

Adopted: 11/30/08

Amended 7/20/09

Amended 9/15/14

Amended 5/22/2017

Amended 5/23/2018

Danville Oaks Rugby Football Association

BY-LAWS

Article I

Dues & Fees:

Dues & Fees for General Membership and Playing Members shall be set annually by the Board.

Article II

Qualifications for Officials:

A. Anyone eligible for any elected or appointed office. Prior membership in the Club is not a requirement.

B. No person may be elected and/or appointed to more than one Board position. Participation in a Board position as well as a committee chairmanship or more than one committee chairmanship is permitted.

Article III

General Meetings:

A. At least one general meeting of the Voting Membership shall be held annually no later than June 1st of any year. Additional meetings may be called by the President or by petition of 100 Voting Members to the President.

B. A quorum shall consist of the Voting Membership present.

Article IV

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Procedures:

Robert's Rules of Order shall govern all procedures not expressly provided for in the Constitution or By-Laws.

Article V

Amendment of By-Laws:

By-Laws may be enacted or amended by a 2/3 majority of members present at a scheduled General Meeting.

Article VI

Duties and Responsibilities of Officials:

Each official shall assist the President as required in addition to performing his board assigned responsibilities. See Attachment 1

Executive Board:

- President
- Vice President
- Vice President of Operations
- Treasurer
- Secretary

General Board:

- Director of Coaching
- Fields & Facilities
- Equipment

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- Fundraising & Major Events

Article VII

Committees:

The President shall appoint, with Board approval, the Chairperson and members of all official committees except the Nominating Committee, which will be appointed by the Board.

Article VIII

Nominations and Elections:

A. The Annual Election shall be at a general meeting held annually no later than June 1st of any year.

B. At least six weeks prior to the Annual Election, the Board shall appoint a Nominating Committee consisting of four members who do not wish to run for office. The four members will select a fifth from the current Board. The fifth member may run again but should not participate in the nominating process or vote in the selection of the nominees for that particular position. The five committee members will vote for their own chairperson.

C. The Nominating Committee's proposed Slate of Directors and the place and time of the general meeting shall be mailed or emailed to the Voting Membership (by family) at least two weeks prior to the Annual Election.

D. Anyone presenting a petition with 10 voting member's signatures can have their name printed on the ballot if he/she desires to run for office but was not selected by the Nominating Committee. The petition must be received by the Club one week before the general meeting.

E. Election Procedure:

1. The Nominating Committee chairperson will run the election part of the Annual General Membership meeting, with the help of the rest of the committee who are not running for office.

2. One ballot will be handed out per voter.

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3. As each ballot is put in the ballot box, the voter will sign a separate sheet to record who is voting.

4. The voter must show proof of identification, if requested.

5. One speaker only per candidate with a three minute limit will be allowed.

Article IX

Dissolution of the Danville Oaks Rugby Football Association, a Non-Profit Organization: If, for any reason, the Danville Rugby Football Association, dissolves, the Club, upon full payment of any outstanding debts accrued, shall distribute the remaining assets to a non-profit organization or governmental entity then in existence. Preferably, such organization shall be one operating for the benefit of youth rugby.

Article X

Conflict of Interest:

Board members shall abstain from voting on any item that would personally benefit them or a member of their family more than other members of the same class and shall abstain from voting on any item that would benefit them financially in the amount of \$250 or more.

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Attachment 1

Danville Oaks Rugby Football Association Board and Committee Job Descriptions

Executive Board

President

This Executive Board position is overall responsible for the management of the Club and providing direction and guidance to all board members as to their respective roles & responsibilities. This position also represents the Club at all Rugby NorCal meetings and associated meetings throughout the community to include Sports Alliance, School Board and Town meetings.

Vice President

This Executive Board position is generally responsible for overseeing the Club's Marketing and Recruiting, High Performance, Health and Safety and Referee committees as well as filling in for the President in the event of his/ her absence.

Vice President of Operations

This Executive Board position is responsible for the overall general management of Club activities associated with coaching and match day activities. This position is responsible for overseeing the activities of the Coaching, Field/Facilities, Equipment, and Age Group Coordinator positions.

Treasurer

This Executive Board position is overall responsible for managing the day-to-day financial transactions of the Club as well as ensuring all associated financial

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documents are filed in accordance with State and Federal laws. This position is also responsible for overseeing the activities of the Fundraising & Major Events Board position and Financial Aid committee and will also work closely with the other board and committee positions encumbering the Club with financial commitments (e.g. Fields & Facilities, Referees, Health & Safety, etc.) A minimum of two Board members will have oversight and signing authority on the Club bank account managed by the Treasurer.

Secretary

This Executive Board position is overall responsible for recording all official Club discussions and disseminating general communications to the entire Club. This position also supervises the Registration, Website and Volunteer Coordinator positions.

General Board

Director of Coaching

This General Board position is responsible for developing and implementing a strategic coaching direction for the Club as well as ensure coaching resources are properly allocated and managed throughout Club. This position will report to the VP of Operations.

Fields & Facilities

This General Board position is responsible for acquiring fields & facilities for the Club's use for practice & competition as well as providing all necessary insurance & liability documents as required. This position will report to the VP of Operations and will also work closely with the Club Treasurer to coordinate payments for all acquisitions.

Equipment

This General Board position is responsible for acquiring equipment & uniforms for the Club, preparing the fields for all home games and ensuring that all items are returned to their proper storage location after use. This position is also responsible for maintaining accountability for all the equipment & uniforms

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procured by the Club and ensuring the same items are in good repair and fixing and replacing as necessary. This position will report to the VP of Operations and will also work closely with the Club Treasurer to coordinate payments for all acquisitions.

Fundraising & Major Events

This General Board position is responsible for coordinating Club fundraising events as well as acquiring Club sponsors. This position will also be responsible for coordinating all major events for the Club. This position will work closely with the Marketing and Recruiting committee position and will report to the Club Treasurer.

Committees

Director of Rugby

This position is responsible for the development of all players at all levels of experience throughout the club. The Director of Rugby will be responsible for implementing universal coaching methods, as well as skills and drills throughout the club. The Director of Rugby will attend practices and provide instruction to coaches and players. The Director of Rugby will report to the President and work closely with the Director of Coaching.

Age Group Coordinators

These positions are responsible for scheduling all matches for their respective age groups: Youth (U8 through Middle School), Boys High School (Junior Varsity and Varsity) and Lady Oaks (Middle School and High School) as well as act as an interlocutor between the players and coaches adjudicating all disputes and player infractions. These committee positions will report directly to the VP of Operations and will closely with the Field & Facilities, Health & Safety and Referee positions to ensure coverage for each home match.

Volunteer Coordinator

This committee position is responsible for coordinating volunteer efforts for the Club to include club wide, team level, game day tasks and special event requirements. This committee position will report to the Club Secretary.

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Health & Safety

This committee position is responsible for acquiring & scheduling EMT support for all home games and for maintaining the Clubs injury policy and working with the coaching staff to ensure all are properly trained and prepared to deal with injuries. This committee position will report to the Vice President and will also work closely with the VP of Operations and Club Treasurer to coordinate match day activities and payments for all acquisitions.

Referee Coordinator

This committee position is responsible for acquiring & scheduling referees for all home matches as well as ensuring all Match Reports are completed and properly submitted to the Rugby NorCal for action. This position will also provide invoice information to the Treasurer for compensation of referees as required. This committee position will report to the Vice President and will also work closely with the VP of Operations.

Strategic Direction

This committee position will work with the Club's Executive Board to establish the Club's long-term direction & vision as well as address any special projects required by the Club's Executive Board. This committee position will report to the Club President.

Election Nominating Committee

These committee positions will create a slate of nominees to fill open board positions and work with the Club to construct the proper format & verbiage for all new proposals requiring AGM approval. These committee positions will report to the Club President.

Marketing and Recruiting

This committee position is responsible for implementing all marketing efforts of the club, including but not limited to, print ads, media outreach, stickers, flyers, banners & outreach to the local community. This person will also be responsible

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for creating a universal strategy for recruiting members at each level of the club and implementing that strategy throughout the year. This will include efforts to recruit new members as well as retain current members. This committee position will report to the Vice President and also works closely with the Treasurer & Fundraising/Sponsorship/Major Events position.

Registration

This committee position is responsible for managing all aspects of registration to include collection of all required documentation and work with Rugby NorCal and USA Rugby. This committee position will report to the Club Secretary but also works closely with the Club Treasurer and VP of Operations.

Website

This committee position is responsible for managing the Club's current website to include assignment of access & updating information as necessary. In addition, this position will make recommendations regarding future websites and address content management issues. This committee position will report to the Club Secretary.

Disciplinary Committee

This committee is responsible for dealing with all egregious issues, which arise within the Club, inclusive of issues involving players/coaches/parents. This committee will include the President, the coach, and the age group coordinator.

Financial Aid Committee

Responsible for reviewing financial aid applications, contacting financial aid applicants to discuss their circumstances, making recommendations to the Executive Board for financial aid awards, communicating financial aid awards to financial aid recipients. These committee positions will report to the Treasurer.

High Performance

Responsible for creating and implementing a high performance program for the Club. Responsible for communicating high performance opportunities to the players such as clinics, high performance teams and all star opportunities. This

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committee position will report to the Vice President.