

Cold Lake Penguins RFC Bylaws

And Society Act



Revised November 2019

Penguins Rugby Football Club

**ARTICLE 1 – INTERPRETATION**

1. Club

The terms “Club” or “Penguins RFC” herein used throughout shall mean and include the Penguins Rugby Football Club.

2. Executive

The term “Executive” shall refer to the main governing body of the Penguins Rugby Football Club, consisting of the elected officers of the Penguins Rugby Football Club.

**ARTICLE 2 - NAME OF THE ASSOCIATION**

The name of the Club shall be the “Penguins Rugby Football Club”

**ARTICLE 3 - FISCAL YEAR**

The fiscal year of the Club shall commence on the ​first day of November and end on the thirty-first of October​.

**ARTICLE 4 – MEMBERSHIP**

1. Members of the Club

“Once a Penguin, Always a Penguin”. Any person who has in the history of the Penguins RFC; paid dues and played for the Penguins RFC or held Associate Member Status, shall be considered a member of the Penguins RFC. To be accepted, a candidate must adhere to the bylaws and meet the requirements for each category of membership listed herein.

2. Classes of Membership

There shall be five (5) classes of membership in this Club, namely: “ACTIVE”, “ACTIVE JR”, “ASSOCIATE”, “HONORARY PENGUIN”, “CORPORATE” and “INACTIVE”.

3. Active Members

An Active Member shall be any current member in good standing and shall:

− Have an interest in the game of Rugby and the spirit of its Laws.

− Be a Sr Men or Sr Women Player on the Penguins RFC.

− Have paid the Penguins RFC annual Players fees.

− Adhere to the Bylaws, Policies, and Code of Conduct of the Club.

An Active Member shall be entitled to vote at meetings of the Penguins RFC, and hold office

4. Active Jr Members

An Active Jr Member shall be any current member under the age of 18 and in good standing and shall:

-Have an interest in the game of Rugby and the Spirit of its Laws.

-Be a Parent of a Jr Boy or Jr Girl Player on the Penguins RFC.

-Have paid the annual Penguins RFC Player fees for a Jr member

-Adhere to the Bylaws, Polices, and Code of Conduct of the Club.

An Active Jr Member is entitled to attend social events, meetings, and have their voice heard but is not entitled a vote. Active Jr Members can hold office as long as they are also an “ASSOCIATE MEMBER”.

5. Associate Members

An Associate Member shall be any previous Club Member or any person who has been sponsored by two eligible Club Members and affirmed by the majority of Club Members at the AGM, who wishes to be registered for Associate status, and shall:

− Have an interest in the game of Rugby and the spirit of its Laws.

− Have paid the annual Associate Membership fee (10% of current total dues)

− Adhere to the Bylaws, Policies, and Code of Conduct of the Club.

An Associate Member shall be entitled to vote at meetings of the Penguins RFC, and hold office.

6. Honorary Penguin (Kerry Shaw Award)

Any “ACTIVE”, “ASSOCIATE”, “CORPORATE”, or “INACTIVE” member, having demonstrated a long standing commitment to the Club and has acted to improve the game of Rugby, may be declared “Honorary Penguin”. For this declaration, a member shall be nominated by two (2) voting Club Members and affirmed by a majority vote at the AGM.

Being an Honorary Penguin is lifetime appointment and shall be exempt from paying any further Associate fees of the Club, subject to the Bylaws, Policies, and Code of conduct of the Club. However, any Honorary Penguin who chooses to be a player for the Club is responsible to pay any related fees to Rugby Canada and Rugby Alberta.

Honorary Penguins are entitled to vote at meetings of the Penguins RFC, and hold office.

7. Corporate Members

A Corporate member is any person or organization, which does not participate in the sport but supports the Club financially by means of a cash donation, goods, or services. Corporate Members are entitled to attend Penguins RFC social events and meetings, make presentations, but not vote or hold office.

8. Inactive Members

Any person who has in the history of the Penguins RFC; paid dues and played for the Penguins RFC or held Associate Member Status, but is no longer involved in rugby and does not pay player or Associate fees, shall be considered an Inactive member of the Penguins RFC.

Inactive Members may attend Club social events at their own expense.​ Inactive Members may attend Club AGM, but not participate or vote, and cannot hold office.

9. Withdrawal from Membership

Any person may withdraw from the Club by submitting the intention to withdraw in writing to the President of the Club or by mailing such notice to the registered address of the Club. Such withdrawal shall take effect upon receipt by the President of such notice.

A person who withdraws is still liable for any debts to the Club, but shall not be entitled to any privileges offered by the Club. No refunds will be provided for unused portions of the membership fees.

10. Suspensions or Expulsion from Membership

Any member of the Club who is found guilty of gross neglect of duty or of behavior that is likely to bring discredit to the Club may be suspended or expelled by three-fifths (3/5) affirmative vote of the Club. The member shall receive written notification from the President. The member who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at the AGM meeting before the resolution is put to a vote.

The member may appeal his/her suspension to the next General Meeting of the

Club provided written notice of appeal is presented to the President within thirty (30) days of notification of the suspension, supported by the signatures of five (5) members in good standing.

11. Good Standing

Any member of the Penguins RFC, who has paid or ​agreed to pay the respective fees for the current financial year of the Club, shall be held in “good standing” and be entitled to vote at the Club AGM.

**ARTICLE 5 - MEMBERSHIP FEES**

1. Annual Fees

The Annual fees for the respective classes of membership shall be those in force and as adopted by the Association from time to time at an Annual General Meeting called in accordance with these bylaws.

**ARTICLE 6 – MEETINGS**

1. General Meetings

The Annual General Meeting of the Club shall be held in November of each year at such a place and the Executive may determine time as. The Executive may call other general meetings as deemed necessary.

2. Special General Meeting

A Special General Meeting may be held to challenge an amendment made to the Policies of Penguins Rugby Football Club at an Executive Meeting. In order for a Special General Meeting to be called, a written request must be submitted by thirty three percent (33%) of the Active Members of Penguins Rugby Football Club, stating the policy or policies to be considered. The Special General Meeting shall be called for a date not more than two (2) weeks after receipt of the request. No other business may be considered at a Special General Meeting, other than that present in the written request or in the Notice calling the meeting. Such a request, may only be granted if no General Meeting is scheduled within thirty (30) days of the receipt of the request.

3. Notice of Meeting

Notice of the time and place of all meetings of the Association, and general nature of the business to be transacted thereat shall be communicated to each member in good standing by email, word of mouth, and/or social media to the last known address at least one (1) weeks before the holding of any ordinary or extraordinary general meeting.

Provided always and subject to the provision of the “Societies Act”, that meeting of members, either ordinary or extraordinary, may be held at any time or place without such notice, if each of the Active Members either consents to the holding of the meeting or is present thereat.

Members may also by writing, waive written notice of ordinary and extraordinary meeting of the members. No error or omission in giving notice of any annual or other general meeting, or any such adjourned meeting, shall invalidate such meeting or may void proceedings taken thereat.

Any member may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings take or had thereat.

4. Adjournment

Any meeting of the Club or the Executive may be adjourned to any time and from time to time and such business may be transacted at the original meeting from which such adjournment took place. No notice shall be required of any such adjournment or adjourned meeting.

5. Procedure

The order of business at the Annual General Meeting shall be:

1) Call to order and membership roll call

2) Adoption of Agenda

3) Reading of the minutes of the last Annual General Meeting

4) President’s Address

5) Officers’ Address

6) Financial Report and Statement

7) Old Business

8) New Business

9) Election of Officers

10) Adjournment

6. Quorum

A quorum for the transaction of business at any meeting shall consist of not less than thirty three percent (33%) of the active members of the Club present and not less than three Executive members of the Association present at any duty called meeting.

7. Cancellation

If after thirty (30) minutes of the proposed time of the commencement of the meeting, a quorum is not present, the meeting shall be cancelled. If at the next meeting a quorum is not present after thirty (30) minutes, the meeting should proceed. The quorum for this meeting shall be fifty percent (50 %) of those members present.

8. Meeting Minutes

The Seceratary/Treasurer, or designate, is responsible for the preparation and distribution of ALL meeting minutes.

**ARTICLE 7 – EXECUTIVE**

1. Members of the Executive

The affairs of the Association shall be managed by the Executive, which shall include: President, Vice President Men’s, Vice President Women’s, Vice President Youth, Secretary/Treasurer, Logistics Rep, and Social Rep.

2. Qualification of Executives

See Roles and Responsibilities of Executive Members Article 10

3. Remuneration of the Executive Members

Members of the Executive shall not receive remuneration for services rendered as members of the Club.

4. Resignation and Vacancies

If any member of the Executive shall resign office, or, without reasonable excuse is absent from three (3) or more Executive meetings, or, be expelled from the Club, the Executive may declare the position vacated and may appoint a successor to hold office until the next Annual General Meeting. Vacancies on the Executive, so long as a quorum of Executive members remain in office, may be filled by the Executive from among the Active members of the Club, if they shall see fit to do so. Otherwise such vacancy shall be filled at the next Annual General Meeting, 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.

5. Executive Quorum

Any four (4) Executive members present at a properly called meeting of the Executive shall constitute a quorum.

6. Administration

The members of the Executive may administer the affairs of the Club in all things and make or cause to be able for the Club, in its name. Any kind of contract, which this Club may lawfully enter into and may exercise as this Club, is by its Bylaws or otherwise authorized to exercise and do.

7. Meetings

The Executive shall meet in conjunction with any General Meeting and at such times as are necessary to manage the affairs of Penguins Rugby Football Club. A special meeting may be held by submission of a written request signed by thirty three percent (33%) of members of Penguins Rugby Football Club, stating the nature of the business to be considered. In such case the Executive shall call a meeting within two (2) weeks.

8. Questions

Questions at any meeting of the Executive shall be decided by a majority of votes.

9. Resolution

A Resolution in writing signed by all members of the Executive shall be valid and effectual as if it had been passed at a meeting of the Executive duly called and constituted.

10. Borrowing Powers

This Club shall borrow no money.

11. Banking

The Executive shall decide upon the bank or Trust Company in which the funds of the Association shall be deposited, and execute the necessary banking authorization.

12. Signing Officers

The signing officers of the association shall be any two (2) of the following: President, Vice President, Secretary and Treasurer.

13. Bonding

The Treasurer shall, if required by the Executive, be bonded in such amount as may be required by the Executive. Other members may be bonded, as the Executive may consider necessary. The Association shall pay cost of such bonds.

14. Liability

The Executive and each of them shall not be liable for any actions taken or omitted by them in good faith or for the acts of any agent, employee or attorney selected by the Executive with reasonable care.

15. Expulsion of Executive

Any member of the Executive who is found guilty of gross neglect of duty or of behavior that is likely to bring discredit to the Association may be expelled by thirty three percent (33%) affirmative vote of the Membership. The member shall receive written notification from the President, if the member is the President, then from the Vice President. The member who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at a meeting before the resolution is put to a vote.

**ARTICLE 8 – VOTING**

1. Eligibility

Every Active, Associate, or Honorary member of the Association may possess one vote in the affairs of the Club.

2. Method

Voting at all meetings of the Club shall be shown by hands. However any member may request, on election, that a secret ballot be taken and upon such a request, the chairperson shall ensure it is carried out.

3. Majority

In all affairs of the Club, other than amendments to the Bylaws, special resolution and elections, a simple majority is sufficient to confirm any motion of resolution.

**ARTICLE 9 - ELECTION OF EXECUTIVE OFFICERS**

1. Vacancies

Any vacancies occurring amongst the officers of the Club will be filled by the

Executive and ratified at the next general meeting. In the case of death, resignation or expulsion of the President, the Vice President Men’s and Women’s shall share the duties of the office until the Vacancy can be filled at a specially called meeting of the Membership.

2. Office

The elected officers shall assume office at the conclusion of the meeting.

3. Nominations

Nominations will be accepted from the floor at the Annual General Meeting if duly seconded.

4. Positions to be filled

The Club shall elect a President, Vice President Mens, Vice President Womens, Vice President Youth, Secretary/Treasurer, Social Rep, and Logistics Rep.

5. Terms of Office

All terms of office shall be for two (2) years. Or until determined by the individual holding office.

6. Lack of Nominations

If there are no nominations forthcoming for a certain position, the retiring officer may be asked to assume the position for another year. If it is not possible, the Executive may appoint some member to the office.

7. Separate Election

There shall be separate election for each vacant position and the candidate to receive a majority of votes shall be declared elected. If it does not occur on the first ballot, the person with the fewest votes will be dropped for the next ballot. Balloting will continue under this procedure until some person has a majority of the ballots cast.

The order of voting shall be the President,Vice President Men’s, Vice President Womens, Vice President Youth, Secretary/Treasurer, Social Rep,Logistics Rep when these positions are contested.

8. Election by Acclamation

If there is only one person nominated for a position that person will be declared elected.

**ARTICLE 10 - ROLES AND RESPONSIBILITIES OF THE EXECUTIVE**

1. The Executive

The members of the Executive are responsible for the activities of their area as outlined below and as such they shall chair all meetings related to the area and ensure that minutes of these meeting are made. If necessary they will also establish committees to administer the affairs of their area (committee members are to be selected by the Executive member and approved by the Executive). See to the recruiting of volunteers to fulfill positions on the committee. Present a report to the Annual General Meeting of the area’s activities. Ensure that all major decisions are presented to the Executive for ratification.

2. President:

1. Roles
   * Provide leadership and management to support the club in achieving goals aligned with the Mission Statement approved by the executive in a manner that reflects integrity, respect for the game and sustainable without compromising the future of the club.
   * Provide a representative point of designated accountability and authority on behalf of the club including matters of documented correspondence.
   * Provide authority to resolve matters amongst the executive
2. Responsibilities
   * Ensure the positions of executive and coaching roles are filled. This shall include providing interim representation if a position becomes expectantly vacant until the next opportunity for elected replacement.
   * Chair executive meetings and ensure agendas are provided at least 7 days in advance and meeting minutes are documented and saved to club storage.
   * Ensure that there is alignment and accountability amongst the executive and coaching.
   * Ensure the Societies act bylaws are current and reflective of present organizational commitments
   * Ensure there is representation for the club for responsibilities related Rugby Canada, and ERU (e.g. meetings, registration, formal requests and disciplinary matters)
   * Ensure that there is routine communications to provide transparency of the executive status,performance and provide opportunity for active members to be informed and provide input intoclub activities.
   * Ensure that public matters involving the club are managed to have positive reflection.
   * Ensure that monthly financial reconciliation statements are reviewed and approved in a timely manner and reported to executive
   * Ensure every season that a Canadian Forces (CF) Out of Service Request is filled and approved by the 4 Wing Base Commander through JJ Parr Staff No later than the first of April. This is to include all members male and female
     1. Service Number
     2. Rank
     3. Unit
     4. Base extension number or equivalent
3. Qualifications
   * Must be, or have been an active Penguin player with above average rugby experience and knowledge
   * Should have leadership and management experience commensurate to the role and responsibilities
   * Must have good communication and computer skills
   * Must be able to commit an estimated 10 hours per month in the off season and 20 hours a month during the playing season

3. Duties of the Vice President Men’s

1. Roles
   1. Represent the men’s team to the clubs management; including the executive branch, Edmonton Rugby Union, and coaching staff
   2. Act as a liaison between the executive branch and men’s team. Keeping them informed on the club requirements.
   3. Act as a point of contact for the men’s team members to come to for questions and/or concerns.
2. Responsibilities
   1. Represent the club as registrar for the men’s senior on sports engine or affiliate.
   2. Ensure all the players are registered and have a completed concussion baseline before the first game. A copy of each concussion baseline must be brought to each game.
   3. Ensure the team sheets and other relevant forms are filled out in adequate time.
   4. Act as a point of contact for new players, visiting teams, and referees.
   5. Collect tournament fees from players when necessary.
   6. Help ensure all appropriate documents are filled out immediately after a players’ injury, for insurance purposes. This includes but not limited to incident report and witness statements.
   7. Promote growth of men’s rugby in the Lakeland Area.
   8. Foster the relationship with the Lloyd Reapers’ men’s team.
   9. Encourage players to get involved with volunteer work and social activities at the club.
   10. Ensure the societies act, bylaws and code of conduct are being followed.
   11. Work with individuals and executive if problems/issues arise. Act as a role model of proper behaviour.
   12. Attend ERU meetings when necessary. This includes the fixture meeting and possibly the annual general meeting.
   13. Coordinate with the Logistics Rep to keep track of a general Kit (jerseys, balls, etc) and medical kit.
   14. Ensure everything is fully stocked and in good repair.
   15. Lead hosting the visiting teams; including but not limited to man of the match, beer for the opposition, etc.
   16. Attend regular Executive Branch meetings.
   17. Provide support to the Treasurer for Sport Engine Statements and other funds tracking.
   18. Provide recipes for items purchased from the Women’s Rep Budget
3. Qualifications
   1. A person who has good leadership, management, organizational and communication skills.
   2. Must be someone who works well with others and easy to approach.
   3. Enthusiastic and dedicated individual who want to help grow rugby within the community
   4. Must be a member of the Penguin’s Club
   5. Able to provide ~10 hours per weeks on average to job responsibilities

4. Duties of the Vice President Women’s

1. Roles
   1. Represent the women’s team to the clubs management; including the executive branch, Edmonton Rugby Union, and coaching staff
   2. Act as a liaison between the executive branch and women’s team. Keeping them informed on the club requirements.
   3. Act as a point of contact for the women’s team members to come to for questions and/or concerns.
2. Responsibilities
   1. Represent the club as registrar for the women’s senior and youth on sports engine.
   2. Ensure all the players are registered and have a completed concussion baseline before the first
   3. game. A copy of each concussion baseline must be brought to each game.
   4. Ensure the team sheets and other relevant forms are filled out before each match.
   5. Act as a point of contact for new players, visiting teams, and referees.
   6. Collect tournament fees from players when necessary.
   7. Help ensure all appropriate documents are filled out immediately after a players’ injury, for insurance purposes. This includes but not limited to incident report and witness statements.
   8. Promote growth of women’s rugby in the Lakeland Area.
   9. Foster the relationship with the Lloyd Reapers’ women’s team.
   10. Encourage players to get involved with volunteer work and social activities at the club.
   11. Ensure the societies act, bylaws and code of conduct are being followed.
   12. Work with individuals and executive if problems/issues arise. Act as a role model of proper behaviour.
   13. Attend ERU meetings when necessary. This includes the fixture meeting and possibly the annual general meeting.
   14. Coordinate with the Logistics Rep to keep track of a general Kit (jerseys, balls, etc) and medical kit.
   15. Ensure everything is fully stocked and in good repair.
   16. Lead hosting the visiting teams; including but not limited to man of the match, beer for the opposition, etc.
   17. Attend regular Executive Branch meetings.
   18. Provide support to the Treasurer for Sport Engine Statements and other funds tracking.
   19. Provide recipes for items purchased from the Women’s Rep Budget
3. Qualifications
   1. A person who has good leadership, management, organizational and communication skills.
   2. Must be someone who works well with others and easy to approach.
   3. Enthusiastic and dedicated individual who want to help grow rugby within the community
   4. Must be a member of the Penguin’s Club
   5. Able to provide ~10 hours per weeks on average to job responsibilities.

5. Duties of the Vice President Youth

1. Responsibilities Key responsibilities would include but not be limited to:
   1. Create a schedule and list of goals for each club rugby season
   2. Coordinate, develop and run introductory rugby sessions in selected Junior High Schools in Cold Lake Area
   3. Establish contact with a selected group of schools in Cold Lake area and coordinate the distribution of informational pamphlets and posters;
   4. Assist schools in finding coaches for existing Junior High and High School programs and act as a liaison between school programs and Penguins Club programs.
   5. Promote, recruit and retain youth coaches for junior high and high school aged programs. U18 and younger as is viable.
   6. Promote and recruit coaches to help coach and develop mini rugby programs in Cold Lake area.
   7. Coordinate and assist with organizing of coaching clinics for new coaches.
   8. Develop and facilitate off season rugby skills program for youth who are junior high and high school aged.
2. Qualifications
   1. Enthusiastic and responsible individual with previous experience working with youth;
   2. Able to demonstrate knowledge of rugby union and basic rugby skills;
   3. Previous coaching rugby coaching experience or NCCP certifications would be an asset;
   4. A criminal records check through RCMP
   5. Self-motivated - be comfortable working with minimal supervision with flexible hours.
3. Measurable
   1. Facilitate u-18 program for girls or boys
   2. Mini rugby Saturdays 3-4 times a year
   3. Facilitate winter sessions for youth
   4. Junior high sessions in all schools
   5. Information and pamphlets to school and community about youth rugby.
   6. Recruitment and retention of youth coaches and youth players

6. Duties of the Secretary/Treasurer

1. Roles and Responsibilities
   1. Reconcile bank statements- receipts to expenditures; deposits to incoming security proceeds; membership dues to deposits from SportEngine, and create a monthly report to be sent to executive and to be made available to the membership on demand/request.
   2. Manage the cheque ledger and receipt books and maintain communication and monthly updates with logistics, vice president of men, vice president of women to ensure that related transactions are accounted for and reconciled.
   3. Accept all e-mail money transfers on behalf of the club email, penguins.rfc@live.com; and be able to add those credits to the monthly tabulated totals of incoming funds. Should there be a need for incoming email transfers as a method of payment for fees for a tournament, be the point of contact to receive the funds on behalf of the club. Email transfer confirmation will serve to member as receipt; if insufficient, treasurer will issue paper based receipts on behalf of the club for received funds by email transfer.
   4. Issue cheques for Gas Reimbursement program, collecting reimbursement forms from VP Men’s/Women’s/other Executive members who have validated the forms, and track the outgoing costs to monitor the spending to the annual budget for gas allotment.
   5. Keep minutes at executive meetings, and make available for review by president in timely fashion so that he may make available to membership following meetings. This includes AGM, EGM and all meetings held between executive, encompassing any additional infatuation pertinent for executive to communicate to the membership. To aide in the communication of information from the executive to the membership at large.
   6. Working with executive to ensure the future sustainability of the club and future ventures’ financial success, including working with projected injection of funds from youth program, visions for helping fund rugby for less fortunate penguins, the possibility of centralized travel, clubhouse dreams etc. Building projected budgetary guidelines and forming the plans to getting to achieving the goals of the team within reason while maintaining necessary and obligatory spending and costs at a reasonable level for players. (AKA, keeping with the mission statement to maintain affordable rugby in the Lakeland area)
2. Qualifications
   1. Knowledgeable and experienced with maintaining financial statements.
   2. Organized and motivated to take on the task of maintaining financial recordkeeping and developing an ever changing plan of action to fund an evolving group of highly motivated, driven athletes.
   3. Proficient in written communication – the ability to take notes and minutes at meetings, edit and distribute to membership.
   4. Able to work collaboratively in a group setting to support a growing establishment with multi levels and diverse needs.
   5. Time demands - In season –
      1. 1 hour minimum per week to dedicate to reconciling expenditures if needed, gas reimbursement forms, issuing cheques.
      2. Time to check the penguins bank account for incoming emails as needed
      3. 1 hour per month for reconciling bank statement and inputting to spreadsheet. Executive meeting attendance, an in addition to; an hour plus to prepare and edit the meeting minutes for distribution

7. Duties of the Social Rep

1. Roles
   1. Support a welcoming, enjoyable and inclusive social environment for the Penguins RFC aligned with the moto that it is a “Social Club with a Rugby Problem”. Players may come for the sport, but stay for the culture.
   2. Develop a calendar of season social functions and distribute to all club members by first game
   3. Provide a range of social events that cater for the diversity of the clubs membership base
2. Responsibilities
   1. Prepare a budget including estimated costs and revenues of major social events for approval by the Club Committee
   2. Provide regular reports to the Club Committee
   3. Coordination of one Kangaroo Court per year.
   4. Coordinate the recruitment of a social sub-committee and related meetings to support activities
   5. Collaborate with the Treasurer to ensure social functions are within a budget and don’t incur financial liabilities or risk to the club.
   6. Promote club social activities within the broader community (community events, volunteering and charity)
   7. To regularly attend Club Committee meetings, the AGM and club functions.
3. Qualifications
   1. A commitment to the values and behaviors of the Club as defined in the Club Charter • Able to publicly represent the Club at local and regional levels
   2. Experience of working collaboratively with others
   3. Enthusiasm for creating a positive club atmosphere
   4. Good organizational skills and accountability

8. Duties of the Logistics Rep:

1. Roles and Responsibilities
   1. Coordinate with the VP Men’s, VP Woman’s and youth for kit for games and practices
   2. Keep inventory of all kit
   3. Sell and maintain records of kit shop
   4. Coordinate contracts for events
   5. Work with executive to order new kit and equipment
   6. Coordinate set up and tear down of field
2. Qualifications
   1. Enthusiastic and responsible individual with previous experience working logistics.
   2. self-motivated - comfortable working with minimal supervision with flexible hours
   3. able to work well with others
   4. able to handle and track and coordinate money and kit
   5. competent at filling out paperwork

**ARTICLE 11 – COMMITTEES**

1. Standing Committees

The President, with the approval of the Executive shall appoint the Standing Committees of Penguins Rugby Football Club. The size of each committee is at the discretion of the President but must be ratified by the Executive at its next meeting. The Vice Presidents are expected to Chair these Committees and to be a member of all possible Committees.

2. Committees

The Association’s Standing Committees shall include:

1. Sponsorship/Fundraising

2. Security

3. Discipline and Grievances

4. Field, Equipment and Kit

5. Social

And any other Special Purpose Committee as deemed necessary by the President and members.

3. Duties of Committee

The duties of the standing committees shall be as outlined by the President upon appointment of its members.

**ARTICLE 12 – DISCIPLINE AND GRIEVANCES**

1. Responsibility

Penguins RFC shall handle grievances by members or public in matters of local concern within the Boundaries and Policies of the Club.

2. Procedure

Grievance should be in the form of a letter addressed to the President, outlining the pertained facts, before Penguins RFC will recognize the grievance. The Executive shall consider all grievances within one (1) week of the receipt by the President. The member in question shall be given an opportunity to be heard at the hearing before the Executive. The President shall notify all parties involved in the grievance within ten (10) days of the Executive’s decision.

**ARTICLE 13 – LAWS**

Penguins RFC shall actively encourage the use of IRB

(International Rugby Broad) Laws or Modification at all levels of play.

**ARTICLE 14 - FINANCES OF THE ASSOCIATION**

1. Responsibility

The Treasurer will be responsible for the financial operation of the Association.

2. Standard Operating Costs:

a. The Executive will operate a web page for information, recruiting and registration purposes

b. Gas money will be available to all members who car-pool to regular-season games in Edmonton with a minimum of 3 members in the vehicle. Gas receipts must be submitted to the Treasurer with 3+ members’ names written on the receipt. Any member, who does not stay with the team, abandons other members in Edmonton or returns with fewer people will not be eligible.

c. Tournament funding will be accomplished primarily from fundraising and will include:

i. Tournament Registration fees

ii. Accommodations in the vicinity of the tournament.

iii. Gas is not covered for tournaments and members are encouraged to car-pool and make responsible arrangements on their own.

3. Disposal of Funds

All moneys received by or on behalf of the Club shall be deposited in the account of the Club, which should be housed in a chartered bank or trust companies.

Disbursements made by cheque shall be signed by any two of the Executive Officers. All large disbursements shall be made by cheque

For hoisting and minor disbursements shall be made by a team bank card. Two of any of the Executive Officers must sign the receipt after payment is made. Four (4) bank cards will be issued to the following Executive Officers:

* President
* Vice President Men’s
* Vice President Women’s
* Secretary/Treasurer

**ARTICLE 15 - FUNDS OF THE ASSOCIATION**

All moneys shall be applied towards carrying out the objectives of the Club, in accordance with the direction of the Executive, as laid out in the Policies of the Club.

**ARTICLE 16 - INSPECTION OF BOOKS AND RECORDS**

Any member of the Club may request access for the purpose of inspection of the books and/or records of the Club, at any meeting of the Club given that verbal notice of such request is made to the President at least one (1) week prior to the start of such meeting.

**ARTICLE 17 – EMBLEM**

The Executive may from time to time adopt any mark, design, device, symbol or emblem for the use by the Penguins RFC.

**ARTICLE 18 - CONDUCT OF AFFAIRS OF THE ASSOCIATION**

All meetings of the Association will be conducted in accordance with Robert’s Laws of Order, Newly Revised.

**ARTICLE 19 – AMENDMENTS**

In accordance of section 1(d) of the Societies Act, bylaws can be amended by special resolution only. The notice must be given to the members 21 days in advance, and the special resolution requires the approval of 75% of the members in attendance.

**ARTICLE 20 – POLICIES**

The Executive has the power and responsibility for the development of Policies applicable to Penguins RFC. These policies may be amended by the majority vote of the Executive, subject to ratification at the next General Meeting. No notices of motion are required.

**ARTICLE 21 – DISSOLUTION**

Upon dissolution, after paying debts and liabilities, any remaining assets or monies will be:

a) Disbursed among all active members of the Club in Good Standing.

ORGANIZATION CHART

President

Vice Presidents Secretary/Treasurer

Social Rep Logistics Rep