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CHARLES RIVER RUGBY UNITED, INC. BYLAWS

I. Objective

The primary objective of Charles River Rugby United, Inc. is to provide maximum opportunity for its Members to participate in a winning rugby team. Participation includes learning the game, improving skills, sharing camaraderie, and playing the game. An important aspect of the game is the social side for players, retired players, and their families. The Club shall endeavor to make its activities enjoyable for the abovementioned parties.

A secondary objective is to foster the growth of rugby football in the United States of America. This is primarily achieved through membership in the New England Rugby Football Union or any subsequent regional competitive rugby organization. However, players should take every opportunity, through words and actions to display a favorable image of the game and its players.

The Club will strive to foster growth in both men's rugby and women's rugby. It shall consist of a men's team and a women's team. Both teams shall work together to recruit Members, host social events, provide financial support, and plan for the Club's future.

The Club is organized exclusively for charitable, religious, educational, and scientific purposes under section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.

II. Official Colors, Emblem, and Uniform

The Club colors shall be green and orange. The Club jersey shall be primarily green and orange. Numbered sets of jerseys shall be maintained by the Club for league and tournament play. The Club emblem shall be the noble figure of the mighty and brave RIVER RAT.

III. Definitions

The following words and their definitions shall apply throughout the entirety of this document except where context clearly indicates otherwise.

1. “Club” shall mean Charles River Rugby United, Inc. wherever it appears in this or any other official Club document; it will be used when referring to the Men’s Team and the Women’s Team together as a singular unit.
2. “Team” shall refer to either the men’s or the women’s side; both Teams are part of the Club but they do not, alone, constitute the Club.
3. “Member” shall refer to any Player or Social Member of the Club.
4. “Membership” shall refer to a Member’s status with the Club in terms of good or bad standing and level of participation.
5. “Player,” as a category, shall include “Veteran Player” “Rookie Player” and “Student Player”.
6. “Rookie Player” refers to any Player for the duration of their first two playing seasons, regardless of any breaks the Player might take between the first and second playing season.
7. “Veteran Player” refers to any current Player who has completed two full playing seasons.
8. “Student Player” refers to any Player who is a full time student or who is deemed eligible for student status at the discretion of the Team Treasurer.
9. “Social Member” shall mean an individual who desires official association with the Club but is unable or unwilling to commit to Player Membership status; participation in an occasional practice, game, or tournament or attending the annual banquet, the AGM, or occasional social events should be considered qualifications for Social Membership. Provided they are in good standing according to Article IV, Social Members may participate in socials and elections.
10. “Supporter” shall mean any friend of the Club, including but not limited to player friends and spouses, who wishes to be formally identified as part of the Club. Supporters are entitled to participate in socials provided they are in good standing according to Article IV.

11. “Old Girl”/“Old Boy” shall mean any former Charles River Player that has retired from the game of rugby or is no longer a Player for the Club, provided that they departed in good standing.
12. “Team Executive Board” shall refer to the group of elected officers who govern either the Men’s or Women’s Team.
13. “Joint Executive Board” shall refer to the group of elected officers who govern the Club; it consists of both Team Executive Boards as well as any officers in Club-wide positions.
14. “Board of Directors” shall refer to the official governing body of the Club and its directors shall be considered the controlling officers for legal and document-filing purposes.
15. “Officer” shall refer to any Member of the Team or Joint Executive Board.
16. “Director” shall refer to any person serving on the Board of Directors.
17. “Discipline Advisory Board” shall refer to a standing list of seven or more former Members chosen by the Board of Directors who have agreed to be called upon to act as impartial decision-makers in the event of certain disciplinary procedures as outlined in Section 3 of Article IV.
18. “Disciplinary Committee” shall refer to the individuals charged with reviewing facts and determining the appropriate action in a disciplinary situation as outlined in Section 3 of Article IV.
19. “Dues” shall refer to the required Membership fees incurred by Players, Social Members, and Supporters according to the table in Appendix A.
20. “Bad standing” shall refer to the status of a Member who has been designated as such during the course of a disciplinary procedure as detailed in Section 3 of Article IV.
21. “Good standing” shall refer to any Member who is not in bad standing.
22. “Simple Majority” shall refer to a vote that requires one more than half the eligible voters (rounded upwards) to vote for it in order for it to pass.
23. “Supermajority” shall refer to a vote that requires at least two-thirds (rounded upwards) the eligible voters to vote for it in order for it to pass.

IV. Membership

1. Membership Expectations

- a. All Members and supporters shall comport themselves in a respectful manner at all times, both on and off the pitch and shall refrain from engaging in any activities that would reflect poorly on the Club or the sport of rugby.
 - b. Members and supporters will be expected to pay dues in accordance with their level of Membership status as found in Appendix A. Any question of Membership status should be left to the discretion of the Team Treasurer and President.
 - c. By paying dues, initiating a dues payment plan, or signing the document of Appendix C, a Player agrees to follow this Code of Conduct and the Club Bylaws for the duration of their affiliation with Charles River Rugby.
 - d. Specific unacceptable behavior includes but is not limited to the following:
 - i. Discriminatory conduct on the basis of sex, race, ethnicity, religion, disability status, sexual orientation, or gender identity.
 - ii. Violent behavior toward any fellow Club Members, Club Member guests, match officials, opposing teams, or members of the public during any Club event or any activity that the Member might be recognized and affiliated with the Club, excluding all but the most extreme behavior during rugby matches;
 - iii. Repeated disrespectful behavior or harassment toward any Club Member, the Club as a whole, opposing teams, match officials, or coaches; this includes any form of disrespectful communication.
 - e. Refer to the Code of Conduct in Appendix C for further details on Member expectations.
 - f. If, prior to paying dues, a player is found in violation of the Code of Conduct or bylaws or is found to be in bad standing with their previous club, Charles River reserves the right to deny Membership.
 - g. If the Code of Conduct in Appendix C is amended, all Club members shall be informed and shall be bound by the changes as well.
2. Failure to meet the requirements of Section 1 of Article IV shall be sufficient grounds for opening a disciplinary process in accordance with Section 3 of Article IV.
 3. Disciplinary Procedures and Termination of Membership
 - a. A Member may voluntarily terminate their Membership or reduce their level of commitment at any time; the Club will consider a Membership officially terminated or commitment level officially reduced when the Member expressly states their wishes to do so.

- b. A formal complaint made to a Team President by any Member of the Club, including the Team President, against any other Member of the Club will constitute the start of the disciplinary process. The individual lodging the complaint need not be the party damaged by the behavior but must be someone familiar with the event/s. A formal complaint may be made to the President, anonymously or otherwise, through an intermediate person, such as the Ombudsman, when requested.
- c. Individuals making formal complaints, especially those who may be victims of any sort of crime or aggression, should be informed of the stages of the Club disciplinary process as well as the scope and limitations of that process. The Club disciplinary process should not be viewed as a replacement for legal action.
- d. Upon receipt of a formal complaint, the Team President and Vice President will classify and issue the disciplinary procedures to be followed based on the following tiers. If unsure, they can request guidance from the Board of Directors.

- i. Tier 1: Formal Warning.

This level is the lowest level of offense. Examples include but are not limited to: failure to pay dues or initiate a payment plan; inappropriate verbal on-field behavior toward opponents, teammates, or referees; discriminatory or offensive speech.

- ii. Tier 2: Minor Suspension.

This level constitutes a greater level offense. Examples include but are not limited to: multiple complaints requiring a formal warning; failure to rectify behavior addressed in a formal warning; exceptionally unsportsmanlike play or behavior; discriminatory or offensive speech targeting a Member of the team, another team, or a particular group.

- iii. Tier 3: Major Suspension.

This level constitutes a serious offense, potentially of a violent nature, but that is not deemed grounds for possible termination of Membership. Examples may include but are not limited to: minor physical altercations on or off the field; inappropriate sexual or discriminatory behavior; multiple lower tier sustained complaints.

- iv. Tier 4: Membership Termination.

This tier is reserved for behavior that puts the Club or its Members in immediate danger or represents an egregious violation of the Club Code of Conduct. Allegations of assault and sexual assault shall automatically be considered at this level. Members facing an accusation at the Tier 4 level shall be automatically suspended until the conclusion of the disciplinary process.

- v. Repeated offenses at lower Tiers may be escalated to a higher Tier as appropriate.
- vi. Other than for Tier 4, which carries an automatic suspension, the Team President and Vice President may choose to place the player on temporary suspension pending the outcome of the disciplinary process. That Disciplinary Committee will consider this time of suspension as part of the punishment period when determining final punishment.
- e. Once a Tier is determined, the individual shall be informed by the President that a disciplinary process against them has been initiated and of the details of the accusation, including a written statement of the complaint. They should also be informed of the disciplinary process and of any temporary suspension pending the disciplinary process.
- f. If not already involved, the Ombudsman should be notified of the start of a disciplinary process in order to be an advocate or resource for all involved parties. However, they should *not* be involved in any discussions of guilt or punishment in order to maintain their unbiased status.
- g. Fact finding and issuing an appropriate punishment *as soon as reasonably possible* is the responsibility of the Disciplinary Committee.
- h. The Disciplinary Committee will consist of the following individuals and processes:
 - i. Tier 1: Formal Warning

Team President and Vice President will collect and review facts. Punishment will be decided unanimously by these two individuals.
 - ii. Tier 2: Minor Suspension

Team President and Vice President will collect and review facts. Punishment will be decided unanimously by these two individuals.
 - iii. Tier 3: Major Suspension.

Team President, Vice President, and a member of the Board of Directors will collect and review facts. Punishment will be decided unanimously by these individuals.
 - iv. Tier 4: Membership Termination

Allegations at this level will be reviewed by 3 members of the Discipline Advisory Board. Once the President and Vice President determine that an incident will be

reviewed at this level, they shall inform the Board of Directors. The Board shall appoint 3 members of the standing Discipline Advisory Board for that year by random or any means they deem appropriate, provided that any person chosen is able and willing to be impartial in the particular case.

This Discipline Advisory Board, with the assistance of the President and Vice President, will collect and review facts. The Discipline Advisory Board will unanimously recommend a punishment up to and including Membership termination.

- v. Where Members of both teams are involved, the Disciplinary Committee shall consist of the Presidents and Vice Presidents of both teams, as well as a member of the Board of Directors for Tier 1, 2, or 3 offenses. The punishment shall be decided by a supermajority of this expanded Disciplinary Committee.
- vi. If a would-be member of a Disciplinary Committee is the individual under consideration or is deemed to be too close to be impartial by the other members of the Disciplinary Committee, they should be replaced by a proxy member.

In the case of a two person Disciplinary Committee, the proxy member shall be the President of the opposite Team Executive Board. In the case of a larger Disciplinary Committee, the remaining members shall choose a proxy.

- vii. In each disciplinary proceeding, regardless of Tier, the individual in question will have the opportunity to respond to the complaint and, if applicable, provide their own account, an account from another person present at the time, or other information helpful for the Disciplinary Committee to evaluate the complaint.

i. Punishments

If the individual is found to be in violation of the bylaws, punishment should be issued by the Disciplinary Committee in accordance with the following parameters:

- i. Tier 1: A formal warning should be issued to the individual outlining the behavior that was found to violate the code of conduct and the further consequences should the behavior continue.
- ii. Tier 2: The individual should be told in person or via telephone of the committee's decision and the opportunity to appeal. The term of the suspension should not exceed one month and the dates and parameters of the suspension should be clearly outlined.
- iii. Tier 3: The individual should be told in person or via telephone of the committee's decision. The term of the suspension should exceed one month or officially be reduced to a Tier 2 punishment for a shorter suspension. The dates and parameters of the suspension should be clearly outlined.

- iv. Tier 4: The individual should be told in person or by phone of the committee's decision and of the opportunity to appeal. If Membership is terminated, the individual shall be informed of future limitations, including being barred from all Club practices, games, and events. If the punishment is instead limited to suspension, the committee should follow the procedure for Tier 3.
- v. All disciplinary decisions should be communicated to the individual by the appropriate Team President, though they may request the presence of other officers at their discretion.
- vi. Members shall be considered in bad standing if they are in temporary suspension pending a disciplinary decision, in suspension as a result of disciplinary action, or have been placed in bad standing by the President or Vice President.

If a Member is placed in bad standing without being suspended, the Member must be told the reason for the determination and the actions the Member must take in order to return to good standing.

j. Appealing a Disciplinary Decision

Disciplinary decisions that call for suspension or termination may be appealed as follows:

- i. Tier 2: The facts and punishment will be reviewed by the Board of Directors who will either issue an agreement or recommend an alternative punishment.
- ii. Tier 3: The facts and punishment will be reviewed by a selection of the independent Discipline Advisory Board who will either issue an agreement or recommend an alternative punishment.
- iii. Tier 4: The facts and punishment will be review by a *new* selection of the Discipline Advisory Board who will either issue an agreement or recommend an alternative punishment.
- iv. A decision by a Disciplinary Committee or the Discipline Advisory Board may only be appealed once.

k. Notification and Privacy

It is in the Club's interest to balance Club Members' privacy in disciplinary matters with the need of Club leadership to be aware of disciplinary decisions. To that effect, the following notification process should be followed when a punishment is issued:

- i. Notification should only constitute a notice of the punishment issued rather than any details of the accusation or other individuals involved.

- ii. Tier 1: Captains should be notified of a formal warning issued to a player.
- iii. Tier 2: In the case of a minor suspension, the Team Executive Board should be informed as well as the President and Ombudsman of the other Team Executive Board.
- iv. Tier 3: In the case of a major suspension, the entire Joint Executive Board should be informed.
- v. Tier 4: In the case of a Membership termination, the entire Joint Executive Board should be informed.
- vi. Given that some incidents may be public in nature, the disciplinary committee may feel it necessary to issue a Club-wide statement regarding the punishment issued for a particular incident. Such an announcement should be considered carefully with respect to the privacy of the individuals involved and should be discussed with the Board of Directors.

4. Voting

- a. All Club Members shall be given opportunity at least once per year to vote on any changes in the Club Bylaws or the Club Articles of Organization as well as to elect leaders to the Executive Board and the Board of Directors.
- b. Voting rights are reserved for Members in good standing.
- c. Team Executive Board elections may only be voted on by Members of that Team but Club-wide Officers and Directors positions may be voted on by all Members.

5. Leadership Eligibility

- a. Any Member in good standing or Old Boy/Girl may be elected to the Board of Directors, a Club-wide position, or their respective Team Executive Board provided that they maintain Membership status throughout their term.
- b. Joint Executive Board Officers, excepting the Presidents, may also be elected to the Board of Directors provided the officer can fulfill the expectations of both positions in a satisfactory manner.
- c. Any Officer on a Team Executive Board may also hold a Club-wide Executive Board position.

V. Executive Board and Board of Directors

1. The Joint Executive Board shall direct the day-to-day affairs of the Club and the Team Executive Boards will manage the day-to-day affairs that pertain only to their Teams.
2. Any Officer or Director may be removed with or without cause in the following manner, provided that the Officer or Director in question is provided notice of the potential impending removal:
 - a. By supermajority vote of all Team Executive Board Members, if the Officer in question holds a Team-specific position;
 - b. By supermajority vote of all Joint Executive Board Members, if the Officer in question holds a Club-wide position or is a Director;
 - c. By simple majority vote of all voting Team Members, if the Officer in question holds a Team-specific position and a special General Meeting was called to effectuate such a vote; or
 - d. By simple majority vote of all voting Club Members if the Officer in question holds a Club-wide position or is a Director and a special General Meeting was called to effectuate such a vote.
3. The Men's Team Executive Board shall consist of the following Officers:
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Recruiting Secretary
 - e. Social Secretary
 - f. Match Secretary
 - g. Field Secretary
 - h. Ombudsman
 - i. Old Boys Liaison
 - j. Captain
 - k. Assistant Captain
4. The Women's Team Executive Board shall consist of the following officers:
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Recruiting Secretary
 - e. Social Secretary
 - f. Match Secretary
 - g. Field Secretary
 - h. Ombudswoman

- i. Old Girls Liaison
 - j. Forwards Captain
 - k. Backs Captain
5. The Club-wide Executive Board positions shall include
 - a. Fundraising Secretary
 - b. Sponsorship Secretary
 - c. Webmaster
6. Officers shall be elected for a one-year term during the Annual General Meeting (AGM). The term shall start immediately upon election.
7. Principal Duties of the Executive Board are as follows:
 - a. Scheduling of matches and tournaments;
 - b. Interviewing and hiring a coach;
 - c. Upholding the bylaws of the Club;
 - d. Scheduling of practices;
 - e. Scheduling social events and fundraisers;
 - f. Directing recruiting efforts;
 - g. Collecting dues, scheduling expenditures, and other financial matters;
 - h. Keeping the Club Membership informed and dividing Club work among the Members;
 - i. Providing leadership and setting Club policies.
8. The Board of Directors shall consist of five Directors elected to three year terms and there shall be no term limits; they shall collaborate and share responsibilities equally but they may appoint a chair among themselves.
9. To ensure the Board of Directors evenly represents the Club, no fewer than two and no more than three Directors may serve simultaneously from either the men's or the women's team, whether they be current Members or Old Boys/Girls.
10. Principal Duties of the Board of Directors are as follows:
 - a. Setting the long-term financial and developmental goals of the Club;
 - b. Completing and filing official documents including tax documents, and corporate filings;
 - c. Signing all Club or Team Contracts, or designating an authorized agent to do so;
 - d. Hearing, investigating, and deciding on conflicts of interest issues;
 - e. Providing advisory opinions for the Teams or the Club when asked to do so;
 - f. Serving on disciplinary committees as needed;
 - g. Maintaining a list of willing Discipline Advisory Board members and convening a formal disciplinary committee from those members as needed;

- h. Attending team or Joint Executive Board meetings when requested.
- 11. Emergency elections may be held to fill empty positions or to replace an Officer or Director who quits or is ousted; such emergency elections will be called by the President of the respective Team Executive Board or the Presidents of the Joint Executive Board for Director or Club-wide positions.
- 12. The guidelines set above give the Team Executive Board, the Club Executive Board, and the Board of Directors broad but not unlimited powers. All Club Members are expected and encouraged to make their feelings known on any issue facing the Club.
- 13. No director or officer shall be entitled to any compensation for fulfillment of such officer and/or director duties and obligations as set forth in this Article V. or in Appendix B attached hereto.
- 14. The President(s) can call Ad Hoc committees as necessary to carry out essential tasks, such as a Gear Committee, Coach Selection Committee, or Bylaws Committee. If the committee's work will impact the whole Club, both Presidents should call the committee together. The membership of such committees should be set by the President(s) with advice from the Joint Executive Board or Team Executive Board, depending on the scope of the committee. The Vice President(s) should be given the opportunity to lead these committees where appropriate. As these committees meet, they should provide written notes of their activity to the Joint Executive Board or Team Executive Board, depending on the scope of the committee.

VI. Meetings and Voting

- 1. All matters acted upon at any meeting shall be decided by, depending on the specific requirements of the matter being voted on, a simple majority or supermajority of present Members who are eligible to vote.
- 2. Quorum, attendance, and actions that may be taken remotely:
 - a. Quorum: The number of required individuals present to constitute a meeting quorum is dependent on the type of meeting. Please see Appendix D for a schedule of these requirements.
 - b. Action Without a Meeting: Any action required or permitted to be taken at a duly held meeting may be taken without a meeting via *written* electronic communication; provided that sufficient time is allowed for Members to participate.
 - c. Personal Attendance by Conference Communication Equipment: Any one or more members of the Board of Directors, the Joint Executive Board, the Team Executive

Boards, or any committee thereof may conduct or participate in a meeting by means of a conference telephone or similar communications equipment allowing all persons participating in the meeting to hear each other at the same time, provided the person presiding over the meeting gives permission for such method of participation. Participation by such means shall constitute presence in person at the meeting.

3. General Meetings

- a. A joint Annual General Meeting (AGM) shall be held following the end of the fall season and prior to December 31 of that calendar year at a time and place designated by the Men's and Women's Presidents. This meeting shall serve as the annual opportunity for the Club Members to elect new Officers and Directors and to approve any proposed changes to the Club Bylaws. It shall also be an opportunity for Members to air grievances, make announcements, or hold general discussions about the current or future activities of the Club. Both Teams shall meet at one AGM but the Teams may split for a portion of the meeting to handle matters and elections that are Team specific.
- b. Special General Meetings may be called for a single Team or the Club as a whole by the President of the Team Executive Board or the Presidents of the Joint Executive Board, respectively or in any of the manners as follows:
 - i. Any Special General Meeting may be called by a simple majority vote of the Board of Directors.
 - ii. Team Special General Meetings may be called by the Team Members if at least ten of the Members eligible to vote feel that such a meeting is necessary and express as much to the Team Executive Board.
 - iii. Joint Special General Meetings may be called by the Club Members if at least ten Members of each team feel that such a meeting is necessary and express as much to the Club Executive Board.
 - iv. The Team President(s) or a representative of the concerned Members shall set the time and place of the Special General Meeting and unless circumstances necessitate otherwise, those individuals shall schedule the Special General Meeting to occur within one month of the determination that such a meeting should occur.
- c. At least ten days prior to either the AGM or any Special General Meetings, the meeting place and time shall be publicized on the Club website and announced in at least one Team or Club email or via any future primary mode of group communication.

- d. At least three days prior to either the AGM or any Special General Meetings, the following shall be disseminated:
 - i. The agenda, which shall include the issues that Members expressly requested to discuss;
 - ii. A copy of any proposed changes to the Club Bylaws;
 - iii. A list of any vacant Officer or Director positions and the names of the persons running for such positions.

4. Team and Club Executive Board Meetings

- a. Team Presidents or a quorum of Board Members shall have the power to call and schedule Team Executive Board Meetings.
- b. Either Team President may request a Joint Executive Board Meeting but they are not mandatory for the opposite Team or Club-wide Officers unless both Presidents agree to call the meeting or such a meeting is mandated by the Board of Directors.
- c. The Team Executive Board shall meet at least quarterly.
- d. The Joint Executive Board shall meet at least twice a year, preferably prior to the beginning of each season.

5. Budget Committee Meetings

- a. The Budget Committee consists of the Men's and Women's Team Presidents, the Men's and Women's Team Vice Presidents, the Men's and Women's Team Treasurers, the Club Sponsorship Secretary, and the Club Fundraising Secretary.
- b. It shall meet as often as the Budget Committee deems necessary but no less than twice a year.
- c. The purpose of the Budget Committee meetings is to manage the day-to-day finances of the Club, which shall include but not be limited to the following topics:
 - i. Determining total past and pending expenditures for that year;
 - ii. Re-examining fundraising prospects;
 - iii. Assessing what further purchases can or should be made;

- iv. Considering any changes in the dues structure found in Appendix A;
 - v. Ensuring the Club's day-to-day finance decisions remain in line with the Board of Directors' long-term financial goals.
- d. The Budget Committee shall create yearly budget plans but in order for such plan to be enacted, it must receive approval from the Joint Executive Board and the Board of Directors.
5. Board of Directors
- a. The Board of Directors shall meet at least quarterly or as often as necessary to fulfill the duties outlined in Appendix B, and shall inform the Team Presidents upon scheduling such meetings.

VII. Duties and Expectations of Coach

1. Specific duties and expectations of any coach shall be laid out in a contractual agreement that shall contain terms and conditions that are mutually agreeable to both the coach and the Team that will be supervised by that coach. However, every coaching contract must contain language explaining that disrespectful behavior on behalf of the coach toward Team Members, Club Members, referees, opposing teams, or spectators shall not be tolerated. Furthermore, every coaching contract must contain provisions explaining the length of the contract and the appropriate method for early termination by either party. Directors should check to ensure that such provisions are included in the contract before the contract is signed by an authorized agent of the Club.

VIII. Awards

1. The awards listed in Appendix E shall be presented annually to the Team Members who most exemplified the spirit of the award, as determined by a confidential vote of all Members eligible to vote.
2. Details on the purpose of, eligibility for, and voting for each award are contained in Appendix E.

IX. Communication

1. The Club shall maintain an electronic mode of communication capable of reaching all of its Members in a convenient and timely manner. The Club will also continuously adapt and expand its modes of communication in order to meet the needs and conventions of Members as they evolve.

2. The website will serve as a public forum for publishing the Club annual reports and Bylaws as well as for listing the Club Officers. It will also serve as a method for marketing, recognizing and thanking Club sponsors, recruiting, posting current Team and Club events, publishing match reports, and posting general Team and Club information.
3. The Club will also continuously adapt its modes of external communication and attempt to have a significant presence on the most highly utilized and effective social media forums available.

X. Member Development

1. The Club will encourage players to participate in select-side and elite rugby play to the maximum extent possible.
2. The Club will try to provide financial support for Select Side travel expenses incurred by any Player participating in select-side or otherwise elite matches or tournaments.
3. The amount of such financial support shall be decided by the Joint Executive Board based on the Club's current financial position.

XI. Conflict of Interest Policy

1. Purpose: The purpose of the conflict of interest policy is to protect this Club's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Club or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.
2. Definitions
 - a. Interested Person: Any director, principal officer, or Member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
 - b. Financial Interest: A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 3. An ownership or investment interest in any entity with which the Club has a transaction or arrangement,
 4. A compensation arrangement with the Club or with any entity or individual with which the Club has:

- a. A transaction or arrangement, or
 - b. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.
5. Compensation: includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Article XI, Section 2, a person who has a financial interest may
- a. have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.
6. Procedures
- a. Duty to Disclose: In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
 - b. Determining Whether a Conflict of Interest Exists: After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.
 - c. Procedures for Addressing the Conflict of Interest
 - i. An interested person may make a presentation at a Board of Directors meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - ii. The chairperson of the Board of Directors shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - iii. After exercising due diligence, the Board of Directors shall determine whether the Club can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - iv. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether

the transaction or arrangement is in the Club's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

7. Violations of the Conflicts of Interest Policy

- a. If the Board of Directors has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board of Directors determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

8. Records of Proceedings: The minutes of the Board of Directors shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board of Director's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

9. Compensation

- a. A voting member of the Board of Directors or the Executive Board who receives compensation, directly or indirectly, from the Club for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee or governing body whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Club for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the Board of Directors, the Executive Board, or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Club, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

10. Annual Statements: Each Director shall, at the beginning of their tenure as such, sign a statement which affirms such person:
 - a. Has received a copy of the conflicts of interest policy,
 - b. Has read and understands the policy,
 - c. Has agreed to comply with the policy, and
 - d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

11. Periodic Reviews: To ensure the Club operates in a manner consistent with its stated purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:
 - a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
 - b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Club's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit, or in an excess benefit transaction.
 - c. Whether the Club, its members, its Directors, and its Officers are abiding by its stated non-discrimination policy.

12. Use of Outside Experts: When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of Directors of its responsibility for ensuring periodic reviews are conducted.

XII. Indemnity

1. The Club shall, to the extent legally permissible, indemnify each person who may serve or who has served at any time as a director or officer of the Club or any of its subsidiaries, or who at the request of the Club may serve or at any time has served as a director, officer, or director of, or in a similar capacity with, another organization, against all expenses and liabilities (including counsel fees, judgments, fines, excise taxes, penalties, and amounts payable in settlements) reasonably incurred by or imposed upon such person in connection with any threatened, pending or completed action, suit, or other proceeding, whether civil, criminal, administrative, or investigative, in which he or she may become involved by reason of his or her serving or having served in such

capacity (other than a proceeding voluntarily initiated by such person unless he or she is successful on the merits, the proceeding was authorized by the corporation or the proceeding seeks a declaratory judgment regarding member or her own conduct).

2. Such indemnification shall include payment by the Club of expenses incurred in defending a civil or criminal action or proceeding in advance of the final disposition of such action or proceeding, upon receipt of an undertaking by the person indemnified to repay such payment if he or she shall be adjudicated to be not entitled to indemnification under this article, which undertaking may be accepted without regard to the financial ability of such person to make repayment.
3. Notwithstanding this Article XII.(1.) or (2.), no indemnification shall be provided for any such person with respect to any matter as to which he or she shall have been finally adjudicated in any proceeding not to have acted in good faith in the reasonable belief that his or her action was in the best interests of the corporation; and provided, further, that as to any matter disposed of by a compromise payment by such person, pursuant to a consent decree or otherwise, the payment and indemnification thereof have been approved by the Club, which approval shall not unreasonably be withheld, or by a court of competent jurisdiction.
4. Where indemnification hereunder requires authorization or approval by the Club, such authorization or approval shall be conclusively deemed to have obtained, and in any case where a director of the Club approves the payment of indemnification, such director shall be wholly protected if:
 - a. the payment has been approved or ratified by a majority vote of a quorum of the directors consisting of persons who are not at that time parties to the proceeding; or
 - b. by Members of the Club if disinterested; or
 - c. the action is taken in reliance upon the opinion or independent legal counsel (who may be counsel to the Club); or
 - d. the payment is approved by a court of competent jurisdiction; or
 - e. the directors may have otherwise acted in accordance with the standard of conduct as set forth in M.G.L. c. 180.
5. Any indemnification or advance of expenses under this Article XII. shall be paid promptly, and in any event within thirty (30) days, after receipt by the Club of a written request therefor from the person to be indemnified, unless the Club has determined that the person is not entitled to indemnification. Unless otherwise provided by law, the burden of proving that the person is not entitled to indemnification shall be on the Club.

6. The right of indemnification under this Article XII shall be a contract right inuring to the benefit of the directors, officers, and other persons entitled to be indemnified hereunder. No amendment or repeal of this Section XII shall adversely affect any right of such director, officer, or other person existing at the time of such amendment or repeal.

7. The right of indemnification under this Article XII shall be in addition to and not exclusive of all other rights to which such director or officer or other persons may be entitled. Nothing contained in this article shall affect any rights to indemnification to which corporation employees or agents other than directors and officers and other persons entitled to indemnification hereunder may be entitled by contract or otherwise under law.

XIII. Insurance

1. The Board of Directors recognizes its responsibility to preserve and protect the property and other assets of the Club from any occurrence. To this end, the Board of Directors shall vote upon, purchase, and maintain such insurance policies to provide coverage for the Club as the Board of Directors deems necessary to adequately protect these assets.

XIV. Bylaw Amendments

1. Bylaw Amendments may be proposed and provided to the Men's and Women's Team Presidents by any Member at least ten days prior to the AGM or within two days after receiving notice of a Club Special General Meeting.
2. Changes and updates to the Bylaws may be made by a simple majority vote at either the AGM or a Club Special General Meeting, provided that the proposed changes were provided to the Members in the time specified under Section 2 of Article VI.
3. Appendices may be updated and amended as necessary through a simple majority vote of the Joint Executive Board, provided that Club Members are informed of the deliberations at least three days prior to any vote.

Appendix A – Dues Structure

Dues shall be paid according to the following chart:

<i>Member Status*</i>	Single Season Dues	Full Year Dues **
<i>Player (Veteran)</i>	\$125	\$200
<i>Player (Rookie)</i>	\$60	\$100
<i>Social</i>	\$30	\$50
<i>Old Boy / Old Girl</i>	\$30	\$50
<i>Supporter</i>	\$20	\$30

* For Member definitions and distinctions, see Part III of the Club Bylaws. Member status should be determined by the President and Treasurer in accordance with these definitions.

** Full year dues should be initiated in the spring. If a player starts in the fall, their dues for the following year can be discounted should they opt to pay for the full year at the beginning of the following spring. This should be managed at the discretion of the President and Treasurer.

Appendix B – Duties of the Club Officers

Board of Directors

Director (5 positions, 3-year terms):

The Board of Directors shall be the legal controlling body of the Club but shall leave the day-to-day management of the Club to the Team and Club Executive Boards. They are responsible for all tax, corporate, and other legal filings. They shall set the long-term goals of the Club and delineate those goals in 3- or 5-year plan reports. They shall also serve in an advisory role and will have final approval over the Club's yearly budgets. This budget approval shall only be to ensure that the yearly budgets are in-line with the long-term financial goals of the Club; the Board of Directors need not attend Budget Council meetings unless they are so inclined. The Directors on the Board are all authorized agents of the Club and may bind the Club in any contract or other binding agreement through electronic or handwritten signature.

Responsibilities:

- Create long-term plan, this shall include both fiscal and developmental goals and proposed steps for realizing those goals;
- Provide advisory opinions to the Joint or Team Executive Boards when asked;
- Approve the final yearly budget;
- File all legally required documents including tax, corporate annual reports, change of officer forms, etc.;
- Hear and assess any specific reports of conflicts of interest;
- Conduct periodic reviews to generally evaluate the Club's compliance with its own By-Laws and with the Laws governing tax-exempt or non-profit organizations, and to guard against conflicts.

Club-Wide Positions

All Club-wide positions shall update and respond to requests from the Presidents of both teams.

Fundraising Secretary:

The Fundraising Secretary shall plan and coordinate all Club fundraising activities. This includes planning fundraising events, creating a fundraising schedule with anticipated costs and revenues, and soliciting new fundraising ideas from Club Members. The Fundraising Secretary shall call committees as necessary to carry out their essential tasks. There must be at least one Fundraising Secretary on the Joint Executive Board but both Teams need not have a Fundraising Secretary as long as both Teams are equally involved in implementing fundraising activities.

The Fundraising Secretary may not vote in Team Executive Board Decisions but may vote in Joint Executive Board Decisions.

Responsibilities:

- Member of Budget Committee;
- Keep records of past fundraising efforts, including costs and revenues and any contacts established through the planning or implementation of the fundraiser;
- Keep records of donors and sponsors, including their contact information and the value of their donation or sponsorship;
- Understand the rules and regulations associated with fundraising for non-profit and 501(c)(3) organizations;
- Implement fundraisers and solicit help from Club Members on an on-going basis;
- Coordinate with the other Executive Board members to ensure that the various Club or Team events do not conflict with each other.
- With discussion with Club leadership, choose a point person from the opposite Team for consultation on event ideas and scheduling.

Sponsorship Secretary

The sponsorship secretary shall be responsible for initiating and maintaining relationships with Club sponsors. They shall serve as a liaison between the Club and sponsors as well as the point of contact for new opportunities. Their responsibility is to be a resource for the Club and sponsors as well as to assure the needs and responsibilities of both sides are being met. The Sponsorship Secretary shall call committees as necessary to carry out their essential tasks. The Sponsorship Secretary may not vote in Team Executive Board decisions but may vote in Joint Executive Board Decisions.

Responsibilities:

- Member of the budget committee
- Understand the rules and regulations associated with fundraising for non-profit and 501(c)(3) organizations
- Keep records of sponsors, including contact information, value of sponsorship, etc.
- Serve as liaison between sponsors, the Board of Directors, and Joint Executive Board Members in planning events, setting annual goals, and communicating feedback.
- Ensure the Club is meeting responsibilities of its agreements with sponsors
- Maintain a Club sponsorship packet with information on the Club and player demographics for potential sponsorship opportunities
- Coordinate with Board of Directors on Sponsorship goals, including maintenance of current sponsorships, development of long-term sponsorships, and targeting of new opportunities.
- Partner with the Board of Directors to explore new partnership opportunities according to the current needs of the Club.

Webmaster

The Webmaster shall be responsible for maintaining the Charles River Rugby Club website for both the Men's and the Women's Teams. They must keep it up to date and looking professional and respond quickly to any glitches that may arise. The Webmaster will also supervise the execution of Team and Club-wide social media presence.

The Webmaster may not vote in Team Executive Board Decisions but may vote in Joint Executive Board Decisions.

Responsibilities:

Website

- Ensure the website is kept updated and relevant, which shall include but is not limited to:
- Updating the website calendar
- Posting match scores and match summaries
- Updating the list of acting Officers and Directors and current players
- Manage design and layout of the website
- Post associated with different drives (i.e gear, fundraising, sponsorship)
- Create Web committee to facilitate website upkeep
- Manage periodic newsletter with help of Old Player liaison and web committee

Social Media

- Facilitate the use of social media to represent the club and support the functions of other Executive Board member objectives, events, etc.
- Appoint Social Media Leads from each Team with advisement from the Team Presidents.
- Supervise Team-specific Social Media Leads to make sure social media presence is kept current, effective and engaging
- Both Teams will designate a social media captain
- Team Lead is responsible for maintaining an active web presence for their Team and supporting joint Club presence

Team Specific Positions

President

The Presidents will supervise the overall day-to-day operations of the Club's and their respective Team's organization. They will be the Club representatives to the community, sponsors, and the Union but may delegate tasks as appropriate. The Women's President and Men's President will call all the meetings of their respective Teams and Team Executive Boards. Generally, both

Presidents should work closely together and coordinate to call any necessary meetings. The Presidents shall reside over their respective Team meetings and Team Executive Board meetings and shall share responsibility for presiding over Joint Executive Board meetings and General Meetings. They will be chiefly responsible for official negotiations with coaches over contractual terms, for offering a person a coaching position, or for informing a coach that a contract will not be renewed. They will appoint any committees needed for special Club activities.

Responsibilities:

- Delineate yearly goals, present them to their Team Executive Board and the Joint Executive Board, and see to their execution;
- Schedule and conduct regular Team Executive Board meetings and Joint Executive Board meetings as necessary;
- Oversee Officers by:
 - Maintaining contact with them,
 - Assisting them with tasks as needed,
 - Checking in with them on deadlines and ensuring that they are able to complete essential tasks in a timely manner,
 - Addressing unsatisfactory behavior;
- Member of Budget Committee;
- Lead Disciplinary Committees in cases of formal complaints; Initiate formal disciplinary procedures when necessary; keep records of Disciplinary Committee procedures;
- Oversee Club finances and endowments, in conjunction with each other, the Vice Presidents, the Treasurers, and the Fundraising Secretary;
- Act for the overall good of the Club and the sport of rugby

Vice President

The Vice Presidents shall assist their respective Team Presidents in all facets of the job. The Women's Team Vice President should be willing to help Men's Team's President, should the need arise, and vice versa. If a Team President vacates their position for any reason, that Team's Vice President shall become acting President until the position can be filled. The Vice Presidents shall also assist in fulfilling any Team Executive Board position roles that are vacant until the vacant position can be filled. They shall be responsible for any match reports and meeting minutes in the absence of a secretary.

Responsibilities:

- Assist the Presidents in:
 - Team Executive Board management and oversight,
 - Scheduling and planning meetings,
 - Directing disciplinary process as needed;
 - All other tasks, as needed;

- Member of Budget Committee;
- Research, organize, and facilitate Club volunteer opportunities.
- Taking Joint and Team Executive Board meeting minutes;
- Ensuring that match scores are recorded and match reports are written;
- Form committees for carrying out charitable events;
- Understand the rules and regulations associated with charitable giving for non-profit and 501(c)3 organizations;
- Act as Team President in their Team President's absence;
- Serve as a member of a Disciplinary Committee when called upon.

Treasurer

The Treasurers shall be chiefly responsible for the management of Club finances. Each Team Treasurer shall ensure that line-items for their Team's various expenses are appropriately managed. The Treasurers shall work closely with each other to coordinate large payments to ensure that the Club does not incur overdraft fees or spend more money than finances will allow. The Treasurers shall inform the Presidents and the rest of the Joint Executive Board when actual expenses will exceed anticipated expenses. The Treasurers should coordinate with the Presidents to be fully prepared for Budget Committee Meetings.

Responsibilities:

- Maintain the Club's bank account;
- Maintain Club endowment;
- Member of the Budget Committee;
- Track all annual Club expenses and credits;
- Collect and keep track of all dues payments and communicate delinquent Members to the President;
- Create reasonable payment plans for players who report financial hardship;
- Provide budget forecasting for the Team Executive Boards, the Joint Executive Board, and the Board of Directors;
- Provide prompt notice to their respective Team Executive Boards and the Joint Executive Board when actual expenses will exceed projected expenses or anticipated credits.

Captain

The Captains shall be responsible for Team management on the field and at practice. They shall work to boost and maintain Team morale and shall cooperate with the coach(es) in the supervision of all training sessions and match-day activities. They shall be chiefly responsible for choosing line-ups but may seek the coaches' advice and the advice of their Team Ombudsman when necessary. The Captains shall exercise sole authority over Members when on the pitch. The authority may include appointment of a pack and a backline leader, kickers, captains of alternate sides, and the removal of a player from the pitch for conduct detrimental to the best interest of

the Team or the Club. These decisions and designations should be determined prior to the start of a match as much as possible. The Captains and the coach shall discuss desired substitutions prior to the match but, generally, the coach may make substitutions during the match as needed. It is left to each Team's discretion to have one Captain, one Captain and one Vice-Captain, or two Co-Captains. The Captains are voting Team Executive Board and Joint Executive Board Members.

Responsibilities:

- Provide on-field leadership and coordinate all rugby and training related activities;
- Set the example and coordinate the Team's overall on-field character and attitude;
- Initiate and run off-season captain's events and practices;
- Establish and provide suggested training regimes;
- Act as the liaison between the coaches and their Team;
- In concert with the coaches, establish, coordinate, and see to the execution of their respective Team's long-term and individual match strategy;
- Establish, coordinate and see to the execution of the Club's agenda for training sessions;
- Establish a positive relationship with each player;
- Lead and have final say in the match selection process.

Match Secretary

The Match Secretaries shall be responsible for scheduling all games, including B-side games, obtaining permits for practice field space, and acquiring match officials for each home game. They shall notify their respective Teams, the visiting team, and match officials of the location and time of all their Team's games. They shall also assist in coordinating carpooling or other modes of transportation to and from games as needed.

Responsibilities:

- Schedule all games, including B-side games;
- Develop a working relationship with match secretaries of other Clubs in the Union;
- Provide Pitch directions to the assigned referee and the opposing team for home games and to their own team for away games at least two days in advance;
- Coordinate assignment of match officials with the Referees Society for home games;
- Obtain and schedule permits for field usage, games, and practices, which may require coordinating with other Boston area Teams to share field space and permits to minimize costs.

Ombudsman/Ombudswoman:

The Ombudsman/Ombudswoman is responsible for fostering and maintaining positive working relationships between Club Members, Team and Club Executive Board Members, and coaches.

This might entail taking it upon themselves to address emerging issues with individuals or groups, responding to complaints by any Member of their respective Team, facilitating Team-building activities, coming up with tactful ways to address problems with a Member in or on the verge of becoming in bad standing or a Team or Joint Executive Board member who is not performing at a satisfactory level, or addressing the Team or Club as a whole to address or preempt systemic or widespread issues. The Ombudsman/Ombudswoman may also be called upon by their coach(es) or Captains to assist in selecting players for starting positions. The

Ombudsman/Ombudswoman is a voting Team Executive Board and Joint Executive Board Member.

Responsibilities:

- Aid coach(es) or Captains when addressing side-selection Member concerns;
- Be available and accessible for Members to lodge complaints, air grievances, or simply discuss an issue or worry they might have;
- Act as a non-judgmental, neutral party regardless of any personal feelings or involvement in a matter or conflict;
- Mediate conflicts in an appropriate manner;
- Maintain anonymity of Members who lodge informal complaints and wish to remain anonymous;
- Act as intermediary—upon request—for Members who lodge formal complaints to ensure privacy to the extent possible;
- Promptly address any instances of disrespect, discrimination, or otherwise unacceptable behavior;
- Serve as an advisor for the coach(es) or Captains when asked for assistance with selecting players for starting positions.
- Recuse themselves from votes that would impair or compromise their primary responsibilities as an unbiased and safe outlet for Club Members, particularly in votes that may involve removing fellow Joint Executive Board Members.

Social Secretary:

The Social Secretaries will be responsible for all events that are primarily social in nature. This includes post-match socials, season opener parties, season wrap-up parties, non-drinking activities, and other Team and Club activities. They shall create committees for various events as necessary.

Responsibilities:

- Arrange for the provision of food and drink at post-match socials, and schedule them schedule with the venue;
- Encourage, schedule and coordinate banquets, holiday parties, social gatherings, Team or Club trips, Team or Club dinners, or any other purely social gathering;
- Create and maintain a schedule of all annual social events;

- Coordinate with the other Team and Joint Executive Board Members to ensure that the various Club or Team events do not conflict with each other;
- Coordinate with the Match Secretary regarding post-game trips and activities;
- Encourage and facilitate player interaction off the rugby pitch.

Recruiting Secretary

The Recruiting Secretaries shall be in charge of coordinating all facets of player recruitment and retention. They will insure the Club is advertised in local papers and other media and will contact local colleges and other potential player conduits regularly. The existence of the Recruiting Secretary does not preclude other Members from attempting to recruit new Members. All Members are encouraged to participate in recruiting efforts and in welcoming new Members into the Club is a standard expectation of all Members.

Responsibilities:

- Establish a yearly recruiting plan and call committees as needed to carry out this plan;
- Respond to all recruiting inquiries;
- Maintain a database of and contact with interested recruits, apprising them of all Club events, until they are added to the Club's email list serve;
- Ensure the upkeep of the recruiting email address;
- Establish a rapport with new Club Members and encourage others to do so;
- Introduce recruits to the coach(es), Captains, President, and other Members;
- Ensure that they are invited to social activities and treated hospitably when there.

Old Boy/Old Girl Liaison:

The Old Boy/Old Girl Liaison shall as the primary contact between the Charles River active players and Charles River inactive players and Old Boys/Old Girls. This role may be filled by an Old Boy/Old Girl but does not need to be.

Responsibilities:

- Communicate Club events and Club news to Old Boys and Old Girls through email, newsletters, telephone calls, social media, or any other appropriate means of communication;
- Promote participation of Old Boys and Old Girls in the daily activities of the Club, particularly in soliciting their participation in fundraising events;
- Organize events specifically tailored to generating contact between Old Boys and Old Girls and current Members such as an Old Boy/Old Girl vs. Current Team rugby match;
- Maintain a database of Old Boy or Old Girl contact information;
- Assist in maintaining the Old Boy/Old Girl section of the Club website.

Field Secretary

The Field Secretaries are in charge of field set-up, equipment management, and equipment transportation and storage. They may call for assistance in carrying out these tasks, particularly for setting up the field for home games, as necessary.

Responsibilities:

- Coordinate field set-up for matches;
- Ensure the laws regarding proper pitch layout are properly implemented;
- Manage and maintain the Club's equipment inventory, including match and practice equipment and jerseys;
- Report inventory to their respective Team Executive Boards at least once a season;
- Advise their respective Team Executive Boards regarding necessary equipment purchases;
- Coordinate equipment purchases with the Team Treasurer;
- Ensure that all necessary equipment arrives at every practice and match and ensure that balls are pumped and ready for use;
- Find suitable storage space for all equipment.

Appendix C – Member Code of Conduct

CHARLES RIVER RUGBY UNITED, INC. CODE OF CONDUCT



All Members of Charles River Rugby Club are expected abide by the following code of conduct:

1. Comport yourself in a respectful manner at all times, both on and off the pitch.
2. Respect the 'Game of Rugby' and play within the Laws of the Game.
3. Accept the referee's decisions and let captains or coaches ask any relevant questions.
4. Act as a positive representative of Charles River Rugby and the sport of rugby.
5. Refrain from any kind of discriminatory conduct based on sex, race, ethnicity, religion, disability status, sexual orientation, or gender identity.
6. Refrain from violent or disrespectful behavior toward any fellow Club Members, Club Member guests, match officials, opposing teams, sponsors, vendors, partners, or members of the public during any Club event or any activity where you may be recognized and affiliated with the Club.
7. Winning and losing is part of sport: Win with humility – lose with dignity.
Remember that the goals of the game are to have fun, improve your skills and feel good.
8. Respect the park fields, Club equipment, and facility amenities.
9. Pay dues and any debts owed to the Club in a timely manner.
10. Accept the authority of the Club to issue disciplinary decisions, with sanctions up to and including termination of Membership.
11. Attend training regularly and on time – listen to and respect your coaches and captains. Communicate with captains and coaches about your schedule and limitations, whether injury or other obligations.
12. Most of all, be a part of the positive Charles River culture both on and off the field.

In the act of paying your dues, initiating a dues payment plan, or signing this document, you are agreeing to follow this Code of Conduct and the Club Bylaws for the duration of your affiliation with Charles River Rugby. Failure to follow this Code or the Bylaws may result in disciplinary action as laid out in the Club Bylaws Article IV, Section 3.

Signature: _____

Date: _____

Appendix D – Meeting Quorums

The required numbers of individuals to constitute a quorum for a particular type of meeting are as follows:

- Team Executive Board Meeting: 6 Members
- Joint Executive Board Meeting: 13 total Members, minimum 6 Members from each Team Executive Board
- General Team Meeting: 10 Team Members
- General Club Meeting: 10 Members of each Team
- Board of Directors Meeting: 4 Directors

Appendix E – Awards

Team Awards will be presented at the Annual Awards Banquet. Criteria for each award are listed below. Team award recipients shall be established by a plurality ballot vote of the respective Team's Members in good standing.

Men's Team Awards

Most Valuable Player

This award shall be presented to the player who has proved to be the most valuable player to the Team as a whole.

Most Improved Player Award:

This award shall be presented to the player whose play, in the opinion of the Team, has improved the most during the preceding year. Consideration should be given to all players who strive for excellence, and voters should give consideration to the effort as well as the accomplishments of the player.

Dennis J. Sullivan Award:

The Dennis J. Sullivan award shall be presented to the player who most embodies the qualities of hard play, fairness, leadership, and dedication to the Club and the game demonstrated by the late Dennis Sullivan. More than any other player in the Club's history Dennis "Sully" Sullivan exemplified the true spirit of Charles River Rugby. An intense and dedicated player on the field, Sully was also a team player off the field. His personality, love of the game, and spirit are lasting memories for those who played beside him and should serve as an inspiration for all Club Members. The Dennis J. Sullivan Award was inaugurated to recognize the player who best exemplifies the qualities exhibited by the late Dennis Sullivan: team spirit, dedication, and love of the sport.

Teammate Testimony regarding Dennis Sullivan:

"Dennis Sullivan was a model for Charles River rugby. He played #8 with skill, desire and toughness at a time when the Rats were a new team at the very beginning of our push into first-division play. Dennis was an absolute leader in every respect, utterly fearless and eager to mix it up and triumph against the big boys of New England rugby. His commitment to rugby and the Rats was absolute. He once left in the middle of a wedding reception, played the A game, washed off in a puddle, threw the tux back on and zipped back to the reception--his spouse

was not overjoyed but here was a rugger who had his priorities arranged properly. He was at the beginning of his legal career and had a new baby when a tragic accident took him away. The reason this award is named for him is not just because of the way we lost him, but really because his toughness, commitment and passion for the game epitomizes what the Charles River Rats are all about.”

Old Man River Award

This award shall be presented to the River Rat who has made the greatest contribution to the Club in the preceding year.

The Killer B/Orange Whip Award:

The Killer B Award shall be presented to the B-side or, in the event that there was not significant opportunity for B-side matches, the non-starting player who exhibited the most devotion and enthusiasm on and off the pitch.

Women’s Team Awards

Most Valuable Player Award:

This award shall be presented to the player who has proved to be the most valuable player to the Team as a whole.

Most Improved Player Award:

This award shall be presented to the player whose play, in the opinion of the Team, has improved the most during the preceding year. Consideration should be given to all players who strive for excellence, and voters should give consideration to the effort as well as the accomplishments of the player.

Rookie of the Year Award:

This award shall be presented to the Rookie who has shown the most skill, put forth the most effort, and demonstrated the most dedication to the Team. While the Rookie’s game play should be a significant factor, practice attendance, enthusiasm, work-ethic, and dedication should be considered as well.

Jehanne “Juggs” Junguenet Rat Spirit Award:

This award shall be presented to the Team Member who most exemplifies the Charles River Women’s Rugby mantra of working hard, having fun, and showing respect towards their teammates, referees, and opposing teams. This player should be a calming voice when the Team becomes agitated on the field, an energy booster when the team is tired or not fully pumped, and a morale booster when the team adopts a defeatist attitude. Significant contributions to administrative aspects of running the Club or the planning and execution of team bonding or social events are important factors in choosing the recipient of this award as well.

This award is named for Jehanne “Juggs” Junguenet, who won this award so many times we finally named it after her. In her decade-plus membership in the Charles River family, Jehanne contributed to the growth and spirit of the Club in every way. As a playoff winning captain and social media maven, she showed off her Rat Spirit both on and off the field and acted as the heart and soul of the women’s team. Her infectious humor, motivational speeches, and creativity continually brought life to the Club, while her dedication help grow it in ways we could not have imagined. She embodies the Rat Spirit in every way, and this award recognizes a member of our club who shares her ability to bring passion and joy to the sport of rugby.

Unsung Hero Award:

This award is presented to the Team Member who has demonstrated enormous dedication to the Club, both on and off the pitch, but whose efforts at times go unnoticed due to the nature of the roles they fill.

Appendix F – Charles River Hall of Fame

Current and former Members of the Club shall be inducted on a regular basis, as determined by the Presidents.

No Members have been inducted at this point in time.