



Bylaws of the
Texas Youth Rugby Association
dba Rugby Texas



Membership with Rugby Texas is a privilege. A Member Club, Coach, Referee or Team Administrator found in violation of the By-laws, Policies & Procedures, or Game Day Policies risk sanctions levied against the Member and or the Club. Membership with Rugby Texas shall be open to any person interested in the promotion and development of Youth Rugby and agreeing to conform to the Articles of Incorporation and the By-laws of Rugby Texas.

The Executive Committee:

The Officers of Rugby Texas shall be a President, Secretary and **Vice-President/Treasurer**. The Executive Committee may fill any vacancies on an interim basis.

Officers:

Concerned primarily with policymaking, long-range planning, and coordination with the Member clubs to actively promote the game of rugby through matches, tournaments, and community activities.

Consists of the following officers with additional roles as defined by the By-laws: President, Treasurer and Secretary.

The President:

1. Shall be a member of the Executive Committee; be the Chief Executive Officer of Rugby Texas.
2. Preside over all meetings of Rugby Texas.
3. Nominate standing Committee Chair(s); be a member of all committees' as ex-officio.
4. Represent Rugby Texas to the Rugby community.
5. Voting member of the Executive Committee.

The Vice President:

1. Temporarily assume the duties of the President in the event of resignation or absence of the President until a new President is appointed by the Executive Committee
2. Carry out the responsibilities delegated by the President.
3. Is a voting member of the Executive Committee.

The Treasurer:

4. Shall maintain the organization's books in good order.
5. Provide regular financial statements.
6. Non-voting member of the Executive Committee.

The Secretary:

1. Shall be responsible for keeping the roster of duly registered clubs and their representatives up to date. This roster shall be made available to the members



prior to any vote at the AGM or to any voting member who formally makes a written request (email allowed) from the Secretary.

2. Shall maintain minutes of monthly Board and AGM meetings.
3. Voting member of the Executive Committee.

The Board of Directors:

Includes members with a variety of club and alumni experience; Meets at least twice a year or more as needed to promote the growth of rugby; Should actively participate in all Rugby Texas affairs; Determines policy, reviews procedures, and is responsible for long range strategic planning.

Director of Competitions:

Responsible for forming a committee that will encompass Ladies, Youth, High School Boys, Touch and High Performance with a separate chair for each committee appointed by the Director of Competitions. The Director of Competitions will oversee the implementation of each committee's recommendations.

Director of Development:

Oversee and be responsible for all ranges of development; including but not limited to administrators, coaches, referees, players, and/or any other strategic initiatives that have been determined by the Executive Committee to meet the objectives of RT.

Director of Strategic Planning:

Responsible for forming a committee that will determine the short and long-range strategies for RT to meet its objectives as defined in Article 3 of these Bylaws. The Director of Strategic Planning will oversee the implementation of the committee's recommendations.

Director of Compliance and Licensure:

Responsible for ensuring that all members of Rugby Texas adhere to the rules and regulations of Rugby Texas, USA Youth and High School Rugby, USA Rugby and World Rugby.

Members:

Any club, male or female, either high school or youth competing in a Rugby Texas competition and certified as a Club in "Good Standing" by USA Youth and High School Rugby.

Voting Members:

Votes: Each Member Club in "Good Standing" shall be awarded one (1) vote



1. Any club in a Contact League (defined above) with at least one (1) L-200 Certified Coach and fifteen (15) registered players competing in a Rugby Texas competition and certified as a Club in “Good Standing” by USA Youth and High School Rugby
2. Any 7s club in a contact League (defined above) with at least one (1) L-200 Certified Coach and nine (9) registered players competing in a Rugby Texas competition and certified Club in “Good Standing” by USA Youth and High School Rugby
3. Any club in a non-contact League (defined above) with at least one (1) L-100 Certified Coach and twenty (20) registered players competing in a Rugby Texas competition and certified as a Club in “Good Standing” by USA Rugby

Non-Voting Member:

1. Affiliate member – any club with less than 15 CIPP certified players with the desire to enter competition.
2. Individual Membership – any person not affiliated with a club.

League:

Any competition sanctioned by Rugby Texas, USA Youth and High School Rugby and USA Rugby either contact or non-contact.

Club:

A single age group entity involved in a sanctioned Rugby Texas league.

1. Must have an appointed coach, as per USA Youth and High School Rugby requirements, all appointed coaches must be at minimum a Certified Level 200 Coach currently registered with USA Youth and High School Rugby.
2. Member team and in good standing with USA Youth and High School Rugby.
3. Must follow all USA Youth and High School Rugby directives regarding player eligibility and competition.

Match Secretary:

Club Member who is responsible for receiving information from Rugby Texas on behalf of the Member Club.

1. Will be responsible for reporting to the Secretary any scheduling conflicts (cancellation due to weather, referee unable to confirm, not enough players, etc.) once the competitions schedule has been published.
2. Will be present to represent the Member Club for voting purposes.

Annual General Meeting:

Herein referred to as “AGM” – The AGM shall be once annually.

Quorum:



AGM, Summer/Winter General Meeting and/or any special Rugby Texas meeting provided proper notice is given, shall be the simple majority of registered, current member clubs in good standing.

Written Notice:

Correspondence or notification sent via handwritten letter or note, word processor, electronic file, or email. Stating the date, it was sent and indicating the club, title, and name of the signature.



ARTICLE 1 – NAME AND AFFILIATION

The name of the organization shall be Texas Youth Rugby Association, hereinafter referred to as “Rugby Texas”. Rugby Texas is an affiliate of USA Youth and High School Rugby and USA Rugby.

ARTICLE 2 – ADDRESS

The physical address of the Rugby Texas shall be determined by the Executive Committee and may be a P.O. Box or other recognized USPS address in Texas. The electronic address of Rugby Texas shall be rugbytexas.org, or TexasYouthRugby.org.

ARTICLE 3 – OBJECTIVES

1. To support and foster the development of Youth Rugby in Texas by growing the number of youth participants.
2. To deliver programs, services, and facilities which enable Rugby athletes to achieve their maximum potential.
3. To foster state, national, and international Youth Rugby competition.
4. To adhere to the Laws of Rugby Football, as promulgated by World Rugby.

ARTICLE 4 – NOT FOR PROFIT

Rugby Texas is organized exclusively for one or more purposes as specified in section 501(c) (3) of the Internal Revenue Code and enumerated in Article 4 of the Articles of Incorporation and Article 3 of the bylaws. The Fiscal Year shall commence on September 1st.

ARTICLE 5 -- MEMBERSHIP AND DUES

Section 1 – Responsibility of Member Clubs

1. Member Clubs shall be responsible for providing Rugby Texas contact information for their Match Secretary.
2. Should that member be unavailable for the AGM or all special meetings, written notice naming a replacement shall be sent to Rugby Texas Secretary, 48 hours prior to the meeting.
3. The replacement shall be registered to the same club as the member sending in the request. (Email notice is permissible provided that the email is addressed from the registered email on file with the Secretary.)

Section 2 – Dues

1. Dues shall be set by the Executive Committee based on the Annual Budget of Rugby Texas that has been approved by the members.
2. Any action on dues may be reversed by a 2/3 vote of the membership present at the AGM or at a special meeting, provided that: Notice of the specific motion is provided to the membership 30 days prior to the vote.

ARTICLE 6 – BOARD OF DIRECTORS

The Board of Directors shall have five (5) members.



Four (4) of the members shall be elected by the membership at the AGM, provided a quorum exists. Members shall have a two (2) year term. Two (2) Board of Directors members shall be elected each year so that terms overlap.

The initial Executive Committee shall be elected as follows:

1. Two (2) members shall be elected to a one (1) year term.
2. Two (2) members shall be elected to a two (2) year term.
3. The President of Rugby Texas shall be the fifth Board of Directors member.

Section 1 – Spending Authority of the Executive Committee

The Executive Committee must approve any expenditure above and beyond “normal operating expenses” as defined in the “accepted annual budget” and notice of expenditure must be reported to each Member Club.

Section 2 – Responsibility of The Board of Directors:

1. Approve all contracts, debts, interest bearing accounts, sponsorship and any arrangement, obligation, or commitment that Rugby Texas shall have that is more than one calendar year in duration.
2. Appoint Discipline Committee members.
3. Serve all notices in accordance with these by-laws or as required by law.
4. Be custodian of the corporate records.
5. When requested or required, authenticate any records of the corporation.
6. Have the authority to contract a CPA to review and/or audit Rugby Texas financial records. An audit may also be called by the membership with a 2/3 vote at any AGM with 30 days’ prior notice to the membership.

Section 3 – Meetings:

1. The Board of Directors may meet as often as deemed necessary provided that a 7-days’ written notice is given to the membership.
2. The Board of Directors shall meet no less than 45 days and no more than 90 days prior to the Rugby Texas AGM to set the Agenda for the Members’ AGM Meeting.
3. The Board of Directors shall review and approve the financial statements to be presented to the member clubs at the Members’ AGM Meeting.
4. The Board of Directors shall propose the Budget for the next fiscal year at the Members’ AGM Meeting.
5. All meetings may take place via GoToMeeting, WebEx, Zoom (or other web-based meeting) or by conference call.

ARTICLE 7 – OFFICERS

Section 1 – Term of Office:

1. Officers shall serve for two years after election.
2. The term shall coincide with the organization's fiscal year.



3. The officers shall serve alternate terms where the President and Vice-President/Treasurer are elected on even years and the Secretary is elected on odd years.
4. Any officer that has been appointed to replace an elected officer shall serve out the remainder of the original officer's term.

Section 2 – Duties:

President: As defined above and additionally:

The President may delegate any of these tasks to another Board of Directors Member on an ad-hoc basis if he/she is unavoidably absent.

Treasurer: As defined above and additionally:

1. Be the Director of Finance.
2. Shall prepare an annual budget; execute tax documents, payroll, vendor payments in a timely manner; these documents shall be made available to the Board of Directors.
3. Shall maintain inventory control.
4. Shall keep various insurance instruments active.
5. Shall coordinate financial exchanges with USA Youth and High School Rugby, any contracted referee's association, and others as necessary per Executive Committee directive.

Secretary: As defined above and additionally:

1. Shall certify membership of all member clubs to the Executive Committee prior to the end of regular season play.
2. Shall present the Certified members at the Rugby Texas Members' AGM Meeting.
3. Shall assist with eligibility matters, league standings, and website content.
4. Shall be the liaison between the Board of Directors, Executive Committee, and the Member Clubs.

ARTICLE 8 – COMMITTEES

The Executive Committee may form temporary Committees as needed to conduct the business of Rugby Texas and appoint temporary Committee Chairs. These committees may seek advice of Subject Matter Experts (SME) with permission of the Executive Committee.

The Executive Committee shall have the option to appoint an Executive Director and others who shall execute duties as assigned.

ARTICLE 9 – MEETINGS

Section 1 – Annual General Meeting (AGM):

Rugby Texas shall meet once a year, defined above as the AGM to conduct club business.

1. The Board of Directors shall pick the venue.



2. Notice of the meeting shall be a minimum of 60 days prior to the meeting.
3. The Executive Committee shall publish the agenda for the meeting 30 days prior.
4. The annual budget shall be included with the Agenda for the AGM.
5. The membership list shall be included with the agenda.
6. The Treasurer shall report on the state of Rugby Texas and the previous year's finances.

Section 2 – Working Meetings:

The Executive Committee and/or Board of Directors may meet at the discretion of the President.

Section 3 – Special Meetings:

1. Special Meetings of the membership may be called by the Executive Committee and/or the Board of Directors at any time with a published Agenda and notice 30 days' prior.
2. All meetings may be held over the Internet provided proper notice, as described by each meeting, is given.
3. Notice of Rugby Texas meetings and official Rugby Texas business shall be by email, or Rugby Texas website or 1st Class Mail via USPS.
4. No meeting of the membership may be called with less than thirty (30) days' notice.

ARTICLE 10 – ELECTIONS

1. The President, Secretary, Treasurer and Board of Directors shall be elected by voting members of Rugby Texas, one vote per registered club as described above.
2. A simple majority vote shall elect. If no one receives a majority on the first ballot, then a second ballot will be taken with the top two candidates in a runoff, a simple majority shall win the vote.
3. Call for Nominations shall be made 60 days prior to the AGM and closed 30 days prior to the AGM. The nominee's qualifications, histories, and biographies shall be posted on the club website for 30 days prior to the vote.
4. The President and Treasurer shall be elected in even years and the Secretary in odd years.
5. Executive Committee members shall be elected according to Article 6–Executive Committee.

ARTICLE 11 – REMOVAL OF OFFICER(S)

1. The membership may remove an Officer of Rugby Texas by a 2/3-member vote.
2. Sixty (60) days' notice to the membership must be given prior to the vote of dismissal. The notice must be accompanied by the reasons for dismissal.
3. The Officer in question shall be suspended from Rugby Texas business during this 60-day process.

ARTICLE 12 – AMENDMENTS



1. The By-Laws may be amended by a 2/3-member vote at any Rugby Texas meeting provided the amendment(s) to the By-laws are submitted to the Executive Committee 60 days prior to the meeting.
2. The amendment(s) and notice of time, date, and place of meeting must be given to Rugby Texas members no less than thirty (30) days prior to the meeting as stated in Article 9.
3. The Executive Committee will publish revised By-laws and make consistent amendments throughout the document.