

NASHVILLE WOMEN'S RUGBY FOOTBALL CLUB
OFFICIAL NWRFC BY-LAWS
Updated 2/25/2024

I. ARTICLE I: NWRFC MISSION STATEMENT

- A. Nashville Women's Rugby Football Club (or NWRFC) also referred to as "The Organization", is a non-profit organization that strives to foster the development of teamwork, loyalty, sportsmanship, and leadership through promotion of the game of rugby. It is committed to maintaining an environment where people of all shapes, sizes, sexual orientations, gender identities, backgrounds, professions, and personalities, are undeniably welcomed.
- B. NWRFC is an inclusive rugby team that aligns with the guidelines set forth by USA Rugby's SafeSport, International Gay Rugby's mission statement, and The Organization's Harassment and Discrimination Policy.

II. ARTICLE II: NWRFC MEMBERSHIP

- A. General membership of this club shall be composed of Regular Members, Under 23 (U23) Members, and Social Members. Any individual interested in furthering and developing the sport of rugby is eligible for general membership.
 - 1) Regular Members consist of any general members who are in compliance with NWRFC as described in Article II below.
 - 2) U23 Members consist of any general members under the age of 23 in compliance with NWRFC as described in Article II below.
 - 3) Social Members consist of all general members, excluding those qualifying as Regular Members who have shown an active or vital interest in the club and who are in compliance with NWRFC as described in Article II below.
- B. No person who meets criteria of general membership listed in Article II may be denied membership on the basis of race, color, religion, sex, gender, national origin, age, handicap, marital status, sexual preference, or veteran status.
- C. General Members of the Organization shall carry themselves in a manner that follows guidelines set forth by USA Rugby's SafeSport, International Gay Rugby's mission statement, the Organization's Harassment and Discrimination Policy, and the Organization's Player Code of Conduct.

III. ARTICLE III: NWRFC COMPLIANCE

- A. Regular Member: General Member who has paid full dues and is a current registered member with USA Rugby and is in good standing with the team (adheres to Article II, section C). Regular Member will have full voting rights.
- B. Social Member: General Member who has paid full social dues and is in good standing with the team (adheres to Article II, section C). Social Member will have full voting rights.
- C. U23 Member: Member in compliance with USA Rugby's U23 guidelines. U23 Member may opt to play with NWRFC during U23 off-season in Spring making U23 Member obligated to pay full Spring dues. U23 Member will be in good standing with the team (adheres to Article II, section C). U23 Member will have full voting rights.

IV. ARTICLE IV: NWRFC DUES

- A. Dues are determined by the Executive Council based on preceding year's budget and the expected budget for the coming year.
- B. Player Dues shall be paid once a season (Fall and Spring) by each general member of the club if required by NWRFC compliance.
- C. Dues are to be used by the club exclusively for furthering the mission of NWRFC including but not limited to: field rental, equipment rental and/or purchase, team travels costs i.e. hotel or food, post-game social events, team events, national and international tournament registration fees, referee dues to MidSouth Rugby Referee Society (MSRRS), team savings.

V. ARTICLE V: NWRFC EXECUTIVE COUNCIL

- A. The Executive Council will be composed of the below referenced officer positions (see Article VI Section C)
- B. Activities of Executive Council include but are not limited to:
 - 1) Conducting internal business of the club
 - 2) Appointing ad hoc committees for specific areas
 - 3) Calling general meetings of the club as deemed necessary
- C. Executive Council decisions are based on a three-fourths (3/4) quorum vote.

VI. ARTICLE VI: NWRFC OFFICERS

- A. Officer Positions for the Executive Council shall be elected by a simple majority vote of all general members in compliance with NWRFC.
- B. Officer positions shall ensue for a 14 month term commencing June 1st - July 31st..
- C. The club shall elect a number of officers, determined by the current Executive Council, to be voting members of the subsequent Executive Council, including (but not limited to): President, Vice President, Treasurer, Match Secretary, Recruitment Chair, Social Chair, Fundraising Chair, Social Member At Large, and Captain(s). Non-Voting members of the Executive Council: Social Media Liaison and Bingham Committee Chair. Candidates for office shall be elected by anonymous ballot to be sent out electronically to the team during May or from the floor during a Spring general meeting.
- D. Officer Duties and Responsibilities
 - 1) President: Will be a voting member of the Executive Council.

The President will act as the Chairperson of executive and general meetings. The President shall ensure all affairs of the club are being accomplished and all officers are fulfilling their responsibilities. The President shall ensure that the club is in good standing with USA Rugby. The President shall ensure all active players are current, USA Rugby registered members with NWRFC and keep an organized record of all player profile information, copy of insurance, and USA Rugby registration forms. The President shall also serve as keeper and interpreter of these by-laws.
 - 2) Vice President: Will be a voting member of the Executive Council.

The Vice President will assist the president to oversee all operations of the team. They must be a liaison for their team and work to assist the President in their duties. In the event that the

President is unavailable, the Vice President shall act in their role. Key areas of emphasis shall be in securing practice and match facilities/facility keys, securing trainers for games, booking travel, and assisting in recruitment.

- 3) Treasurer: Will be a voting member of the Executive Council.
The Treasurer will manage the finances of the club and keep written financial accounts. The Treasurer shall be responsible for giving financial updates at executive and general meetings and authorize all expenditures of the club. The Treasurer shall create an annual budget for the club and decide an appropriate amount, if needed, for player dues to be approved by the Executive Council. The Treasurer is responsible for paying club dues to USA Rugby to keep the club in good standing. The Treasurer shall also be responsible for obtaining and maintaining non for profit status and ensure the club is in compliance each year.
- 4) Match Secretary: Will be a voting member of the Executive Council.
The Match Secretary shall schedule all rugby matches that the club and its members will participate in. In scheduling rugby matches, the Match Secretary is responsible for scheduling appropriate matches allowing NWRFC to be competitive and eligible in the DII Matrix for the True South. The Match Secretary will prepare a written schedule to be approved by the Executive Council and present the schedule to all members of the club at the commencement of each season. The Match Secretary is responsible for assisting the Vice President in securing pitches for games as well as indoor and outdoor practice facilities and match referees.
- 5) Recruitment Chair: Will be a voting member of the Executive Council.
The Recruitment Chair shall be the main contact for new players on the NWRFC website, keep a computerized list of emails, and ensure all emails are added to the Nashville Women's Rugby Google Group. The Recruitment Chair is responsible for seeking out and motivating new players and ensuring all recruits are aware of practice times and locations. The Recruitment Chair is responsible for organizing recruitment events while informing and including the team of such events.
- 6) Social Chair: Will be a voting member of the Executive Council.
The Social Chair shall be responsible for organizing all home field socials in compliance with the social budget decided by the Treasurer and approved by the Executive Council at the commencement of each season. The Social Chair shall also organize team events in an attempt to create team unity both on and off the pitch.
- 7) Fundraising Chair: Will be a voting member of the Executive Council.
The Fundraising Chair shall be responsible to schedule, coordinate, and manage fundraising events. The Fundraising Chair is responsible for maintaining a relationship with sponsors and finding potential new sponsors, as well as coordinating events with the Recruitment Chair, the Social Media Liaison, the Treasurer, and the Social Chair.
- 8) Social-Member-At-Large Chair: Will be a voting member of the Executive Council.
The Social-Member-At-Large Chair shall be the main liaison between the Social Members and the rest of the Executive Council. The Social-Member-At-Large Chair shall be responsible for maintaining a relationship with past NWRFC members and coordinating with the Fundraising Chair and Treasurer to secure donations from past NWRFC members.
- 9) Captain: Will be a voting member of the Executive Council.
The Captain shall be responsible for organizing and conducting rugby practices for members of the club as needed by the Coach. The Captain, along with the current Coach, will be

responsible for developing a roster each game. The Captain shall maintain all equipment used by the members of the club at rugby practices and in rugby matches.

10) Social Media Liaison: Will NOT be a voting member of the Executive Council.

The Social Media Liaison shall be responsible for working with the members of the Executive Council to post relevant team updates, recruitments, and other determined posts on Instagram, Facebook, and/or other currently relevant social media platforms.

11) Bingham/IGR Liaison: Will be a non-voting member of the Executive Council.

The Bingham/IGR Liaison, will lead the bi-annual committee to take NWRFC to the Bingham Cup, put on by the IGR. They will focus on preparing the team for the tour, including, but not limited to: coordinating with the Match Secretary to register NWRFC for the tournament, coordinating hotels/transportation (bus, flights, etc.), assisting the Fundraising Chair in running fundraisers specifically focused on Bingham, ordering merch and kit, and getting sponsorships, etc., and coordinating with other True South teams headed to Bingham.

- E. To be eligible to be elected to, appointed to, or to hold an office, a member must be a Regular Member or Social Member in compliance with NWRFC as described in Article VII. A single Regular Member or Social Member may hold more than one office, and, in that event, assumes the duties and responsibilities of all offices that person holds.
- F. Resignations from office will become final upon acceptance by a simple majority vote of those present at the next official general meeting. When determined necessary by the Executive Council, vacated seats will be filled by new elections which will be held no later than thirty days after a resignation has been accepted.

VII. ARTICLE VII: NWRFC COMMITTEES

- A. Selection of members and determination of duties for ad hoc committees will be approved by the Executive Council at the inception of each committee. At minimum one member from the executive council must sit on each committee to function as liaison to the greater council.
- B. Committee members will be appointed by volunteering and will serve terms that are not to exceed one year without reappointment. Regardless of the date of reappointment, each term will end at the termination of each Summer season.

VIII. ARTICLE VIII: NWRFC MEETINGS

- A. General meetings, which are to be called by the President, will be held at the termination of each Fall and Spring seasons, as needed.
- B. A general meeting may also be called by petition of twenty percent (20%) of Regular and U23 Members or a three fourths (3/4) vote of the Executive Council, with one week written notice to all members.
- C. A quorum for the transaction of business at general meetings will consist of fifty-one percent of All Members (Regular Members, U23 Members, and Social Members) of the club.

IX. ARTICLE IX: AMENDMENTS TO NWRFC BY-LAWS

- A. Any voting member may propose an amendment to the NWRFC bylaws.
- B. All members will be supplied with a written copy of the proposed amendment(s) a minimum of one week prior to the vote to ratify the amendment(s).
- C. A two-thirds vote of the Regular and U23 Membership is required for amending the by-laws.