

Ohio Youth Rugby Association Constitution

A Not-for-Profit corporation in Ohio

Preamble

Mission: Operating exclusively to promote the growth of high school and youth rugby and to educate the public and players in the game of Rugby Union as played under the laws of the International Rugby Board.

SCOPE: Ohio Youth Rugby Association (OYRA) is organized under the authority of USA Rugby and The Ohio Rugby Union. OYRA will have concurrent jurisdiction over its members in all matters pertaining to the administration of rugby activities to include but not to be restricted to scheduling, discipline, and related matters.

Article I

Name

The name of the organization shall be the Ohio Youth Rugby Association hereinafter referred to as "OYRA"

Article II

Membership

- 2.1 Qualification:** The membership of OYRA shall be composed of high school, middle school, Youth rugby leagues, Non-contact leagues and teams and other dues paying members. Each regional league will also gain membership in the OYRA (currently 5). An eligible member must pay dues and adhere to the bylaws and guidelines of the OYRA.
- A. **Full Member:** Those teams paying full OYRA Member dues who are actively involved in playing Rugby and league competition leading to a State, LAU, TU, or USARFU championship.
 - B. **Associate Member:** Those teams and or organizations paying OYRA Associate Member dues who are actively involved in playing Rugby within Ohio and the surrounding LAUs. These members are not involved in competition for State, LAU, TU, or USARFU championships. This includes youth leagues, camps, clinics and organizations.
 - C. **Sponsor:** Any person, team, corporation, association, or other organization interested in the promotion and development of The Game of Rugby, which contribute monetary contributions, materials, or labor to help the OYRA meet its/their objectives.

- D. **Honorary Member:** Those teams, persons, organizations, etc. granted an honorary member status by the OYRU Board of Directors.
- 2.2 Delegates:** Each Full and Associate member shall provide one delegate as its representative and each regional league will provide one representative. These delegates will attend the general and special called meetings of the OYRA and have complete authority to act on behalf of their membership on all matters brought before this assembly.
- 2.3 Voting:** Each Full member will have one vote when they have paid dues during the most recent competitive season. The regional league representatives will hold all votes for the Full Members in their region unless a representative is present from that Full member team. Additionally, the OYRA Executive Director will have a weighted vote equal to the largest regional league's Full membership. All votes related to the management of OYRA, including (but not limited to) items of business, officer elections, and membership, shall be determined using this weighted vote method.
- 2.4 Application for Membership:** Applications for membership may be submitted at any regularly scheduled meeting. Members are expected to keep all information current and give permission to publish information on the web page. These applications must contain the following information:
- A. Name, address, email and phone number of officers
 - B. Name, address, email and phone number of coaches and administrators of each team within the conference.
 - C. An official permanent mailing address
 - D. Website of team or league if applicable
- 2.5 Admission:** After submitting an accepted application, a club will be admitted to OYRA with a $\frac{3}{4}$ affirmative vote at a regularly called meeting
- 2.6 Resignation:** A member may resign from OYRA at any time with or without cause. The resignation must be submitted in writing to the Executive Director, who will record the action in the minutes of the next regularly called meeting. The resigning conference will remain liable for its share of the financial obligations of the Union for the fiscal year in which the resignation was submitted.

Article III

Meeting of Members

- 3.1 Schedule:** Regularly scheduled meetings will be held each year. Special meetings may also be called during initial organization and under extreme

circumstances. Notice will be provided to each conference either in writing, by confirmed e-mail, or direct telephone contact.

- 3.2 Notice of Meetings:** Notice of time and place of the regular meetings will be made available to all delegates 30 days prior to the meeting.
- 3.3 Attendance and Quorum:** Each regional league is required to provide a Delegate at each officially called meeting. Regional Leagues failing to provide a delegate to any regularly scheduled meeting are subject to a fine. A quorum will be established when delegates are present that represent greater than ½ of the Full Membership.

Article IV

Officers

- 4.1 Board of Directors:** The Directors shall administer the affairs of OYRA. They may make or cause to be made for OYRA in its name, any description of contract which OYRA may lawfully enter into, and they may generally exercise all such powers which the League by these by-laws or otherwise, are authorized to exercise, except such powers as are reserved for the officers of the League.
- A. There are seven (7) members of the board made up by the following:
 - 1. The President of the Ohio Rugby Union
 - 2. The Executive Director of the Ohio Youth Rugby Association
 - 3. A representative appointed by the Ohio Rugby Referees Society
 - 4. Four (4) elected board positions.
 - B. The board shall supplement and oversee the activities of the Executive Director and the OYRA and hold the following duties:
 - 1. Oversight and approval of coordinator projects and proposals.
 - a. State Championships
 - b. Coach development
 - c. Select Side management
 - 2. Determining policy, original and adoption of ORU items
 - a. Code of conduct
 - b. Discipline policy
- 4.2 Executive Director (“ED”):** The Executive Director is appointed by the governing board of the Ohio Rugby Union. It is the duty of the ED to preside over meetings of the Board of Directors and supervise officers, appoint committees, encourage membership, and to supervise and administrate OYRA functions and responsibilities.
- 4.3 Administrative Officer:** Elected by the Board of Directors, It is the duty of the Administrative Officer to maintain the following:

- A. Minutes of Meetings
- B. Current Financial Records
- C. Official Contact List of the Union

- 4.4 Coordinators:** The Executive Director will assign OYRA coordinators. A Coordinator shall have leadership control of the Program(s) which they manage, with the authority to set standards, levy fines, discipline participants, and in general, run the Program(s) as they see fit, within guidelines and policies set by the Executive Director of the OYRA.

The Executive Director shall have the authority to remove an Officer or Coordinator with or without cause, at any duly scheduled meeting of the Executive Committee at which a majority of all the Officers and Coordinators are present, upon approval by two-thirds of the Officers and Coordinators present. Said cause may include, but is not limited to: 1) failure to attend duly scheduled Member and Board meetings; 2) failure to perform the duties of the Officer or Coordinator position as defined and described in the OYRA Constitution; 3) failure to carry out directives of the Executive Director relating to performance of said position; or 4) any other reason the Executive Director deems appropriate. Any Officer so considered for removal shall be notified in advance of such an agenda item. Should any Officer choose to resign at any time during their term, the Executive Committee shall elect a new member to complete the remainder of the term.

- 4.5 Terms:** Elections shall be held at the Annual Meeting and serve for a period of two (2) years and/or shall hold office until their respective successors have been elected. Elections for two of the board members will take place in the odd years and two in the even years.

- 4.6 Removal from Office / Vacancies:** Any Board Member may be removed from office at any time by a $\frac{3}{4}$ majority vote of the Board of Directors with cause. Said cause may include, but is not limited to: 1) failure to attend duly scheduled Member and Board meetings; 2) failure to perform the duties as defined and described in the OYRA Constitution. Any Member of the Board so considered for removal shall be notified in advance of such an agenda item. Should any Board Member choose to resign at any time during their term, the Board of Directors shall elect a new member to complete the remainder of the term.

If the Board member to be considered for removal is the Executive Director, the board will vote without the Executive Director and President of the Ohio Rugby Union present. A $\frac{3}{4}$ majority vote of the remainder of the board is required for removal.

- 4.7 Elections:** Nominations will be accepted from the floor at the Annual General Meeting. Election results will be determined by a popular vote of all eligible voting delegates present at the meetings. Weighted votes, as defined in Section 2.3 will be used, only after a quorum has been established as provided in Section 3.3.

Elected officers may also concurrently perform their official duties and represent a club as a delegate and/or as a proxy delegate. Consequently, each officer will have a vote provided that they have been appointed as a delegate and/or unless otherwise defined within these by-laws.

Article V

Finances

- 5.1 Dues:** Each member will pay yearly dues as specified by a vote of the Board of Directors. Dues shall be determined by a declaration of member clubs and organizations. Dues shall be determined annually by a vote of the conference delegates.
- 5.2 Budget:** The Administrative Officer shall create and maintain the budget. A budget will be proposed and ratified by the delegates at each Annual Meeting.
- 5.3 Fines, Fees, and Assessments:**
- A. Truancy: Failure to provide a delegate to a regularly scheduled meeting will result in a \$25 fine.
 - B. All-Star Assessment: TBD
 - C. Referee Society Assessments: The referee society has complete authority to assess individual member clubs for referee assignment and administration.
 - D. Contracts and Checks: All checks, documents, contracts, and other financial instruments shall be signed only under the appropriate authority given by the Board of Directors.

Article VI

Policies and Procedures

- 6.1 Player Safety and Development:** This must be the number one goal of all involved.

- 6.2 USA Rugby Policy:** The OYRA Members and Board will adhere to all policies and procedures of USA Rugby, included but not limited to:
- A. CIPP
 - B. Insurance Requirements
 - C. Player and Club Eligibility
- 6.3 Ohio Rugby Union Policy:** The OYRA Members and Board will adhere to all policies and procedures of the Ohio Rugby Union after ratification by the Board of Directors of the OYRA.
- 6.4 Disciplinary Policy:** The Executive Director may set disciplinary action against members for failing to meet policy and procedures of the Leagues. Executive Director's decisions are final except when a team makes an appeal to the Board of Directors. Appeals and complaints must be presented to the Executive Director and the Board of Directors in written format brought before OYRA at a regularly scheduled meeting. All disciplinary items must be submitted to an officer not fewer than 5 days prior to the meeting, with notice given to all parties surrounding the incident/dispute. At the meeting, the Executive Director shall read the charges into the minutes with a recommended action (if any), all parties directly involved will have an opportunity to speak, and then the Board of Directors will determine the validity of the charges and confirm any remedy. All action must be approved by a 2/3 affirmative vote of the Board of Directors using the voting procedure described in Section 2.3. Under no circumstances can any type of financial punitive damages be considered. All action may be appealed to the territorial governing body and/or USA Rugby.

Additionally, there will be a zero tolerance policy on referee abuse and poor sportsmanship. The OYRA discipline structure shall deal severely with any infraction in this area.

- 6.5 Alcoholic Beverages and Drugs are strictly prohibited:** Conferences that disobey this rule will face strict disciplinary action and repeated or severe abuses shall be considered grounds for termination. It is a NO TOLERENCE rule.
- 6.6 Communication:** The preferred mode of communication shall be electronic mail and/or postings on the web site.
- 6.7 All-Stars:** The Executive Director shall appoint with board approval, the manager and coach for each of the all-star programs.
- 6.8 Player Participation:** All players, coaches, and other official volunteers must be CIPP compliant and other USA Rugby Requirements. The OYRA expects that all players shall have the opportunity to play games on a regular basis. Part of the learning process is the players building their own club following the guidelines of their respective schools.

Additionally, the OYRA membership and Board of Directors will make efforts to adhere to the Ohio High School Athletic Association policies and procedures for player eligibility, state championships and sportsmanship.

- 6.9 Association with Schools:** It is the desire of the League that teams become directly affiliated with their schools following all requirements of the school district and the OHSAA. Each team should work to have an academic advisor that is involved with club development.
- 6.10 Parent Involvement:** It is the desire of the league that parents become involved at all levels and capacities including leadership in the OYRA.
- 6.11 State Championship and Midwest Qualifier:** OYRA shall have complete authority to work with regional leagues to create and manage a competition schedule to determine a State Champion.
- A. Venue: A bid packet will be completed by each potential host and each submittal will be considered and voted on by the Board of Directors.
 - B. Dates: Dates for State Championship and Midwest Qualifier will be set by the Executive Director and submitted to the Membership no later than November 1st of the previous fall or within one week of the release of the Midwest Calendar.

Article VII

Fiscal Period

- 7.1 Fiscal Period:** The fiscal period shall be from August 1 through July 31.

Article VIII

Rules

- 8.1 Rules:** The rules contained in Robert's Rules of Order Revised shall govern the OYRA in all cases to which they are applicable in which they are not contradictory with the OYRA Constitution.

Article IX

Amendments

9.1 Amendments: The by-laws may be amended at any time during a regularly scheduled meeting with an affirmative vote of $\frac{3}{4}$ weighted vote as defined in Section 2.3.