

# CONSTITUTION

Approved August 1, 2026

## NORFOLK CITY BLUES RUGBY FOOTBALL CLUB

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The Club has been founded to promote and encourage Rugby Union Football and to comply with and enforce the Laws of Rugby as framed by World Rugby. The Club will carry out further direction and instruction as given by the governing local Union and Referee's Association. The Club may lend its facilities and manpower to other organizations established for charitable and non-profitable purposes. In all matters, the Club will retain jurisdiction over its members pertaining to the administration and execution of Club activities.

The purpose of this club is to promote and encourage the sport of Rugby Union, adhering to the Laws of Rugby as established by World Rugby. The club will comply with directives from its governing Union and Referee Association. The club may collaborate with charitable and non-profit organizations, while maintaining authority over its members regarding club activities.

## ARTICLE I - DESIGNATIONS

### SECTION 1.01 Name:

The Club shall be known as the Norfolk City Blues Rugby Football Club and is hereafter referred to as "the Club".

### SECTION 1.02 Colors:

The Club colors shall be blue and gold. The player's uniforms shall consist of a blue jersey with gold trim or a gold jersey with blue trim, blue shorts and blue hose.

### SECTION 1.03 Union Membership:

The Club shall be a full member of the Capital Union and its successor Unions, and shall be governed by the Union Constitution and By-Laws.

## ARTICLE II - MEMBERS

### SECTION 2.01 Membership:

Membership is open to all individuals who support the club and the sport of Rugby Union. The executive committee approves memberships.

### SECTION 2.05 Other Memberships:

Membership designations other than those already established under these By-Laws may be created for specific purposes. These By-Laws do not rescind privileges or memberships previously granted.

### **SECTION 2.06 Obligations:**

Unless otherwise stated, the word "Member" singular or plural refers to a Full Member. Members shall not be Full Members of another Club in the Governing Union; Members must adhere to the governing Union's transfer and dual-membership policies

### **SECTION 2.07 Playing Obligation Release:**

Full Members, current or delinquent, shall not play for another Club in the Governing Union except when released by this section. Preceding any such playing activity, the Member must apply to the Executive Committee for a participation release.

If at least a majority of the Executive Committee is not available at the time the request is made, the team captain may grant such release. If the release is given, the Member may play for another Club in the Governing Union subject to the terms of the release. Violation of this Section shall result in automatic suspension from participation in any Club activity. The suspension shall remain in effect pending further action of the Operations Committee.

### **SECTION 2.08 Dues:**

Dues shall be assessed at the start of each Fall, Spring, and 7s season, or when a new player first attends a practice or a match. Dues will be determined by the Executive Committee and communicated to members before each season. Dues of Members admitted during a season may be adjusted at the discretion of the Executive Committee.

### **SECTION 2.09 Delinquency:**

Unless otherwise stated, the word "current" implies that a Member, Full, Honorary or otherwise, shall have paid any applicable dues. If the dues of any Member be unpaid by the due date, the Treasurer has the option to give him written notice of delinquency. If a Member's dues remain unpaid fourteen (14) days following such notice, his membership shall be restricted on the fourteenth day. Such delinquency and restriction shall be communicated to the Team Captain. A delinquent member shall not be eligible to play for the first side or start for subsequent sides, have voting privileges, or access to Club sanctioned events. These restrictions for delinquent members shall carry over through subsequent seasons until the member is reinstated. A member is reinstated by payment of his delinquent dues or at the discretion of the Executive Committee.

### **SECTION 2.10 Members' Liability:**

Any new Member shall be liable for dues. A new Member joining the Club during the season shall not participate in more than one game before paying his dues. A Member shall pay such additional assessments to cover any deficits of the Club as proposed by the Whole Committee and approved by the Members at a duly constituted meeting of the Club. A Social Member shall be liable for any assessments covering any activity in which they participated.

### **SECTION 2.11 Withdrawal:**

A Member may withdraw from the Club at any time by notifying the President, Club Secretary, or Head Coach in writing. Withdrawal shall take effect upon the delivery of such notice, except that such Member shall continue to be liable for any accrued financial obligations to the Club.

## **ARTICLE III - MEETING OF MEMBERS**

### **SECTION 3.01 Annual General Meeting:**

The annual meeting shall be held on a day prior to the first training session as designated by the Executive Committee. If no such designation is made, the Annual General meeting shall be held on the first Saturday in August. The selection of officers and the transaction of such other business as may properly come before the representatives shall be the purpose of this meeting.

### **SECTION 3.02 Special Meeting:**

A Special Meeting may be called at any time by any Member of the Executive Committee. Upon written request of at least one-third (1/3) of the current Members made to the Executive Committee a special meeting must be held. Each such request shall state the purpose or purposes of such meeting.

### **SECTION 3.03 Notice:**

Notice of the place, date and hour, and agenda of the meeting, annual or special, shall be given personally or by mail to each Member entitled to vote, not less than ten (10) days or more than twenty (20) days prior to the meeting. Each meeting shall be held in accordance with such notice and, if necessary, its agenda may be expanded by a majority vote of the current membership.

### **SECTION 3.04 Certification:**

Only Current Members are entitled to vote. The Treasurer shall certify each present Member and each proxy to the Chairman of the meeting. Uncertified votes shall not be counted.

### **SECTION 3.05 Voting:**

Except as otherwise stated in these By-Laws, all matters acted upon at any meeting of the members shall be decided by a majority of the certified votes.

### **SECTION 3.06 Quorum:**

A quorum shall be one-half (1/2) of the Current Members.

### **SECTION 3.07 Proxy:**

No proxy voting.

## **ARTICLE IV - OFFICERS**

### **Section 4.01 Executive Committee**

The Executive Committee is the club's decision-making body. Each officer holds a defined office and leads one or more functions.

The offices of President, Vice President, Treasurer, Social Chair, and Alumni Chair. shall be held by persons elected by members of the Club. At the time of his election and during his term of office, an officer must be a Current Member of the Club. All officers enumerated in this

section have equal voting rights during Executive Committee meetings, with the exception of the President who shall use his vote in a tie breaking capacity only.

The selection of the Head coach is outlined in Article V, and will be a full voting member of this Executive Committee.

| Office         | Functions Led                                     |
|----------------|---------------------------------------------------|
| President      | Match Secretary; oversight of all other functions |
| Vice President | Recruiting, Social Events, Fundraising            |
| Treasurer      | Treasury, Field & Equipment                       |
| Social Chair   | Social Media                                      |
| Alumni Chair   | Alumni Outreach                                   |
| Head Coach     | Coaching & Selection                              |

#### **SECTION 4.02 Term of Office:**

All officers shall be elected at the Annual General meeting for a term of one year or until their successor officers are chosen or appointed as provided by these By-Laws.

#### **SECTION 4.03 Removal:**

An officer may be removed from office at a special meeting. The necessary vote for removal shall be a two thirds (2/3) vote of the certified membership. Any agent may also be removed for or without cause by the President or the Committee, which appointed him.

#### **SECTION 4.04 Vacancies:**

If any vacancy shall occur in office for any reason, the Members may elect a successor officer to fill such vacancy for the remainder of the term. Pending such election, the President or Executive Committee may appoint a temporary officer.

### **Section 4.05 Functions**

The officers of the Club shall have the powers and duties in the management of property and affairs of the Club, subject to the control of the Members, as is outlined in the functions herein. These functions are assigned to the officers listed in Section 4.01, but can be reassigned as best suits the current executive committee by majority vote.

#### **A.) Fundraising**

**Purpose:** Generate funds for the club through events and alumni contributions.

**Responsibilities:** Plan and run fundraising activities.

#### **Key Deliverables**

- One fundraising event each in spring and fall seasons
- Spring Banquet collections gathered from attending alumni

## B.) Recruiting

**Purpose:** Attract new players and convert interested prospects into dues-paying members.

**Responsibilities:** Produce and distribute recruitment ads and flyers; manage prospect follow-through.

### Key Deliverables

- At least one recruitment event before each season
- At least one recruitment event during each season
- All new players added to the group chat

## C.) Field & Equipment Management

**Purpose:** Ensure the club has the fields, kit, and equipment needed to train and compete.

**Responsibilities:** Reserve and prepare fields; manage kit; maintain equipment inventory; coordinate practice needs with the Head Coach.

### Key Deliverables

- Match and practice pitches painted as needed
- Full inventory of club stock once per season
- Match field rentals secured as the schedule is released
- Practice fields reserved before the practice season begins

## D.) Match Secretary

**Purpose:** Schedule and communicate all fixtures.

**Responsibilities:** Arrange home and away matches; maintain communication with opposing clubs; relay schedules to the coach and players.

### Key Deliverables

- Schedule relayed and posted within one week of confirmation from the league and opposing team
- Ensure each home match has a field, referee(s), and trainer.

## E.) Treasury

**Purpose:** Safeguard the club's finances and ensure it operates at a net positive.

**Responsibilities:** Manage funds and assets; oversee all club budgeting; coordinate practice-related purchases with the Head Coach (pads, cones, etc.).

### Key Deliverables

- Annual budget published to all dues-paying members before the first fall match
- Player kit purchased and delivered before the first match of the season
- Extra kit purchased by the second match of the season

## F.) Social Media

**Purpose:** Build and maintain the club's online presence, often a prospect's first and last impression of the Blues.

**Responsibilities:** Produce lineup, event, fundraising, and recruitment posts.

**Key Deliverables**

- Lineup post the Friday before each match
- Match result post the Monday after each match, to include man of the match.
- At least one additional in-season post per week covering recruitment, fundraising, or events

## **G.) Social Events**

**Purpose:** Plan non-rugby events, which may also serve recruitment or fundraising goals. Push for and organize after practice socials each Thursday during season.

**Responsibilities:** Organize club socials and signature events, coordinating with the Alumni Chair where noted.

**Key Deliverables**

- One post season banquet, includes awards presentation
- One pre season AGM
- After-match socials for every home game
- One oyster roast (with Alumni Chair)
- Alumni weekend (with Alumni Chair)
- One Abby match (with Alumni Chair)

## **H.) Alumni Outreach**

**Purpose:** Maintain the relationship between current leadership and alumni, preserving the club's culture.

**Responsibilities:** Relay information to and from alumni; collect and distribute alumni dues; support alumni events.

**Key Deliverables**

- Alumni dues collected and distributed to the club (yearly or subscription-based)
- Support delivery of the oyster roast, alumni weekend, and Abby match

## **I.) Coaching & Selection**

**Purpose:** Run the club from a coaching and on-field perspective.

**Responsibilities:** Plan and lead all practices and matches; work with the Executive Committee to meet team needs.

**Key Deliverables**

- Attend and plan all practices and games, or arrange an adequate replacement when absent
- Appoint Captain and Vice Captain for the season, and substitutes when they are unavailable
- Select match rosters with assistance from Captain.

#### **SECTION 4.06 Elections:**

All elections shall be conducted by hand vote; however, secret ballot or other method of voting may be employed upon proper motion and vote. Nominations may be filed with the Club Secretary, in writing, accompanied by nominee's written acceptance, prior to the Annual General Meeting or subsequent duly constituted meetings. Nominations may be proposed from the floor at such meetings. Any member so nominated must accept in person or in writing. The Club Treasurer shall certify each nominee eligible to serve.

### **ARTICLE V - MISCELLANEOUS PROVISIONS**

#### **SECTION 5.01 Teams:**

The Club shall field as many teams as made practical by the number of playing Members.

#### **SECTION 5.02 Coaches:**

Whenever possible, the Executive committee shall request the services of a skilled coach or coaches who shall serve with compensation agreed upon by the Executive Committee and the Coach. In all matters of Team activities, the coach or coaches shall coordinate with the Captain.

#### **SECTION 5.03 Selection:**

Player selection shall be done by the selection committee. The committee will consist of the team Captain, the Coach or Coaches, and two (2) at large selectors, who are elected by the club at the annual elections. One at large selector will represent forwards positions and one at large selector will represent backs positions. The Selection Committee will operate under the following general guidelines; however extenuating circumstances will be considered.

- A. A player may only miss four (4) practices during the season in order to be eligible to start on the first side.
- B. A player must be current in his dues in order to play for the Club.
- C. A player must make one or more practices preceding the week of the match in order to be eligible to start on the first side.
- D. If an away match is missed a player is not eligible to start on the first side in the following match.
- E. A player must have a full kit and be dressed and on the field no less than fifty (50) minutes prior to the match in order to start on the first side.

#### **SECTION 5.04 Disciplinary Action:**

The Club may discipline, for cause, any Member or any category, by proper action of the Executive Committee, provided a disciplined Member be allowed a hearing before the Executive Committee within seven (7) days of the Member's notification of any disciplinary action.

At such hearing, the Executive Committee shall hear the Member's argument and may affirm or alter its original decision. If the Executive Committee affirms its original decision, the disciplined Member may appeal to the Club by requesting the Executive Committee to call a Special

Meeting and upon such request a meeting must be held within thirty (30) days of the hearing. The request must be made within ten (10) days of the hearing or it shall be deemed waived.

At the Special Meeting the disciplined Member and the Executive Committee, through its spokesman, shall be heard by the Members. The voting Members of the Club may alter the decision of the Executive Committee by a two-thirds (2/3) vote of those present, except that where the decision was for permanent expulsion or permanent suspension from playing, the vote required to alter such decision must be a three-fourths (3/4) vote of those present.

#### **SECTION 5.05 Compensation:**

No officer or Member of the Club shall receive remuneration from the Club. The

Treasurer may reimburse a member for necessary expenditures in furtherance of Club or Team business when such expenditure, evidenced by a written receipt, is presented to the Treasurer. The Treasurer must submit all reimbursement requests in excess of \$50.00 to the Executive Committee for payment approval. The receipts of the Club shall not inure to the benefit of any person or individual.

#### **SECTION 5.06 Fiscal Year:**

The fiscal year of the Club shall begin on the first day of September each year and shall end on the thirty-first day of the subsequent August.

#### **SECTION 5.07 Bank Accounts:**

Accounts in any financial or savings institution may be established by the Executive Committee whenever necessary. All checks or demands for money or notes of the Club shall be signed by the Treasurer, or in his absence, by the President or Vice President.

#### **Section 5.08 Credit Cards:**

The Club shall maintain a credit card for travel, lodging, equipment, and any other large expenditures related to Club functions. Purchases must be approved by the Executive Committee. A history of transactions shall be made available to any current Full or Honorary Member within thirty (30) days of a written request being submitted to the Treasurer.

#### **SECTION 5.09 Contracts:**

Except by proper action of the Executive Committee, no member shall have the power or authority to bind the Club by any contract or engagement or to pledge its credit.

#### **SECTION 5.10 Newsletter:**

The Club shall from time to time publish a newsletter. The newsletter shall be used to disseminate information whenever this constitution calls for written notice or publication or information.

#### **SECTION 5.11 Procedure:**

All questions of parliamentary procedure not covered by this constitution shall be decided according to the latest edition of Roberts Rules of Order, Revised.



## **ARTICLE VI - AMENDMENTS**

### **SECTION 6.01 Repeal and Amendment:**

This constitution or any portion thereof may be amended or repealed by the following procedure:

- F. A Current Member may propose a repealer or amendment of any item from the floor at any duly called meeting.
- G. If seconded, the repealer or amendment shall be formally drafted and shall be published at least once in the newsletter before a final vote is taken upon it.
- H. After such publication, the repealer or amendment may be brought up for approval at any subsequent duly constituted meeting and if supported by three-fourths (3/4) vote of those Current Members present, it shall thereupon become effective and shall be incorporated in the next printing of the constitution.
- I. Written proxies shall not be accepted in such voting. If after publication, a repealer or amendment is not voted upon prior to the Annual General Meeting next following, it must be voted upon at the Annual General Meeting or it shall fail as though voted down and cannot be considered until again proposed under this section.