**Constitution and By-Laws**

**Stout Women’s Rugby Football Club**

As of Spring 2013

Article I: Name

**Section 1:** This organization shall be named STOUT WOMEN’S RUGBY FOOTBALL CLUB, which is a student organization of the University of Wisconsin – Stout.

Article II: Organization Purposes

**Section 1:** The purpose of the Stout Women’s Rugby Football Club is as follows:

1. Promote rugby at the University of Wisconsin – Stout, the tradition and sport of rugby, honoring the game, and all union rules which rugby is affiliated with.
2. Provide an alternative to varsity sports. Besides being an athletic club, the Stout Women’s Rugby Football Club is also an excellent collegiate opportunity that allows people to easily meet people and form lasting friendships.
3. To appear in national tournaments and make people aware of UW-Stout and what it has to offer.
4. To instill a positive attitude of the Stout Women’s Rugby Football Club within the university and the community.

Article III: Affiliations

**Section 1:** This club is affiliated with the United States Rugby Union

**Section 2:** This club is affiliated with the Great Waters Women’s Rugby Conference

Article IV: Amendments to the Constitution or By-laws

**Section 1:** This constitution must be amended by a vote of 2/3 of the voting membership present at the meeting at which the voting takes place.

1. Over half of the voting membership must be present in order to hold a vote.

**Section 2:** The amendment shall be submitted to the executive board during a scheduled meeting. The amendment will be submitted in typed form only, and will be discussed when submitted. Then the amendment will be tabled for one week. Constitutional amendments will then be voted on via written secret ballot.

**Section 3:** Any paid club member can submit an amendment.

**By-Laws**

Article I: Membership

**Section 1:** Membership is open to persons of all races, religion, and sexual orientation.

**Section 2:** An active member (player) of the rugby club must be enrolled as a full-time student at UW-Stout.

1. Faculty, staff, alumni and spouses of students are encouraged to join, however will be considered inactive players via USA Rugby regulations.

**Section 3:** An active member of the rugby club must maintain a 2.0 cumulative GPA.

**Section 4:** Membership dues will be decided and adjusted yearly to help subsidize the clubs cost. The executive board will evaluate this before the beginning of the fall semester. New dues will take effect, only if needed, at the end of the second week of that semester.

**Section 5:** In order to be a voting member, one must attend 50% of the scheduled meetings and take part in at least two functions. All members must have paid dues to vote.

**Section 6:** All dues must before participating in events.

**Section 7:** All players must be CIPPed before participating in a rugby match.

**Section 8:** All members must sign and adhere to the Stout Women’s Rugby Code of Conduct. Severe infractions will be brought to the attention of Sports Clubs.

Article II: Officers (Executive Board)

**Section 1:** Officers and Duties

1. President
2. Shall be responsible to the club advisor and Sports Clubs in efforts to attain efficient operation of the club.
3. Shall represent the club on any outside activity in correlation with other clubs and Sports Clubs.
4. Shall organize, schedule, and preside over all club meetings.
5. Shall call a special meeting whenever requested by a member of the board, captains or by a petition of 2/3 members.
6. Shall oversee all financial activities of the club.
7. Shall provide adequate supervision for all club activities.
8. Shall keep membership updated on all relevant developments.
9. Shall act as role of other officer in event of vacancy.
10. Shall assist other officers in their duties.
11. Shall attend December state rugby meeting (AGM).
12. Shall be responsible to submit all appropriate forms to the university. Ex: Code of Conduct, Risk Management Form, Membership Forms, Advisor and Coach Forms.
13. Cannot be voted in as Field Captain.
14. Vice President
15. Shall act as president in case of a presidential absence.
16. Shall assist the president as necessary.
17. Shall act as head of public relations representative for the club.
18. Shall ensure that all members are CIPPed according to United State Rugby Union
    1. All members must be CIPPed through the Vice President. Players may not CIPP themselves to the team without Vice President’s knowledge.
    2. No coaches, refs, ect
19. Shall act as Web Master and maintain the club’s website.
20. Match Secretary
21. Shall type and distribute relevant information from meetings.
22. Shall maintain contact with other club secretaries, state, and federal secretaries.
23. Shall attend December state rugby meeting (AGM).
24. Shall book field space for practices and games.
25. Shall find and secure a sir for matches.
26. Shall brief all members of recent communications with other team secretaries. This is to be done at the end of regular practice.
27. Will be responsible for all travel and drivers authorizations, which need to be completed and submitted 1 week prior to scheduled match.
28. Treasurer
29. Shall maintain accurate and complete records of all the club’s transactions and finances.
30. Shall be responsible for collecting semester dues.
31. Shall pay all union dues: USA, Great Waters Conference
32. Shall maintain checking account and debit card.
33. Shall submit a yearly budget to the Sports Clubs for club funding.
34. Shall complete budget request forms.
35. Shall complete paperwork for travel reimbursements and maintain receipts.

**Section 2:** Coach

1. Shall be voted in every semester.
2. Shall sign a coaching agreement to be given to Sports Clubs.
3. Guest Coaching
4. Shall be approved by the captains and coach
5. No formal writing agreement is needed

**Section 3:** Advisor

1. The advisor shall be a university faculty member with an interest in rugby, and willing to spend time with club activities.
2. Shall sit on and advise the executive board on issues.
3. The Executive Board will appoint the advisor.

Article III: Elections

**Section 1:** Election of the Executive Board

1. The election of the executive board adhere to the following procedures:
2. The election of the executive board will take place the last week of November (or after the conclusion of the fall season) and all offices will be held for one year.
3. Self-nomination is the only accepted nomination form.
4. Voting will take place with a secret ballot. No other form of voting will be allowed.
   1. If approved by team, hand voting can be used if only one person is running for the position.
5. No proxy or absentee ballots shall be allowed.
6. A majority of votes will elect.
7. Positions take effect immediately after ballots are read.
   1. If available a coach or a person not affiliated with the team shall count the ballets.
8. Nominees must have been an active member with Stout Women’s Rugby for two consecutive semesters.

**Section 2:** Filling in vacancies before a term ends

1. In the event of a vacancy in office of the President, the Vice President shall acts as the President.
2. In the event of a permanent vacancy on the executive board there will be an emergency election; all rules of executive board elections will take place.
3. Vacancies will be defined as: internships/co-ops, severe illness, criminal activities resulting in extended absence, impeachment, studying abroad, military deployment, or any act that results in the ability to not fulfill required job duties.
4. If any officer would like to retain their position despite qualifying for a vacancy as sated prior they may appeal to the club members. The members will take special circumstances into consideration and vote on whether they believe the officer will be able to fulfill their duties. A 2/3 majority will be needed to retain the position.

**Section 3:** Impeachment Process

1. Any member of the executive board may be removed by unanimous vote of the executive board, except the member under impeachment.
2. All member of the executive board may also be removed by 2/3 majority vote of the voting membership.
3. Notice of any impeachment must be posted and announced at the meeting prior to the vote.

Article IV: Meeting of the Membership

**Section 1:** Regular scheduled meetings will be the decision of the executive board.

**Section 2:** Formal meetings may be called by the executive board members when needed.

**Section 3:** Executive board meetings will be held weekly during each season to ensure that both officers and captain remain in good communication.

Article V: Treasury

**Section 1:** the treasury will be the responsibility of the treasurer as stated in Article II, paragraph D of the by-laws.

**Section 2:** Checks must be signed by the treasurer, the president or advisor. Checks not following this procedure will be considered invalid and charges will be brought against the individual(s). This includes the debit card.

**Section 3:** The treasury will be used to support the club in any way the executive board sees it fit. This will include union dues, insurance dues, tournament fees, equipment costs, referee fees, and other unforeseen costs.

**Section 4:** the rugby club will be mainly financed through membership and fundraising. Support will be appreciated from the SSA and recreation committee.

Article VI: Committees

**Section 1:** Captains Committee

1. Captains will be experienced representatives that hve held an active membership status with the club for two consecutive semesters.
2. Captains will focus on game strategy, positions, and practice development.
3. Captains are considered a member of the Executive Board, and are treated as an officer in voting situations.
4. Captains will be elected each semester one week prior to the first scheduled match.
5. Captains may also retain an officer position. The field Captain may also be the Forward or Back Captain.
6. Impeachment and vacancy rules stated above apply to captains as well.
7. Field Captain
8. Will be the only liaison between the team and referee during official matches.
9. Will act as a mediator between athletes and coach(es).
10. Will be responsible for equipment during gaems and practices. This includes the posts. In the event that this is not possible delegation rights are given to the Field Captain to appoint another team member to complete the task(s).
11. Will coordinate with the university building manager when preparing for games.
12. Prepare an adequate practice schedule, fulfilling the coach’s wishes if applicable.
13. If an injury occurs during match play another captain will assume the postion for the remainder of the match. If another captain is not available, the inured Field Captain will appoint an experienced player.
14. Cannot be voted in as President.
15. Forwards Captain
16. Assist coach(es) with forwards practice
17. Work with Field Captain during practice to fulfill practice schedule.
18. Will be in communication with Field Captain during matches to assist in making decisions for the team.
19. The Forward Captain has the authority to call emergency mandatory forward practice.
20. Back Captain
21. Assist coach(es) with back line practice.
22. Work with Field Captain during practice to fulfill practice schedule.
23. Will be in communication with Field Captain during matches to assist in making decisions for the team.
24. The Back Captain has the authority to call emergency mandatory back line practice.

**Section 2:** Fund-Raising Chair

1. This chairperson will work with the treasure to provide subsidized funding for the club.
2. The co-chairperson will pick the committee members to provide the support to succeed in organizing proper events.

**Section 3:** Social Chair

1. This chairperson will promote the traditional social life affiliated with rugby while maintaining a positive environment for club members and display a respectful outlook for the University of Wisconsin – Stout campus.
2. Social Chair will be responsible for organizing semester banquets.
3. Social Chair will be responsible for organizing Alumni.

**Section 4:** Recruitment Chair

1. This chairperson is responsible for any plans for recruitment of new players
2. This includes the making and putting up of posters.
3. Being in charge of university recruitment events such as Backyard Bash