



Miami Rugby Club Constitution

I. PREAMBLE

The Miami Rugby Club is an athletic organization located in Miami. It is operated by and for the benefit of those individuals who wish to play Rugby Union Football at its highest level of competition and further the ideals of sportsmanship and dedication which distinguish the game. Membership is open to all those wishing to participate as a player or in a social capacity.

II. CLUB STRUCTURE

The Miami Rugby Club will be structured in four (4) different divisions:

- 1) Senior
- 2) Old Boys
- 3) Junior
- 4) Women's

All Miami Rugby divisions will have the same internal structure of board members, and all board members will report to a division Vice President.

Each division will carry on their own elections for board members and vice president. Each division will keep their own bank account and will report to the Executive Board the books to present general taxes. Division may be joined, but will maintain a single internal structure. All divisions will be ruled and governed by the Miami Rugby by-laws and code of conduct.

III. OFFICERS

- 1) Officers shall be elected at the end of the Season of each year and officers will be appointed for a period of two (2) years, to avoid a total replacement of board members. Executive Committee and Board Members will be elected in separate seasons or in a manner designated by the current officers. Reasonable notice shall be given to all members for nominations and the elections of officers. No single officer shall take on the responsibility of more than one office. The new elected Officers will have the off season for preparation from the moment of the election to the full takeover of the administration. During this time, officers will appoint new members of the board as well as transfer of knowledge and status



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of accounts. The outgoing Administration will fully and completely cooperate with the new administration during the takeover.

- 2) Playing members over the age of eighteen (18), alumni and social paying members, in good standing, from any of the four (4) divisions are eligible to vote. Any qualified member may hold office. A majority of votes cast is necessary for the elections to office and at least a sixty percent of quorum from last years roster is needed to carry on the elections. No member can hold more than one office in the Executive Committee. For President nomination the candidates must: have at least 3 years of membership, nominations should be presented 10 days before elections and each candidate must present a business plan on or before the day of elections.
- 3) The **Executive Committee** consists of the following elected members.
 - a. The President shall: be ultimately responsible for the coordination of the administrative activities of the club; work closely with all Directors; chair all the clubs Executive Committee meetings; may appoint members to vacancies on the Board of Directors.
 - b. The Secretary shall: be prepared to assume the duties of the president should he be unable to perform them; prepare an agenda of all executive and club meetings; call said meetings and record minutes; administrate CIPP compliance and maintain and distribute current club rosters.
 - c. Vice-President of each of the individual division shall: bring experience in the management of this or similar organization to the Executive Committee; work closely with the Board of Directors and aid the president in the overall administration of the corresponding divisions.

Club assets and bank accounts will be managed by majority of votes of the Executive Committee.

Said officers shall interpret policy and carry on daily operations of the club. The Executive Committee shall hire a Sports Director (to be the Coach of the Senior Division) or call for elections of a coach by the membership for the 15's season.

- 4) The **Board of Directors** consists of the following elected or appointed officers of each division, they will maintain office till a new Director is elected and will transfer the obligations and responsibilities to the new Director; the responsibility of all Directors is not limited to the rugby season:
 - a. The Sports Director shall: be the coach for the 15's season; have ultimate control over practice and match decisions; chair selections committee

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- meetings; appoint or call for elections of a Captain or captains to assist in the administration of practice and to execute a positive and informed strategy.
- b. **The Match Director shall:** ensure, arrange and coordinate an annual schedule for all division teams; confirm home and away matches well in advance; confirm the attendance of a qualified referee; provide directions to away matches and maintain a directory of US and International teams.
 - c. **The Finance Director shall:** be entrusted with all clubs assets and be empowered as a single signatory on all accounts; pay and collect all money due or owing to or by the club; collect members dues; assist in preparation of an annual budget and provide periodic statements of financial conditions; responsible to hire or present the annual taxes and incorporate all divisions financial statements to the IRS.
 - d. **The Social Director shall:** be responsible for all post games social events.
 - e. **The Fundraising Director shall:** be responsible for running a raffle at all home and away matches; sell T-shirts and other goods and constantly seek opportunities to underwrite club expenses.
 - f. **The Division Sponsorship Director shall:** be responsible to aggressively seek sponsors capable of making significant donations, be authorized to make available the grounds and uniforms of the club for the purpose of advertisement and build long standing relationships with sponsors.
 - g. **The Hurricane Seven's Director shall:** be responsible for the coordination of the operation and all functions of the Miami RFC annual Seven's tournament.
 - h. **The Chief of Protocol Director shall:** be responsible for the greeting and correct accommodation of the visiting team, the referee and honorable visits and ensure the club members spirit.
 - i. **The Media and Recruiting Director shall:** be responsible for the comprehensive plan to recruit new members, publish scores and pictures, update web page, and prepare and distribute newsletter and club media communications.
 - j. **The Equipment Director shall:** be responsible for the coordination of all the club members' uniforms, suggest new designs for the uniforms and make sure they are available and adequate for each game.
 - k. **The Groundskeeper Director shall:** be responsible for the field to meet standard requirements and its accessories are in USA Rugby and Florida Rugby Union compliance, for both game and practice days.
 - l. **The Board of Advisors Director shall:** be responsible for assisting, guiding and recommending matters based on their experience and knowledge in management.
 - m. **The Fitness Director shall:** be responsible to ensure; measure and control the fitness program of the club.

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Said Director shall grow and develop a policy / procedure and rules within their own specific area and shall always work together with the other Directors and club members to meet the objectives outlined above. Such policies/procedures and rules shall become part of the amendments of the MRC bylaws, and will be voted on by all board members.

- 5) Any officer may be removed from his functions at any time with the majority of the votes by all club members (in good standing).

IV. ADMINISTRATION

1. Every club member shall have access to participate in club affairs
2. Unless agreed otherwise – a Board meeting will be held once a month on Thursday evenings or at a mutually agreeable time and day
3. All officers are required to be present
4. Board members input and reports shall be heard and club policy will be discussed and voted on
5. Requests for agenda items must be made in writing to the Board Secretary in advance
6. The Executive Committee shall meet once a month to discuss and agree on Club policy and goals and corrective actions
7. Open book policy: Each division shall maintain an open book policy.
8. 10% of all Division's income, shall be allocated to MRFC to be utilized only on strategy on common objectives set by the Executive Committee

V. GOOD STANDING

Enjoyable and successful rugby is the result of individual player commitment to the sport, the club and its members. The following is required to establish a player's good standing:

- 1 PRACTICE: Weekly practices are required for the development of skills and team work. Members must attend all sessions on time regardless of weather conditions or player's availability for subsequently scheduled games. Players who for employment, education or special commitments are unable to attend must notify the Coach or Captain in advance.
- 2 INDIVIDUAL CONDITIONING – physical conditioning is essential and part of the player's commitment to the Club. Being highly fit is each player's individual responsibility and should be attended to on non-practice time.
- 3 PROPER KIT: On match days players shall wear the complete official Club uniform and polished cleats.

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- 4 FINANCE: Members obligations must be met in a timely matter or player's privilege to compete shall be jeopardized
- 5 DOCUMENTS: All paperwork (waivers, code of conduct, registration form, attendance sheet) and any additional required documents must be on file with Club's Board Secretary.

VI. DISCIPLINE

The club's code of conduct is mandatory for all members during all club related events on and off the field. Club's code of conduct shall be updated and available to all players

VII. RECOGNITIONS

Honors will be awarded at the annual banquet. Awards shall be determined by the majority of votes. Nominations and proper member feedback shall be solicited in a prior manner. Awards are as follows:

- 1 Most Valuable Forward
- 2 Most valuable Back
- 3 Player of the Year
- 4 Most Improved Player
- 5 Rookie of the Year
- 6 William Clements Award - for outstanding service to the Club
- 7 Philippe Leka (Fiji) Award - for the member that best represents Fiji's spirit
- 8 Continuous Club Spirit

VIII. COLORS:

The colors of the Miami Rugby Club will remain Black and Gold. Except when changes are requested by a majority of the board of directors of each division and voted on by the Executive committee.

VIII. PURPOSE

The purpose of MRFC is individual satisfaction attained from a comprehensive team effort, at practice and in well played and properly celebrated games. The selfless

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volunteer efforts of members and sponsors will achieve this outcome and make participation with the Club a rewarding experience.



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