors Rugby Club, hereinafter referred to as ("the Club").

The Club shall be at all times affiliated with the Manitoba Rugby Union (MRU), a Provincial branch of the Rugby Canada.

Head Office

The Head Office of the Club shall be in Steinbach, Manitoba or at such other place as the Club Executive may, from time to time, determine.

ARTICLE II. *Object and Purpose*

The object and purpose of the Club are:

- The introduction, teaching, promotions, encouragement, understanding and extension of the game of Rugby Union in all its aspects, within the Eastman territory of the Province of Manitoba, and within the framework of Rugby Canada competition;
- The object of the Club shall be to play and to encourage and further the game of rugby in accordance with the laws as defined by World Rugby as well as Rugby Canada as adopted by the Manitoba Rugby Union.
- The Club will do this by having at least two (2) practices per week during the Club Season, defined as starting April 15 and ending no later than October 15, as well as matches on weekends, or as scheduled.

ARTICLE III. *Membership*

The Eastman Warriors Rugby Club membership shall be open to individual that wishes to contribute in the objects and purpose of the Club. The Eastman Warriors Rugby Club does not discriminate based on race, religion, national origin, sexual orientation, age, colour, ancestry, ethnicity or disability.

The membership shall consist or three forms:

1. Playing members:
 - a. DTS
 - b. Youth Members
2. Associate/ Social members
3. Honorary members

A PLAYING MEMBER:

- Has paid his/her dues to the Club in the amount specified and at the deadline specified by the Club President;
- Takes responsibility and follows them, as set forth by this Constitution, the Requirements for Selections, the By-Laws, and the Code of Conduct that may be instituted by the Club, according to this Constitution, for the Club's benefit and objectives;
- Has fulfilled all Eastman Warriors requirements for compliance in order to participate in playing rugby.

A NON-PLAYING/ ASSOCIATE MEMBER.

- Has paid his/her dues to the Club in the amount specified and at the deadline specified by the Club President;
- Takes responsibility and follows them, as set forth by this Constitution, the Requirements for Selections, the By-Laws, and the Code of Conduct that may be instituted by the Club, according to this Constitution, for the Club's benefit and objectives;

An HONORARY MEMBER.

- Has paid his/her dues to the Club in the amount specified and at the deadline specified by the Club President;

A Club member will cease to be a member if, at the Judgment of the Executive Committee, the said member has failed to meet the criteria set forth by the Club.

ARTICLE IV. *Affiliation and Governance*

- The Club and its members will observe and be immediately governed through its affiliation with the Rugby Manitoba Union (RMU) and Rugby Canada, which directly interpolates the Laws of the Game as written by the World Rugby Board.
- The Club shall remain governed by the RMU as long as that body remains affiliated to, and in good standing with, Rugby Canada and the World Rugby Board, or unless/until a reorganization from Rugby Canada of Provincial Jurisdictions and/or governance should dictate otherwise.

ARTICLE V. *Officers*

Officers of the Eastman Warriors Rugby Club must be members in good standing. An Eastman Warriors' member may hold a maximum of two offices simultaneously, but the President and

Treasurer must always be separate persons. Whereas the President and Treasurer are spouses or related by family, no Eastman Warriors' member can hold the offices of President and Treasurer. The officers of the club will be as follows:

The President:

The President of the club shall be the Chief Officer of the club and shall have general and active supervision over the business of the club and oversee its several other officers, subject however to the control of the voting members of the club. The President of the club shall also be the chief representative of the club in all outside meetings, activities, and functions.

The Vice President:

The Vice President of the club will have such responsibilities and duties as may be assigned to him/her by the President, Executive Committee, and/or by the By-Laws of the club, including primary responsibility for Compliance and Fund Raising/ Sponsorship Management.

The Secretary:

The Secretary of the club shall keep the minutes of the annual, general and special meetings of the club; ensure visibility of meeting notes to club members; be custodian of applicable club records; maintain and coordinate all Club/Team Calendars to ensure the Eastman Warriors Rugby Club meets its obligations; coordinate the scheduling of matches in collaboration with the Head Coach; coordinate communications with Opponents and Referees to ensure alignment with scheduled times and locations.

Treasurer:

The Treasurer of the club shall have charge of, and custody of, and be responsible for all funds of the club. The collection of dues, deposit and disbursement of funds, and exhibition and auditing of accounts shall be directed by the members of the club. Other duties may be assigned by the President, Executive Committee, and/or by the By-Laws of the club. This office may or may not be held by playing members of the club.

Director, External:

The Director, External will be responsible for the growth of the club membership including primary responsibility for recruitment and retention Management. Other duties may be assigned by the President, Executive Committee, and/or by the By-Laws of the club, including primary responsibility for Social Committee Management. This office may or may not be held by playing members of the club.

Director, Internal:

The Director, Internal will be responsible for the care and comfort of the existing player base, including all activities of a social nature, post-game and club functions. Other duties may be assigned by the President, Executive Committee, and/or by the By-Laws of the club, including primary responsibility for Social Committee Management.

Director, Communication:

The Director, Communication chairs the Publicity Committee and manages the entire Marketing team including website management, social media, graphic design, and team reporting. The Director, Communication also assists with Recruiting efforts and Special Events (tournaments) in the effort to promote Eastman Warriors Rugby Club and its activities.

All officers elected by the club shall take office at the beginning of January of the following year after the Fall AGM and shall hold the office for a term set forth in the by-laws of the club. In the event of an office becoming vacant between meetings of the club, the President may appoint an individual to fill the office, with the approval of the Executive Committee by simple majority, until the next club meeting, at which time the club will confirm an individual to fill the remaining part of the one-year term for the position.

Other positions of responsibility shall be assigned by the Executive committee and subject to the provisions set forth in the By-Laws.

ARTICLE VI. Finances.

The income of the club shall come from:

- The subscriptions (dues) of the playing and non-playing members;
- Fundraising/ Sponsorship activities as may be conducted with appropriate approvals through Eastman Warriors' Committees and in accordance with all applicable laws, rules and governing bodies.
- Established Club Funds as managed by Eastman Warriors Rugby Club;
- Donations or "gifts in kind" from "external" supporters of Eastman Warriors Rugby Club;
- Any net profit (after payment of all proper and relevant outgoings and expenses) that is derived from any special event (tournament, dance, etc), match or other function organized by the club;
- That part of any net profit (after payment of all proper and relevant outgoings and expenses) that is due to the club by prior agreement and is derived from any special event (tournament, dance, etc), match or other function organized by the club in cooperation with any other group; any grants, subscriptions or donations, any funds provided by the "external community" to the support of the club in its needs and functions;

In any event that it becomes necessary and/or desirable to discontinue the activities of the club as it is presently constituted, this can be done by two third majority vote of the members. Under such circumstances, the net assets of the club shall be given to Rugby Manitoba to support other clubs and/or growth activities.

ARTICLE VII. Amendments.

- This constitution may be amended by majority vote of the Executive Board at any meeting of the officers.
- The details of any approved amendment shall be communicated to all active club members and/or posted on team sites to ensure availability of notice.

ARTICLE VIII. By-Laws.

The club shall propose and administer a set of By-Laws.

ARTICLE IX. Disciplinary Policies

Transgressions relating to Eastman Warriors Rugby Club, Eastman Warriors' Policies or Local, Provincial, or Federal Law:

- Any issue that is made manifest to the club shall be seen to by the executive board. An issue in this context will be a disciplinary transgression by a teammate, player, coach, or otherwise affiliated individual with the club.
- Issues that threaten the club's existence shall be seen to by the executive board and at the discretion of the executive board the rest of the team will be made aware of the issue/outcomes as is relevant to the other team members and affiliates.
- Major issues are transgressions of law or policy that place the club at risk of losing good standing with the Manitoba Rugby Union and/or Rugby Canada or show that an individual has a behavior that is unbecoming of a Eastman Warriors' member;
- Minor transgressions shall be seen to by the executive board and it is likely that the team at large may not need to learn from their teammate's mistakes. The team and affiliates will not hear of issues that directly transgress on one's right to privacy. Should the leadership of the team deem it necessary, a team member or affiliate may have sanctions placed on them as a result of their actions. These sanctions include, but are not limited to exclusion from: social events, trainings, team lifts, playing in games, attending games, and the team.
- Minor issues include misdemeanors and other transgressions that show the individual has learning and growing to do, but still shows promise as a contributing member of the Eastman Warriors' community.

BY-LAWS OF THE EASTMAN WARRIORS RUGBY CLUB

***** January 20, 2020 *****

These By-Laws are set forth in fulfillment of Article VIII of Eastman Warriors Rugby Club's Constitution.

SECTION I. Membership to the Club.

Membership shall be open to any individual willing and able to contribute in the objects and purpose, goals, and ideals of the club (Article III, Constitution of the club).

- The applicant shall be given details of the current operations of the club, of the games played recently and those scheduled for the future.
- The applicant shall be welcomed to the practices of the club but will not become a playing member or a non-playing member of the club until all the membership requirements are met as set forth in the Constitution and the By-Laws of the club;

All club members have a responsibility to the club. It is each individual's responsibility to ensure they are registered and paid up in full. It is each person's responsibility to ensure that they provide an accurate and updated address and phone number to the Secretary. It is the club member's responsibility to notify his/her team captain of any absenteeism, whether this is for practice or game. It is each person's responsibility to, where possible, attend all club functions, and where necessary help out where needed.

In Good Standing

A member in good standing is a person who not only promotes the good name of the Eastman Warriors Rugby Club, he/she also is paid in full their dues.

If a player is not paid in full, or considered not in Good Standing, they may be prohibited from attending training game and Club social events. On the approval of the executive, financial arrangements can be made for these people to play. Until they are paid up in full, they will only be allowed to play for the lowest of the teams playing during the respective weekend. This will allow all players to play, but will give those who are "in good standing" the opportunity to be selected for the higher teams.

Players from external/international unions

A player from an external/international union will be called an “import”. All imports must pay the price of a regular member to play. If an import is going to be here for the majority of the season, then they should be able to try out for any team. Where an import is only over for a short period of time, then he should be only allowed to play for the lower of two teams, if applicable. This will allow for a more stable first division team. This rule will apply to all Club teams.

Junior Age Restrictions

The Club will respect the decision of the RMU or Rugby Canada when it comes to deciding the age of a Junior. At the time of this writing, a Junior is considered Under 18 as of January 1 of that year. The club will subscribe to the game regulations set forth by the MRU and Rugby Canada in regards to Juniors playing up.

The membership requirements shall consist of three forms:

A Playing member is a person who:

- has paid dues to the club in the amount specified and at the deadline specified by the club President;
- takes responsibility and follows, as set forth by the Constitution, the Requirements for Selection, the By-Laws, and the Code of Conduct that may be instituted by the club, according to this Constitution, for the club’s benefits and objections;
- has fulfilled all Eastman Warriors’ requirements for compliance in order to participate in playing rugby, including:
 - Liability Release/Waiver – required as per Eastman Warriors Policies;
 - Player registration and insurance through Rugby Canada;
 - Any other requirement as may be determined by Eastman Warriors Rugby Club, Executive, or governing bodies;
- is a member in good standing of Eastman Warriors’ Rugby Club.

An Associate/ Non-Playing member is a person who:

- Shall be any ex-player or member at large whereas membership to the Club shall be conferred on any person who is sponsored by a playing member in good standing and approved by the majority of the executive.
- has paid dues to the club in the amount specified and at the deadline specified by the club President;
- takes responsibility and follows, as set forth by the Constitution, the Requirements for Selection, the By-Laws, and the Code of Conduct that may be instituted by the club, according to this Constitution, for the club’s benefits and objections;

- has fulfilled all Eastman Warriors' requirements for compliance if s/he wishes to participate in practice, including those described for playing members.
- is a member in good standing of Eastman Warriors' Rugby Club.
- Associate/ Non-Playing members will have voting rights.

Associate/ Non-Playing members who wish to play will be considered playing members. Associate/ Non-Playing members will be eligible to hold any of the executive position, and may be appointed as a Director-at-Large.

An Honorary member is a person who:

- 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 simple majority at the Annual General Meeting.
- Honorary Membership shall not carry voting rights.
- Is a member in good standing of Eastman Warriors' Rugby Club.

The Club Executive shall approve all Playing, Associate/ Non-Playing, and Honorary membership applications by simple majority.

Members of the club will be defined as playing and non-playing members:

Playing members can:

- participate in the practices and matches of the club;
- will pay the required dues as set forth by the Executive Committee and approved by the club;
- fulfill any position in the Club Officers and Committees;
- participate in all other club functions.

Non-Playing members can:

- participate in the practices but not play in matches of the club;
- will pay the required dues as set forth by the Executive Committee and approved by the club;
- fulfill any position in the club committees;
- participate in all other club functions.

A club member will cease to be a member if at the judgment of the Executive Committee the said member has failed to meet the criteria set forth by the club.

A member shall cease to be a member at the discretion of the Club Executive for failure to pay dues or to maintain normal membership obligations.

In the latter circumstances, the Club Executive shall communicate their decision preferably in writing but not necessarily, within 10 days to all members in good standing. Such a decision shall be reversed on a motion passed by a two-thirds majority at an Annual or Special General Meeting.

SECTION II. *Subscriptions (Dues) of the Club.*

The subscriptions of the club shall be a fixed sum determined by the Executive Committee and accepted by the club by a 2/3 majority vote of the playing members of the club.

Voting members shall pay such annual dues as are set by the Executive from time to time. In the event that the Executive members considers an increase of annual dues is necessary, they shall inform all voting members of the amount of the increase together with the reasons. Recommendations for changes in dues structure may be made by the outgoing Executive and approved by simple majority of members at the annual general meeting. Dues shall become payable immediately following the annual general meeting.

Dues are deposited in the Eastman Warriors Operating Fund, managed by the Club's Treasurer under Athletics and used for expenses as budgeted and approved by Executive Committee according to Eastman Warriors Rugby Club guidelines.

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

Wherein a member has made no arrangement for subsidy or payment plans, the member will be considered in default. In this case, should a member be in default of payments of dues as imposed by the Executive the voting member shall, in addition to the liability of loss of vote, as herein before set out be liable to expulsion by the Executive. However, such loss of vote and expulsion shall not occur until fourteen (14) days after notice shall have been given to the voting member that such action has been ordered by the Executive. No action shall be taken if within the fourteen-day period the voting member either pays the outstanding dues or requests the Executive for a hearing into the reasons for it being in default. In the latter event, the Executive shall grant a hearing promptly and if it is not satisfied about the reasons for default it may forthwith both relieve the member of its voting privilege and expel the member

Member Dues beginning March 2020 are set at **\$150.00** per season and are payable to the Treasurer of the Club by the end of the first week of practice.

In the event of unforeseen events/ "acts of God" which have a material impact on the rugby season, the Member Dues will be prorated to the length of the remaining season, if any. In the event where no season exists, all registered members will be bound to register as an Associate/ Non-Playing member.

SECTION III. *Operation of the Club.*

Club Executive

The affairs of the Club shall be managed by the Club Committees with general oversight from the Club Executive, with both being bound by the bylaws of the club.

Nominations for election to the Executive shall be made by any two "voting members" with the consent of the nominee to serve on the Executive if elected. If the nominee is not present at the election, such consent should be in writing.

The election may be by a show of hands unless a ballot be demanded by any three (3) voting members present. The members of the Club may, by resolution passed by two-thirds of the votes, cast at a special general meeting, of which notice specifying the intention to pass such a resolution may be given, remove any executive member before the expiration of his term of office, and may, by a majority of the votes cast at that meeting, elect any person in the said Executives stead for the remainder of the said Executive's term then outstanding.

Elected Officers shall be elected at the Fall AGM and take office upon the start of the Calendar Year (to coincide with the end of the fiscal year) for a period of two year, concluding at the end of the calendar year.

The previous office holder shall support the new officer in an advisory capacity for the duration of the fall overlap period to ensure continuity, the full understanding of responsibilities and a smooth transition of roles. The Outgoing officers are required to settle all outstanding matter during the transition period, including payment of bills and other matters requiring club attention during that period.

Should an Executive member be unfit and/or unable to perform required duties, or be guilty of misconduct, a team meeting shall be called by the President at which time a case will be made and only through a 2/3s vote will an officer be removed.

All efforts must first be made by the rest of the executive board to instruct and assist in the personal development of the officer being challenged. If adequate assistance was not provided, as determined by the executive board and coaching staff, then a vote for removal may not take place.

Should an officer be beyond reproach, s/he may be removed from office by a majority vote of the Club Executive, which vote must, within thirty days, be confirmed by a two-thirds majority of members at a special meeting convened for this purpose.

The Vice President will call a team meeting in the event of a President being unable to perform required duties.

MEETING: Annual General Meeting ("AGM")

"The annual general meeting" of the members shall be held within the last two weeks in November and first two weeks in December or at such other time as the said Executive shall appoint at a place to be designated by the Executive within the defined jurisdiction of the Club.

Notice of the annual general meeting shall be posted on the Club website, as well as set via electronic medium no later than 15 days prior to the date fixed for the holding of such meeting.

The President shall preside as chairman over the annual general meeting or in his stead the Executive from among themselves shall select the Vice President as chairmen:

The order of business at the annual general meeting shall be-as designated by the notice calling the meeting and any other business the members by majority votes deem appropriate to consider and transact; provided that in addition to any other business and report of the Executive members, the financial statement and the report of the auditors shall be presented to the meeting for approval by the members:

The AGM format is as follows:

1. Call to order;
2. Approval of agenda;
3. Reading of previous AGM's minutes;
4. Matters arising from the minutes;
5. President's report;
6. Treasurer's report;
7. Election of officers;
8. New business
9. Adjournment

MEETING: General Meetings of the Club ("GM")

The Executive or the President shall have power to call at any time or in any place a special general meeting of the members of the Club. Notice of the time and place of every such meeting shall be given to each member by electronic medium or by posting meeting notices at club house and/or website fifteen (15) days before the time fixed for the holding of such meeting. At any general meeting the Roberts Rules of Order shall be used as the standard reference for all procedural purposes.

- The general meetings of the club shall be held at least twice a year, once in the fall and once in the spring;
- The post-season Fall general meeting shall be held to elect the elected positions for the following year in addition to other business.
- The President shall call the general meetings no later than 10 days prior to the meeting date.

- The accommodations for the meetings shall be the responsibility of the Social Committee.
- A quorum of 75% of all the playing members must be made before general business can be started.
- The President shall chair the meetings; if absent, the Vice President shall have the responsibility.
- The club shall consist of one unified body consisting of all playing and non-playing members. All club members should be present at all general meetings. It is in the first half of the meeting, with a quorum membership of playing members, that all general business be conducted. Only after all general business is discussed can elections be made.

Error and/or Omission in Notice

No error or omission in giving notice of any annual or general meeting or any adjourned meeting, whether annual or general, of the Club members shall invalidate such meeting or make void any proceedings taken thereat and any member may at any time waive notice of any such meeting, and may ratify, approve and confirm any or all proceedings taken or had thereat. For the purpose of sending notice to any member, director or officer for any meeting or otherwise, the address of any member, director, or officer shall be his last address recorded on the books of the Club.

Adjournments

Any meetings of the Club or of the Executive may be adjourned to any time and from time to time and such business may be transacted at such adjourned meeting as might have been transacted at the original meeting from which such adjournment took place. No notice shall be required of any such adjournment. Such adjournment may be made notwithstanding that no quorum is present.

Quorum of Members

A quorum for the transaction of business at any general meeting shall consist of not less than twenty (20) club members in good standing or individuals representing not less than fifty percent (50%) of club members, either in person or by written proxy.

Execution of Documents

Deeds, transfers, licenses, contracts and engagements on behalf of the Club shall be signed by any two of the Executive officers of the Club, and there shall be affixed the seal of the Club to such instruments as require the same.

Contracts in the ordinary sense of the Club operations may be entered into on behalf of the Club by the President, any member of the executive or by any person authorized by written resolution by the Executive.

Notwithstanding any provisions to the contrary contained in the bylaws of the Club, the Executive may at any time by written resolution direct the manner in which, and the person or persons by whom, any particular instrument, contract or obligation of the Club may or shall be executed.

Books, Records and Auditor

The Executive shall see that all necessary books and records of the Clubs required by the bylaws of the Club or by any applicable statute or law are regularly and properly kept.

The Executive shall appoint prior to the close of the financial year an auditor who shall not be a member of the Executive, or two club members in good standing to audit club records. An audit statement shall be presented to the Executive.

Voting of Members

All members of the Club in good standing shall have voting rights at the Annual General Meeting of the Club or at any Special General Meeting held during the year. Members shall be held in good standing when they have paid their due for the current year,

At all meetings of members every question 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. Every question shall be decided in the first instance by a show of hands unless a poll be demanded by any member. Upon a show of hands, every member having voting rights shall have one (1) vote, and unless a poll be demanded a declaration by the Chairman that a resolution has been carried or not carried and an entry to the effect in the minutes of the Club shall be sufficient evidence of the fact without proof of the number or proportion of the votes accorded in favour of or against such resolution. The demand for a poll may be withdrawn but if a poll be demanded and not withdrawn the question shall be decided by a majority of votes given by the members present in person or by written proxy, and such poll shall be taken in such manner as the Chairman shall direct and the result of such poll shall be deemed the decision of the Club in general meeting upon the matter in question. In case of an equality of votes at any general meeting, whether upon a show of hands or at a poll, the Chairman shall be entitled to a casting vote.

Financial Year

Unless otherwise ordered by the Executive, the fiscal year of the Club shall terminate on the 31st day of December in each year.

Disbursement of Funds

All cheques, bills of exchange or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Club, shall be signed by any two of the Executive officers of the Club and in such manner as shall from time to time be determined by resolution of the Executive and any one of such officers or directors may alone endorse notes

and drafts for collection on account of the Club through its bankers, and endorse notes and cheques for deposit with the Club bankers for the credit of the Club, or the same may be endorsed "for collection" or "for deposit" with the bankers of the Club by using the Club's rubber stamp for that purpose. Any one of such officers or directors so appointed may arrange, settle, balance and certify all books and accounts between the Club and the Club's bankers and may receive all paid cheques and vouchers and sign all the bank's forms or settlement of balances and release or verification slips.

Deposit of Securities for Safekeeping

The securities of the Club shall be deposited for safekeeping with one or more bankers, trust companies or other financial institutions to be selected by the Executive. Any and all securities so deposited may be withdrawn, from time to time, only upon the written order of the Club signed by any two (2) of the Executive officers of the Club or in such manner as shall, from time to time, be determined by resolution of the Executive and such authority may be general or confined to specific instances. Institutions which may be so selected as custodians of the Executive shall be fully protected in acting in accordance with the directions of the Executive and shall in no event be liable for the due application of the securities so withdrawn from deposit or the proceeds thereof.

Properties and Equipment

All Club properties and equipment shall be in charge of the person so designated by the Executive.

Liquidation

In the event of liquidation of the Club, the remaining properties equipment, and funds shall be disbursed by the Executive to its creditors and any remaining properties donated to Rugby Manitoba Union in support of their grass roots program.

Discipline

Disciplinary action may be taken in accordance with the disciplinary guidelines determined from time to time by Rugby Manitoba Union against any member or for actions contrary to the laws of the game or which are considered detrimental to the game of rugby football.

The Executive may nominate a Director-at-Large to be responsible for discipline for the Club's playing membership. This position is not a member of the executive and therefore has no voting rights at any Executive meeting.

Changes and Additions to Bylaws

Changes, deletions or additions to these bylaws may be made at the AGM of the Club or at a special meeting called for that purpose. Formal notice is to be made to all voting members at least two weeks prior to such a meeting in accordance with the bylaws. Changes, deletions or additions can only be made by a 2/3 majority of the voting members present.

SECTION IV. Primary Duties of the Officers of the Club.

Club leadership positions must be undertaken with the seriousness and diligence required to complete assigned responsibilities accurately, and in compliance with required formats and timelines. Delegation and teamwork are encouraged in support of various roles but the elected individuals are ultimately responsible for tasks listed within their descriptions.

There shall be a President; Vice President; Secretary; Treasurer; Director, External; Director, Internal; and a Director, Communications and such other officers as the Club Executive may determine by bylaw from time to time. One person may hold more than one office except offices of President and Treasurer.

- The President, Secretary, Director, External shall hold offices for two (2) years, and elected in even years;
- The Vice President, Treasurer, and Director, Internal shall hold office for two (2) years, and elected in odd years;
- The Director, Communications shall hold office for one (1) calendar year.

At the conclusion of the terms for the Executive member, they shall be elected by the members at an annual general meeting as previously provided, or at the first meeting of the executive after the annual election.

There shall be such other officers as the Club Executive may determine by bylaw from time to time. Such other officers shall be elected by the Club Executive from among their number at the first meeting of the Executive after the annual election of such Executive.

Vacancies, Club Executive

Vacancies, on the Club Executive, however caused, may so long as a quorum of Executive members remain in office, be filled by the Club Executive from among the members of the Club, if they shall see fit to do so, otherwise such vacancy shall be filled at the next annual meeting of the members at which the Club Executive for the ensuing year are elected, but if there is not a quorum of Executive members, the remaining Executive members shall forthwith call a meeting of the members to fill the vacancy. If the number of Executive Members is increased between the terms, the vacancy or vacancies, to the number of the authorized increase, shall thereby be deemed to have occurred, which may be filled in the manner above provided. Any Executive member appointed to office by the Club Executive shall hold office until the next general meeting after his appointment.

Quorum and Meetings, Club Executive

A majority of the Executive members shall form a quorum for the transaction of business, except as otherwise required by law, the Club Executive may hold its meetings at such place or places as it may from time to time determine. No formal notice of any such meeting shall be necessary if all the executive members are present, or if those absent have signified their

consent to the meeting being held in their absence and such consent may be given before or after the meeting.

Executive meetings may be formally called by the President or Vice-President, Notice of such meetings shall be given to each Executive member not less than seven days before the meeting is to take place. The statement of the Vice President or President that notice has been given pursuant to this bylaw shall be sufficient and conclusive evidence of the giving of such notice. The Executive may appoint a day or days in any month or months for regular meetings at an hour to be named and of such regular meeting no notice need be sent. An Executive meeting may also be held, without notice, immediately following the annual general meeting of the Club. The Executive members may consider or transact any business either special or general at any meeting of the Executive.

Voting, Club Executive

Questions arising at any meeting of Executive shall be decided by a majority of votes. In case of an equality of votes, the President, in addition to his/her original vote, shall have a second or casting vote. All votes at any such meeting shall be taken by ballot if so demanded by any member present, but if no demand were made, the vote shall be taken in the usual way by assent or dissent. A declaration by the President that a resolution has been carried and an entry to that effect in the minutes shall be prima-facie evidence of the fact without proof of the number or proportion of the votes recorded -in favour of or against such resolution. In the absence of the President the Vice-President Administration or such other member, as the Executive may from time to time appoint for this purpose, may perform these duties.

Powers

The Executive of the Club 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.

Remuneration of the Executive Members

The Members of the Executive shall receive no remuneration for acting as such.

SECTION V. *Officer Qualification & Election*

Leadership Education & Consideration:

In order to qualify as a candidate for an officer, one must be a member of the club in good standing. Officers are the face of the Eastman Warriors Rugby Club, and as such they must represent the club in the best possible manner.

In order to qualify as a candidate for an officer, nominees must present an updated CV/ resume outlining their respective capacities and capabilities towards the role for which they are nominated.

- Whereas two (2) candidates' names have been put forward for consideration of a vacant Officer's role, the candidate with the most relevant experience should be given greater consideration.
- Whereas only one candidate has been nominated for an officer's role, and said candidate lacks any formal training and/or practical experience for the role, said candidate may be excluded from any nominations if the Board Chair feels there may be an obvious deficiency in the candidate's aptitude for the role.
- Formal training is defined as any continuous education where the candidate can demonstrate any certifications, diplomas or degrees towards the opportunity;
- Practical experience is defined as any applied, hands-on, or functional education earned by doing the defined tasks for which the nominated candidate is being considered.

SECTION VI. Committees of the Club.

Unless agreed otherwise, committee meetings will be held once a month at a mutually agreeable time, day and location by those present at the previous meeting. Days & times will generally be to suit all parties & so chosen so as not to deliberately exclude anyone. Requests for agenda items must be made in writing to the Board Secretary at least 7 days in advance of a scheduled meeting, so that the secretary can make up minutes to go out for perusal before the next meeting takes place.

All Committee members are expected to attend every Committee meeting or provide a written apology to the Chair prior to the meeting. More than two missed meetings without a written apology will show disregard towards the Club & Committee and may result in a member being asked to rethink their commitment.

Committee members no longer able to commit to the Club for whatever reason are to provide as much notice as possible in order that a replacement be sought.

Committee members resigning must remain in office for one month, or until the next committee meeting in order to allow sufficient time/opportunity to hand over information.

Executive Committee: (Chair: President)

- The Executive Committee shall consist of all elected officers of the club;
- The Executive Committee of the club will be chaired by the President of the club. The committee shall have responsibility to work with the President in overseeing the day to day operation of the club in the times between general meetings of the club.

- The committee shall meet at least six times a year, two of these meetings being held in conjunction with the two (2) general meetings of the club. The President of the club shall have the responsibility to call the committee meetings, and also request other additional persons to attend if their presence will assist in achieving the aims of the meeting.
- The minutes of the meeting shall be recorded and kept by the Secretary of the club.
 - Minutes should be stored in an on-line library that is visible to all Eastman Warriors members;
- Individual office requirements shall be specified in the club Constitution, the club By-Laws or the requirements of the club officers.

Fund Raising/ Sponsorship Committee: (Chair: Vice President)

- The purpose of the Fund Raising/ Sponsorship Committee is to provide a means to increase the amount of monies in the Club Treasury;
- The Vice President of the club shall chair the Fund Raising / Sponsorship Committee;
- The Fund Raising/ Sponsorship Committee shall consist of three playing members and two non-playing/ Associate members. These representatives shall be selected from the club membership at the Yearend Annual General Meeting, for the following playing season;
- The Fund Raising / Sponsorship Committee of the club shall submit a business plan for the development of funds to the Executive Committee by March 1 of the new season. This plan shall be discussed and accepted for implementation. At season's end, October-November, the Fund Raising/ Sponsorship Committee shall submit a report to the Executive Committee summarizing their efforts, success, and failures. This report shall include but not be limited to projects, contacts, funds generated and spent, and recommendations for the future.
- Should the Fund raising/ Sponsorship committee be deemed ineffective at any point throughout their annual mandate, the Board can, with a two-thirds majority vote, vote to disband the committee and appoint other individuals to take over the tasks at hand.

Selection Committee

- The responsibility of the selection committee is to ensure that all players 'in good standing' are presented the opportunity to play rugby.
- The Head Coach of the club shall chair the Selection Committee;
- The Selection Committee shall consist of all team captains, and two (2) non-playing / Associate members. These representatives shall be selected from the club membership at the Yearend Annual General Meeting, for the following playing season;

- This committee shall also identify to the Coaching Staff, those players that need additional skill training. It is the selection committee's responsibility to inform a player when he/she is dropped from a higher team and indicate the reason why and what steps they should take to improve themselves.

Disciplinary Committee: (Chair: President)

- The purpose of the Disciplinary Committee is to record and review all cases of misconduct involving individuals, players and members of the club;
- The Disciplinary Committee shall be chaired by the club President. The committee shall also contain the team Captains, the Coach (es) and the Secretary;
- The Disciplinary Committee shall review any case for a 'player ordered off' from a match for foul play. They will decide on the course of action within three days of the offense. This will be presented to the Executive Committee for review and approval;
- The Disciplinary Committee shall prepare the 'Code of Conduct' requirement for the club. These requirements shall be reviewed by the Executive Committee prior to implementation;
- The Disciplinary Committee shall review any case for a member of the club violating the 'Code of Conduct' of the club. This will be presented to the Executive Committee for review and approval;

Social Committee: (Chair: Director, Internal)

- The Social Committee will be chaired by the Director, Internal and is responsible for all social functions and various match preparation of the club.
 - With appropriate procedural and budgetary approvals, and following Eastman Warrior rules and guidance, the Social Committee should plan and schedule social evenings throughout the calendar year to ensure the club members are in continuous communication and engagement with their teammates;
- The Social Committee shall be responsible for Audio Equipment for Pre-Match, National Anthem and any tunes played during half time and between matches;
- The Social Committee shall also be responsible for the visiting team, food and refreshments (non-alcoholic) for the club's social gatherings after home matches;
 - With appropriate procedural and budgetary approvals, and following Eastman Warrior rules and guidance, the Social Committee should procure, maintain and store a grill (buy, rent, reserve) to use following home matches to host visiting teams:

- Ensure grill, food and serving supplies
- Ensure cooks and servers
- Ensure cleanup and disposal following each occasion
- Whereas inclement weather or equipment failure may persist, the Social committee should have an affiliation with a local restaurant/ pub so to be able to provide food and drink to the visiting team;
- The Social Committee shall maintain a table at all Home Matches with a Guest Log for follow up Thank You and correspondence. Fans can pick up a Game Day Guide (produced by the Publicity Committee).
 - This would also be where the team would sell 50/50 Tickets, Team Merchandise, or where donations 'for admission' (canned food, winter coats, etc.) could be collected when conducting charitable efforts ;
- The Social Committee shall keep a Social Committee Book. This book shall be a log of social functions, social committee members, budgets, and expenditures. The book shall be given to the Secretary of the club at the end of the season for documentation and filing.
- Should the Social Committee be deemed ineffective at any point throughout their annual mandate, the Board can, with a two-thirds majority vote, vote to disband the committee and appoint other individuals to take over the tasks at hand.

Publicity Committee: (Chair: Director, Communication)

- The purpose of the Publicity Committee of the club is to provide news releases for matches and club activities and maintaining social media sites of the club;
- The Publicity Committee shall be chaired by the Director, Communication and two players chosen by the Publicity chairman.
- The Publicity Committee shall submit a business plan for publicity and public relations matters to the Executive Committee by September 1of each season. This plan shall be discussed and accepted for implementation. At season's end, October-November, the Publicity Committee shall submit a report to the Executive Committee summarizing their efforts, successes and failures.
- The Publicity Committee shall submit to the Club, MRU and local newspapers a schedule at the beginning of the season, an update after every match and a report of the scores to the designated conference/Union officials at the end of each match.

- Should the Social Committee be deemed ineffective at any point throughout their annual mandate, the Board can, with a two-thirds majority vote, vote to disband the committee and appoint other individuals to take over the tasks at hand.

Field and Equipment Committee: (Chair: Team Captain)

- The Field and Equipment Committee of the club shall be charged with the custody and responsibility for all club equipment, field preparation, field cleanup, and field reservation.
- The Field and Equipment Committee shall be chaired by the Div 1 Team Captain.
 - The Field and Equipment Committee shall consist of all team captains (if any) and 2 other club members.
- The seasonal representatives shall be selected from the club membership at the Fall General Meeting for the following year.
- The Field and Equipment Committee shall be responsible for the field prior to match play and practices, for reserving the field prior to the start of the season, for any possible schedule conflicts during the season, for the scoreboard, match and practice balls, touch flags, roping off the field of play for each practice and match.
- The Field and Equipment Committee shall be responsible for policing the fields after matches and practices to clean any litter.
- The Field and Equipment Committee shall be responsible for the upkeep of club balls, practice pads, scrum machine, and other team equipment at the field to support practice and play.
- The Field and Equipment Committee shall be responsible for the cleaning and organization of the Team Storage Shed at the Field.
 - Inventory of team property in the Shed should be conducted at least twice each season (beginning and end of season) and a record should be maintained noting who conducted the review, when it was done, noting any differences from prior accounting and with required commentary for any changes.
- The Field and Equipment Committee shall be responsible for submitting a budget for materials needed to perform their functions throughout the year. This budget shall be submitted to the Executive Committee for approval and the disbursement of funds. Preceding the event, the Field and Equipment Committee shall present an expense account of the funds used and the justification for such usage to the Executive Committee and the Treasurer.

SECTION VII. Other Positions of Responsibility.

Director, Coaching & Player Development

Director at Large

Coach: The Coach must be selected by the Eastman Warriors Rugby Club, and must meet certain requirements in order to qualify for the position.

The Coach reports to the Executive Committee and works closely with all Directors and any Assistant Coaches (budgeted and approved through appropriate channels), to prepare the Eastman Warriors Rugby Club for competitive and social play.

The Coach is not responsible for the administration and operation of Eastman Warriors Rugby Club as an organization.

This position provides the primary guidance role of technical development. The Coach establishes Training Plans and Game Plans for the team. The Coach prepares the Team for league schedules and has primary responsibility for non-league training schedules especially in off-season. The Coach works with and directs the Secretary to schedule matches with identified teams and competitions.

- Must hold a Level 2 Coaching certification as per Rugby Canada guidelines;
- Should be certified as a Level 1 Referee (strong preference in order to be able to ref to avoid cancellations, rescheduling and additional costs when NERRS Refs cannot attend for various reasons);
- must have a firm grasp of the basics and be acquainted with the rudiments of teaching;
- should provide a good role model for the players;
- must be able to work closely with the team captains;
- should be involved in match scheduling, attend matches and practices;
- Works with the Executive to create a work out plan for team development, to be carried out over the off season;
- Plan and execute practice sessions to prepare the club for competition;
- Design physical training sessions and interface with medical training staff to ensure the physical health of the members in the participation of the club;
- Create and manage the club's strategy in competition; including game plan, tactics, player selection, position, substitution and adjustments mid game;

Assistant Coach(s): The Coach in consultation with the Executive Committee will determine additional coaching needs to support the instruction and development of team play. The Coach will seek individuals to support those goals and will encourage individuals to apply as assistant coaches as per the requirements below:

Responsibilities of this position may include assistance with the details and assembly of practices and matches:

- An Assistant Coach should be part of the Field and Equipment Committee.
- An Assistant Coach should ensure that the Captain has requested and confirmed the support of an Athletic Trainer for each match.
- An Assistant Coach should assist the head coach to ensure all players are registered, insured, executed a player code of conduct and Liability Release/Waiver Compliance;

An Assistant Coach may provide Videographer support or oversee Videographer resource, ensuring alignment with schedule and transportation to matches as needed.

SECTION VIII. Club Colours and Crest

The Club colours shall be Burgundy Red, Fijian Blue, black and white.

The Club will recognize the club crests as the standard 4 part diagonal crest defined by the crossing of two (2) Fijian "Wau" axes. At the Top, the red Canadian maple Leaf, with a green Scottish thistle at the middle left and a red British lion opposite to the right, and a blue Fleur-de-Lys at the bottom. The four part crest is framed with a golden wheat wreath with the roman numeral MMX affix at the base of the wreath to represent the year 2010, the year of the club's founding.

Examples of this crest can be found in Appendix A. Any changes in club colours, name and crest must be proposed at an Annual General Meeting and shall required a 2/3 majority of the voting members.

The request for changes in colours and crest must be made in writing, to the Executive, and it will be at their discretion whether the motion should be presented at the next Annual General Meeting, in the order of business. Changes shall only be made by a 2/3 majority of the voting members present.

SECTION IX. Interpretation of the Bylaws

In this bylaw and in all other bylaws of the Club hereafter passed unless the context otherwise requires, words importing the singular number or the masculine gender shall include the plural number or the feminine gender, as the case may be, and vice versa, and references to persons shall include firms and corporations. "Playing-season" shall, unless otherwise designated, be considered to run from April 1 to October 15th in any year.

SECTION X. Amendments to the Constitution of the Club

- This constitution may be amended by majority vote of the Executive Board at any meeting of the officers.

- The details of any approved amendment shall be communicated to all active club members and/or posted on team sites to ensure availability of notice.

SECTION XI. Amendments to the By-Laws of the Club.

The procedure for Amendments to the By-Laws will follow the same procedures set up in Article VII. of the Constitution of the club.

Adopted and Approved at General Meeting, June ____, 2020

Dated at Steinbach, Manitoba, Saturday, July 12, 2020

Signed By

President

To be Determined

Vice President

To be Determined

APPENDIX A

CLUB CREST



APPENDIX B

Roles and Responsibilities

The Following positions of Club Leadership are essential to the existence of the Eastman Warriors Rugby Club. The Eastman Warriors Rugby Club is required to comply with the Rugby Manitoba Union (RMU) and Rugby Canada guidelines along with all other local, Provincial, Federal laws.

President:

The President of the club shall be the Chief Officer of the club and shall have general and active supervision over the business of the club and oversee its several other officers, subject however to the control of the voting members of the club. The President of the club shall also be the chief representative of the club in all outside meetings, activities, and functions.

The Club President is tightly aligned with the Coach and with the Executive Board to ensure overall and day-to-day operations and tasks are managed and completed, so that The Eastman Warriors Rugby Club can field one or several team for competitive play. The Executive Board and all club members have a shared responsibility to support the President and the Executive Board in the conduct of listed obligations.

Presidential responsibilities include:

The President shall, when present, preside at all meetings of the members of the Club and of the Club Executive. The President shall also be charged with the general management and supervision of the affairs and operations of the Club. The President, with the Secretary or other officer, appointed by the executive for such purpose, shall sign all bylaws and membership certificates. The President or other officer appointed by the executive shall represent the Club at all meetings of the Club and other governing or affiliated bodies.

The President and/or other officer, appointed by the executive for such purpose, will have signing authority for all payments, and procurements by the club.

The President, with the Treasurer or other officer, appointed by the executive for such purpose, shall review and present the 5-year club vision, the club's mission, the annual operating plans in support of the vision, the annual budget, and the marketing and communication strategy at the AGM, and update same at the follow General Meeting 6 months later;

- Call all meetings for the Executive Committee and General Meetings for the club.
- Chair the Executive Committee meetings. (at least 6 times per year, two meetings held in conjunction with the General Meeting);
- Ensure that the Eastman Warriors Rugby Club Operates in Accordance with its

Constitution and Bylaws:

- Leads discussion around any recommended changes and ensure documents are modified and filed with the secretary as appropriate
- Chair the Disciplinary Committee meetings. As needed, but must construct a 'Code of Conduct' from which to consider when making determinations.
- Represent the club at all outside activities, functions, and meetings.
- Primary liaison to and Communicate with the Manitoba Rugby Union, ensuring that:
 - current Eastman Warriors contact information is listed at MRU website, and
 - Eastman Warriors Rugby Club is in good standing with regard to any financial or compliance obligations.
- Responsible for attending MRU AGM
- Oversight for Post Match Social (w/Social Chair/Social Committee)
- Demonstrates Leadership in PHILANTHROPIC endeavors;
- Lead efforts with Captain and Board members to identify and interview Head Coach candidates when necessary due to turnover.

Vice-President

The Vice President of the club will have such responsibilities and duties as may be assigned to him/her by the President, Executive Committee, and/or by the By-Laws of the club, including primary responsibility for Compliance and Fund Raising/ Sponsorship Management.

The Vice-President shall, when present, exercise the duties of the President in the latter's absence or inability. He/she shall be responsible to ensure that all engagements involving the club are communicated promptly to the members. This will include, and not restricted to, game schedules, parties, meetings, and any other information relevant to the club. The Vice-President and/or other officer, appointed by the executive for such purpose, will have signing authority for all payments, and procurements by the club.

The Vice President will chair the fund raising / Sponsorship committee. He/she shall endeavor to acquire sponsorships for all facets of the club:

- Recruit a subcommittee to research, identify, solicit and obtain **sponsors**.
- Compile a prospect list consisting of past and potential new **sponsors**.
- Work with event leadership and staff partner to ensure **sponsors** receive all contracted amenities and year-round engagement and recognition.

The Vice President will chair the Compliance committee.

- On Boarding new players to system with Captains
- Compliance Officer – COPY COACH, President and Captains on EMAIL/Update
 - Liability Release/Waiver Compliance: All members must sign the waiver at the first practice. Submit all waivers to the Executive by June 1.

- Waivers for new Players should be submitted by season start.
 - Available for print on the Club Sports website under “Who we are”.
 - Sport Medicine Compliance: Communicating w/Trainer and Coach in ensuring that ALL PLAYERS become compliant and manage renewal schedule of players.
 - Rugby Canada Compliance: All Players must be registered with Rugby Canada through the Sportslomo (Club and Individual Participation Program). Each player must register with Rugby Canada at <https://www.sportlomo.com/sports/rugby/> and complete the Insurance process including payment Fall:
- Roster Manager: maintains Injury Report, Compliance and Availability/Non-Availability (HEJA) and ATTENDANCE:
 - HEJA: INSTALL APP, GET ALERTS, INPUT ALL INFORMATION* and availability for entire season per practice and game schedule. *NOT AVAILABLE and MAYBE must include NOTE (FOR EVERY OCCURANCE).
 - Players must UPDATE availability (changes in team or personal schedule) for each week, NLT than SUNDAY 12pm.
 - If player has to change availability during the week, must notify COACHES, CAPTAINS, VP).
 - Injury Report: Maintain list and update ATTENDANCE
 - Compliance: Maintain list and update Compliance
 - Attendance: Manage attendance v HEJA (tracking tool)

The Secretary: The Secretary of the club shall keep the minutes of the annual, general and special meetings of the club; ensure visibility of meeting notes to club members; be custodian of applicable club records; maintain and coordinate all Club/Team Calendars to ensure the Club meets its obligations; coordinate the scheduling of matches in collaboration with the Head Coach; coordinate communications with Opponents and Referees to ensure alignment with scheduled times and locations.

He/she shall attend all meetings of the Executive and record all facts and minutes of all proceedings in the books kept for that purpose He/she shall give all notices required to be given to members and to Executive members.

He/she shall be the custodian of all books, papers, records, correspondence, contracts and other documents belonging to the Club which he/she shall deliver up only when authorized by a resolution of the Club Executive to do so and to such person or persons as may be named in the resolution, and he/she shall perform such other duties as may from time to time be determined by the Executive:

- Assists the President at sub-union (MRU) meetings.
- Takes minutes at all club meetings and committees.

- Maintains an on-line library of meeting notes that is visible to all members of Eastman Warriors. At a minimum, this would include a summary of all:
 - General Meetings of the Club
 - Executive Committee Meetings
- Schedules forthcoming matches in collaboration with the Head Coach
 - Opponents: Communicate with Opposing Match Secretary throughout season and manage Home Game Procedure and build Away Game Procedures for all opponents we travel to for a database.
 - Contact all teams on league schedule for confirmation - sent immediately upon confirmation from MRU
 - Contact upcoming opponent for secondary confirmation; provide Home Game Procedure update and ask for any updates on their Home Game Procedures.
 - Send Thank You to Opponents (home/away) no later than Monday following match
- Referees: Maintain communication with MARR upon schedule confirmation.
 - Submit Referee Request to MARR upon confirmation of home schedule IMMEDIATELY
 - Weekly confirmation for ref request NLT 5 days prior to upcoming match.
 - Communicate to Coach and Captains upon confirmation in each case
 - Communicate to Coach and Captains if a no confirmation by 5 day window.

Treasurer:

The Treasurer of the club shall have charge of, and custody of, and be responsible for all funds of the club. The collection of dues, deposit and disbursement of funds, and exhibition and auditing of accounts shall be directed by the members of the club. Other duties may be assigned by the President, Executive Committee, and/or by the By-Laws of the club. This office may or may not be held by playing members of the club.

The Treasurer shall keep full and accurate accounts of all receipts and disbursements of the Club in proper books of account and shall deposit all moneys or other valuable effects in the name and to the credit of the Club, in such bank or banks as may from time to time be designated by the Executive. He/she shall disburse the funds of the Club under the direction of the Executive, taking proper vouchers therefore and shall render to the Executive at the regular meetings thereof or whenever required of him/her an account of all his transactions as Treasurer, and of the financial position of the Club. He/she shall also perform such other duties as may from time to time be determined by the Executive.

Manages the CLUB's financial health. Responsibilities include:

- Collects Dues and maintains records of payment for all members.
- Maintains the funds for the club:
 - Keep an accurate & running balance of the Budget vs Actuals, endowment funds, and club operating funds.
- Develops, presents and maintains the club's annual budget.
 - Create and Submit the annual budget to the Executive Committee (for the next playing season year) by April 15 and then, with the President, meet with the Executive Committee to review by May 1.
- Invoices: Ensure check requests are submitted within 48 hours of receipt (unless monies are to be collected for invoice)
- Utilize required forms for Budget and check requests.
- Seek approval for any supplemental spending requests with Executive Committee for anything that falls outside the original budget;

Director, External: The Director, External will be responsible for the growth of the club membership including primary responsibility for recruitment and retention Management.

Other duties may be assigned by the President, Executive Committee, and/or by the By-Laws of the club, including primary responsibility for Social Committee Management. This office may or may not be held by playing members of the club.

- Chair-person of the Field and Equipment Committee.
- shall be responsible for the recruitment and retention of new and existing players.
- He/she will be responsible to find appropriate players for the individual teams (Men's Div I, Womens Div II, Mens social Div III, Junior Men and Women.)
- The Director External will also appoint a Director at Large for Junior Men and Women's Development. This person will be responsible for organizing the Eastman Warriors Junior teams. As well, he/she will be responsible for ensuring we have sufficient coaching available in the necessary high schools.

Director, Internal: The Director, Internal will be responsible for the care and comfort of the existing player base, including all activities of a social nature, post-game and club functions. Other duties may be assigned by the President, Executive Committee, and/or by the By-Laws of the club, including primary responsibility for Social Committee Management.

The Director, Internal will act as the chair of the Social Committee, and shall be responsible for the organization and smooth running of all Club social functions sanctioned by the Club Executive. They shall ensure that all proper licenses and contracts are obtained, and approved by the Executive

The Director, Internal shall keep full and accurate accounts of all expenditures and receipts of each social function and shall forward this information to the Treasurer. They will be responsible

to produce a calendar of events, outlining the club's social functions for the season, at the first official game weekend (typically the second weekend in May).

The Director, Internal may appoint a social committee to assist in running the social functions within the club.

They shall also perform such other duties as may from time to time be determined by the Executive.

Director, Communication:

The Director, Communication chairs the Publicity Committee and manages the entire Marketing team including website management, social media, graphic design, and team reporting. The Director, Communication also assists with Recruiting efforts and Special Events (tournaments) in the effort to promote Eastman Warriors Rugby Club and its activities

The Director, Communications shall be responsible for all communications to secured sponsorship and marketing of the club. As well, he/she shall assist all other members of the executive in communication of club events to the wider community. He/she shall also assist in the marketing of the club to the community and region at large.

Manages the entire Marketing TEAM - assist Recruiting Assistant/Coaches and Special Events Committee (tournaments). Roles and team assignments to include the following:

- Chair of the Publicity Committee
- Website Development & Manager:
 - Must be updated WEEKLY with results, photos, schedule, coach's corner, updates and anything of interest.
 - Must ensure it's linked to Eastman Warriors' website and be maintained regularly for compliance with RMU.
- Social Media Manager: Responsible for the Social medial Team:
 - Facebook: Manage Eastman Warriors Facebook page with weekly/daily updates.
 - Twitter: activity tweets (team at activities , team meal, small group training, team training, bus trips, match)
 - Instagram: Photos to 'diary' our season, on and off pitch.
- Graphic Design Manager: All marketing materials via print or digital use:
 - Digital Flyers that can be posted on all social media platforms. Coordinate with President for posting on Social Media Platforms.
 - Posters/Flyers – with local news agencies;
 - Stationary: Used for Thank You's, Greetings (maintain)
 - Game Day Guides printed for each home game to including Intro Message from Team President, Intro Message from Head Coach, Basics of Rugby, Team

Rosters, Paid Advertising from any Merchants or Sponsors of Eastman Warriors (as may be coordinated through the Fund Raising/ Sponsorship Committee)

- Broadcast Media Manager: All communications that could be presented on TV in the public domain, such as Sports Manitoba, Local TV, etc.
- Team Reporter: Written articles about the team, summarizing games, outlook on the season, etc., that can be submitted to local schools, local newspapers, rugby magazines, etc.
- Recruiting Manager: Work with Coaches, the Board to construct recruiting messages and events which promote Eastman Warriors and seek new members to contribute to Eastman Warriors organization and the teams on-field performance.

Directors-at-Large

This position is by appointment only and is not elected. Directors-at-Large are not part of the Club Executive and as such do not need to be present at all Executive Meetings. Directors-at-Large will report to their respective Vice-President/ Directors all necessary business related to the Club. When necessary, they may be called upon to take part in an executive meeting. They do not carry any voting power on the executive. Directors-at-large are voted in by the executive on recommendation of the respective Vice-President.

Team Captains

This section is intended to outline the duties of the team captains.

Along with the Vice President, the Team Captain is responsible to ensure that his / her team members are available for practice and game and to know which ones are not.

The Team Captain is responsible”

- to have a phone list of his/her players;
- responsible to ensure that, when it is a home game, the fields are properly flagged and that they have possession of a game ball.
- He/she will be responsible for the jerseys of the team (cleanliness, numbers, condition), and will also ensure that the rugby jersey are available at game time.
 - Where there are lost or unusable jerseys, he/she shall report this to the Vice-President immediately.
- He/she is also responsible to ensure that there is a touch judge appointed and that water is available, as well as a kicking tee.
- The Team Captain must also ensure that there is a first aid box available at each game.
- It is the responsibility of each Team Captain to be part of selection and to ensure only players ‘in good standing’ are selected to play.
 - Where the Team Captain and Vice-President feel an individual is required to play for one of the teams, and is not considered ‘in good standing’, then the Team

Captain is responsible to ensure that the match fee is collected from this player prior to going on the field.

- There are some cases, especially on the Div 3, in which an ex-player may be called upon to come out to play due to a lack of numbers of available players. The Vice-President will be responsible to report on any such selections at the next executive meeting.
- Liaise with the City of Steinbach to ensure fields are safe and ready for practice and matches:
 - Field mowed and lined, and repaired if necessary
 - All non-rugby equipment off the field and away from potential player contact.
 - Posts and ropes for game days
- On Boarding new players to system with Vice President;
- Oversight for all inventory (balls, equipment, medical kit, tent and team gear) – to include shed maintenance;
- Follows up with other team Captains to ensure Athletic Trainer is reserved in advance for each match.

APPENDIX C

CODE OF CONDUCT AND DISCIPLINARY PROCESS