

PACIFIC NORTHWEST RUGBY FOOTBALL UNION

Constitution and Bylaws

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1.0 CONSTITUTION OF THE PACIFIC NORTHWEST RUGBY FOOTBALL UNION

1.1 NAME OF THE UNION: The name of the organization is the PACIFIC NORTHWEST RUGBY FOOTBALL UNION, hereinafter referred to as "the Union," or PNRFU.

1.2 OBJECTIVES AND POLICY OF THE UNION: The objectives and policy of the Union are as follows:

1. The promotion, encouragement, and growth of the sport of Rugby Union Football in all its aspects within the region of Washington, Oregon, Idaho, and Montana, known collectively as the "Pacific Northwest States of the USA".
2. To ensure that the playing of Rugby Union Football within the Pacific Northwest States is carried out in accordance with the Laws of the Game of Rugby Football as framed by the International Rugby Football Board.
3. To represent the interests of its members to the Pacific Coast Rugby Football Union (PCRFU), and through the PCRFU to the United States of America Rugby Football Union (USA Rugby).
4. To coordinate all affairs among its members.
5. To acquire property and funds in order to carry out these objectives and to dispose of it as described in the section 1.8.

1.3 MEMBERSHIP: The membership of the Union consists of clubs and individuals divided into various categories and these are:

1. Full Members:

a. Full Member Clubs of the Union shall comprise clubs that are situated within the Pacific Northwest States and whose clubs have been playing rugby for at least one full year before applying for Full Membership, or who have been accepted as an associate member and attends the annual scheduling meeting. Each Full Member Club shall cast one ballot for each vote of the Annual General Meeting of the Full Membership of the Union.

b. Individual Full Members are those individuals who are in full compliance with the requirements of USA Rugby's Club and Individual Participation Program, and dues to PNRFU and PCRFU are paid in full.

2. Associate Members - Associate Members are newly formed or returning established clubs, situated within the Pacific Northwest States. These clubs are eligible for elevation to Full Membership after having competed as Associated Members for one full year, or attend the annual scheduling meeting.

3. Honorary Members - Honorary Members are those:

a. Members of other rugby unions who are invited to play in games or tournaments sanctioned by the Union during the period of their stay in the Union.

b. Past players or individuals of distinction with whom the Full Membership at the Annual General Meeting desires to honor by election to Honorary Membership.

4. Affiliate members are organizations other than the Full, Associate, or honorary members of the Union who are to be affected by and provide input to the operation of the Union

a. Organizations directly affiliated with the Union and provide specialized benefits to the Union, such as the Referee Society.

b. Organization with a specific area of interest that does affect the entire Union, but needs to be able to represent the Union for that specific area, such as committees or groups set up to work with local metropolitan areas to develop and schedule fields.

c. Other organizations desiring to be affiliated to the Union due their own requirements. It is anticipated that this provision would most likely be used initially for collegiate programs that go Varsity, but still must be recognized by USA Rugby as a club.

5. Application and Election to Membership - Application for election to membership is made in the manner specified in the section 2.1 of the Bylaws of the Union.

a. Election to Full or Associate Membership of the Union is by a simple majority of the Full Members at the Annual General Meeting.

b. Election to Honorary Membership of the Union is by 2/3 majority of the Full Members at the Annual General Meeting or 2/3-majority vote of the Executive Committee of the Union.

c. New clubs desiring Interim Associate Membership after the Annual General Meeting of the Full Membership may be temporarily accepted by a 2/3 vote of the Executive Committee. Actual election to Membership shall be done at the Annual General Membership.

d. Application for affiliate membership: `Affiliate membership will be made on a case-by-case basis. The executive committee will determine the requirements for memberships into the Union

(1). The liaison contact for the organization will contact the executive committee. The liaison will provide the executive committee with information regarding the organization, structure, and

the leadership. Additionally, the liaison will provide the justification/rationale for joining the Union as an affiliate member. Notification should be in writing (e-mail is acceptable), and a copy of any such notification will be kept on file with the Secretary.

(2). Based on the information provide, a majority vote of the Executive Committee will establish the specific requirements for Affiliate Membership.

(a) As a general rule, an organization desiring affiliate membership will have some sort of governing document and structure best suited for its purpose, and will provide a liaison point of contact to the Union.

(b) Affiliate members whose charter/purpose affects the entire whole Union will be accepted for membership by the vote of the Full Members in Good Standing at the AGM.

(c) Affiliate members whose charter/purpose effects only certain members of the Union will be accepted for membership by the vote of the Full Members in Good Standing at the AGM by those who are directly affected.

(e) Purely commercial or political organizations will not be accepted as affiliate members of the Union.

6. Termination of Membership - Any member of the Union is liable to change, suspension, or termination of its membership status by the Full Members at the Annual General Meeting if it is determined that:

a. The member's subscription to the Union is more than one year in arrears.

b. The member does not maintain a fixture list to the satisfaction of the Full Membership.

c. The member fails to abide by the Constitution and Bylaws of the Union.

d. The member does not conform to any directives by the Full Membership, or the Executive Committee as to its standard of play, administration, or general behavior.

e. The final change of status, or termination, of membership shall require 2/3-majority vote of the Full Members at the Annual General Meeting. In the interim, suspension and change of status may be affected as a result of action by the Disciplinary Committee and review by the President.

f. Expulsion of members will be per section 1.11.

7. Members in Good Standing: In order to participate fully in the Union, a club must be in "Good Standing." To be considered a member in good standing, a club must meet the following criteria:

a. Full, Associate, and Interim Associate Member clubs must have no financial obligation against them. Financial obligations include dues (PNRFU, PCRUFU, USA Rugby), CIPP compliance, referee fees, clinic fees for coaches and referees paid for by the club, and tournament fees.

Financial obligations must be paid in full. As an alternative, partial payment and a written payment schedule approved by the Executive Committee and implemented by the Treasurer on a case-by-case basis may be acceptable for fulfillment of financial obligations.

b. New Clubs that are not already recognized as Interim Associate Members desiring membership before the AGM have no financial obligations. Once they have been elevated to Associate, or Full Membership, the new clubs incur the same financial obligations as any club in the Union.

c. Clubs must not have Disciplinary Committee action against the club unless pending actions are under review by both the Disciplinary Committee and the Executive Committee.

d. Seniors Division Clubs directly sponsor a youth rugby program.

e. Club is actually fielding teams as required.

f. Collegiate Clubs are duly recognized by their sponsoring schools. Collegiate teams losing school sponsorship may apply to the Union for transfer into the lowest senior division appropriate.

g. Combined Services Committee (military) teams are paying the CSC dues for the military players.

1.4 ANNUAL GENERAL MEETING: The Full Members at the Annual General Meeting administer the affairs of the Union. The attendance at the Annual General Meeting is composed of one representative of each Full Member in good standing of the Union, a representative of the Referee's Society, and the Executive Committee. The President is the chair of the Annual General Meeting. The vice President of the Union assumes this function in the President's absence.

1.5 COMMITTEES: There are two types of committees: ad hoc and permanent. The membership of the committees is invited by the Chairman of the particular committee, except for the Executive Committee, which is elected by the Full Members at the Annual General Meeting. Membership to these committees is subject to the Bylaws of the Union and to any directions given by the Full Members at the Annual General Meeting or Executive Committee. For ad-hoc committees, the President reserves the right to place restrictions on the committee.

1. Ad Hoc Committees - Ad Hoc Committees are appointed to complete specific projects within a given period. The chairman of a temporary committee can be appointed either by vote of the Full Members at the Annual General Meeting or by action of the President.

2. Permanent Committees - Permanent Committees have a continuing existence. The nature and responsibilities of permanent committees are defined in the Bylaws of the Union. The chairmen of permanent committees are elected by the Full Members at the Annual General Meeting of the Union and hold the position until the next Annual General Meeting or until they resign,

whichever occurs first. In the case of a resignation, a temporary Chairman may be appointed by the Union President for the remainder of the term of office.

3. In general, Committees cannot take any action on behalf of the Union unless this Constitution and the Bylaws of the Union specifically permit this action, or unless a specific resolution of the Full Members at the Annual General Meeting has authorized it. Alternatively, the committee has been authorized by the Executive Committee to act in their behalf in matters that are appropriate for delegation to the committee.

1.6 EXECUTIVE COMMITTEE: The Executive Committee of the Union consists of the Union elected officers.

1. Members of the Executive Committee will be elected at the Annual General Meeting in January, but the turnover will not occur until the following June.

2. The Executive Committee organizes and administers all of the affairs of the Union and implements policy to attain the objectives agreed upon by the Full Members at the Annual General Meeting. The Executive Committee shall act on the behalf of the Union only when such actions are not in contradiction to this Constitution and Bylaws of the Union, or of specific directives of the Full Members of the Union.

3. All members of the Executive Committee, except the President who acts as the presiding officer, have the right to one vote at any Executive Committee meeting. All actions of the Executive Committee are by simple majority vote. In case of a tie, the presiding officer shall have the deciding vote. A majority of the officers constitutes a quorum for any Executive Committee Meeting. No Executive Committee Meeting can be held without one week's notice to all officers, except by unanimous consent of all officers of the Union.

1.7 EXECUTIVE OFFICERS: The Executive Officers of the Union are the following:

1. President
2. Vice President
3. Executive Secretary
4. Treasurer
5. A past President - an open honorary position. It is not elected nor is considered for quorum purposes

If an office becomes vacant, the President appoints a member of the Union to that office for the completion of the term, except for the position of President, for which the Vice-President assumes.

1.8 ACCOUNTS

1. The Treasurer keeps the account books as the true and official record of all the Union's financial matters. The Treasurer provides a financial statement at all regular Executive and General Meetings, and must provide a copy of the financial report of the Union to all Full,

Associate, and Honorary Members upon request. The President and Treasurer each have single signature authority on the Union's financial accounts. It is the Union's goal to be financially self-supporting by dues, income, donations, and endowments. The primary source of income for the Union is through the subscriptions (dues) of Full and Associate Members. Additional sources of income include:

- a. Any net profit (after payment of all proper and relevant outgoing expenses) derived from any tournament, match, or other function organized by the Union
- b. That part of any net profit (after payment of all proper and relevant outgoing expenses) that is due the Union by prior agreement and is derived from any tournament, match, or other function organized by the Union in cooperation with any other not-for-profit group.
- c. Any grants, subscriptions, or donations if they are made in such a way their disposal are fully under the control of the Union.
- d. Assessments of members for tournaments, matches, or other events held within and around the Pacific Northwest States.

2. In the event that it becomes necessary to discontinue, the activities of the Union as presently constituted; a 2/3-majority vote of the Full Members at the Annual General Meeting may dissolve the Union. Under such circumstances, the net assets of the Union, after discharging or making provision for all liabilities, pass equitably to delegate members possessing either state, or federal, non-profit status. If no non-profit status members exist, then the assets pass intact to any new Union formed with the objectives listed in Article 1.2, if such a Union is a non-profit organization, and that its Constitution and Bylaws contain a provision that prevents its assets passing to its members.

3. In the event that no such organization exists per section 1.8.2, then the assets of the Union shall go to the Pacific Coast Rugby Football Union, USA Rugby, or the United States Olympic Committee, or some similar body engaged in the active development of amateur sport. Final disposition of funds for these organizations will be determined by a 2/3 vote of the Full Members at the same time as the dissolution vote.

1.9 MEETINGS

1. Annual General Meeting - An Annual General Meeting (AGM) of Full and Associate Members of the Union is to be held annually in January at a location relatively midway between Seattle, WA and Portland, OR. The Executive committee shall determine the exact date and time. Notice of the time and place and the agenda for the meeting is sent to each Full and Associate Member not less than ten and not more than sixty days before the date of the Annual General Meeting. This notification shall be via either United Postal Service or electronic mail. The agenda consists of:

- a. Call to Order by the presiding officer
- b. Roll Call and Declaration of Delegates

- c. Reading and approval of the minutes of the last Annual General Meeting
- d. President's Report
- e. Financial Report by the Treasurer
- f. Committee Reports
- g. Discussion of Policy Memoranda.
- h. Consideration of Constitutional Amendments
- i. Consideration of Applications for Membership to the Union
- j. Election of Officers
- k. Election of Committee Chairmen
- l. Old Business
- m. New Business
- n. Approval of the Budget for the upcoming year
- o. Adjournment

2. Special General Meetings - Special General Meetings of the Full Members of the Union can be called by the President of the Union if the need arises. If a written request is received from a simple majority of the Full Members of the Union in good standing, a Special General Meeting may be convened. Notice of the time and place is sent to each Full Member not less than ten and not more than sixty days before the date of the Special General Meeting.

1.10 QUORUM AND PROCEDURES: A quorum at all properly convened General Meetings is the majority of the Full Members of the Union in good standing.

1. Each Full Member in good standing of the Union has a single ballot for each vote. The chair of the meeting has a single vote that will be used only to break an otherwise tied vote. A full member club is a club that is recognized by USA Rugby as unique entity. It is recognized that in the club structure common in PNRFU, many clubs may have teams that are part of the club organization and are considered clubs by USA Rugby. An example of this type of organization is a club that sponsors a senior men's team, a women's team, and a youth team. Each of these teams is considered a Full Member club providing that all other requirements are met.

2. All votes of the Full Membership are decided by a simple majority, except for those that require special majorities as noted in this Constitution and the Bylaws of the Union.

3. Voting is by a show of hands, or by secret ballot, as the participants of the meeting itself determine.

4. All meetings are conducted according to "Robert's Rules of Order".

5. Each Full Member Club shall assign one individual to serve as its Delegate at General Meetings and inform the Union of such appointment. This Delegate shall vote on behalf of its membership.

6. Constituent members are required to send a representative to the AGM. Proxies may be only through a written request and held by the divisional coordinator. Proxies are not a substitute for

attendance. Failure to attend two consecutive General Meetings by a Full Member shall result in the action by the Disciplinary Committee

1.11 DISPUTES AND EXPULSION: Any dispute arising between Members of this Union is heard and adjudicated by the Union through the Executive Committee, or designated disciplinary body. A Full, Associate, or Honorary Member can be expelled from the Union for any reason, by a vote of three fourths of the Delegates present at an Annual General Meeting.

1.12 DISCRIMINATION: No Full, Associate, or Honorary Member Club can refuse membership or otherwise discriminate against any person on the basis of race, creed, sex, national origin, sexual orientation, or handicapping condition. Representative team members are to be selected based on skill and ability exclusively. A player's gender shall be a consideration only when a representative team specific to that gender exists. The International Rugby Board policy prohibits mixed gender contact teams

1.13 CHANGES TO THE CONSTITUTION

1. The Constitution can only be changed by a 2/3 majority of the Full Members in good standing of the Union at a properly convened General Meeting per section 1.9.

2. Formal changes may be proposed three ways:

a. Proposed to the Executive Secretary within thirty days of the AGM for discussion and vote at the AGM.

b. Proposed formally during the AGM for discussion and vote at the AGM.

c. Proposed to the Executive Secretary during the course of the year for discussion and vote within thirty days of proposal submittal.

3. A proposal for change will include the following:

a. The intent and reason for the proposed change

b. The specific paragraph to be changed

c. The specific wording of the change

4. The process to make the change is:

a. The proposed change is forwarded to the Executive Secretary.

b. The secretary reviews the proposal to ensure that the requirements of paragraph 3 of this section are met.

c. The Executive Secretary then forwards the proposed change to the Full Members of the Union, either at the AGM, or via electronic mail, for discussion. Electronic mail discussion will last thirty days from the day the Executive Secretary forwards the change.

d. The Full Members will vote on the proposed change. A 2/3-majority vote of Full Members in good standing is required to make the change to the Constitution. If the election is via electronic mail, no response for the Full Member will be entered as a favorable vote on the proposed change.

e. Upon a favorable vote, the Executive Secretary will make the formal change to the text of the constitution.

f. Once text has been changed in the constitution, the Executive Secretary will submit that changed text to the Executive Committee for review. A 2/3 majority of the Executive Committee will be required to approve the changed text to ensure compliance with the Union desires.

g. Once the changed text is approved, both the Executive Secretary and the President of the Union will date and sign the official copy of the Union Constitution. The original will remain with Executive Secretary, and copy will be placed on the World Wide Web.

2.0 BY-LAWS OF THE PACIFIC NORTHWEST RUGBY FOOTBALL UNION

2.1 APPLICATION FOR MEMBERSHIP: When any club is formed within the area of the Pacific Northwest Rugby Football Union for the purpose of playing Rugby Union Football, then this club must make written application for recognition to the Executive Secretary of the Union.

1. If the club is formed for the purpose of playing only touring games, or in tournaments, or to accommodate a specific class of players, then the application should be made to the Executive Secretary of the Union.

2. The application to PNRFU must contain the names and addresses of the officers of the club and details of any scheduled games. The nature of the desired membership of the club should also be described. At this time, the candidate club must also submit team colors, jersey pattern, and mascot. The Executive Committee of PNRFU may draft an application on behalf of a candidate for Honorary Membership status. The Executive Secretary must submit applications for membership at the next regularly scheduled the Annual General Meeting.

3. Applicants are considered for membership at the next the Annual General Meeting. The Executive Secretary must submit all completed applications to the membership for vote. In case of applications for Honorary Membership, the Executive Committee may elect to vote on the matter at a properly convened meeting of the Executive Committee. This action is reported to the membership at the Annual General Meeting.

4. If the club is a special organization for playing one or more specific games, then it will become an Honorary Member of PNRFU for the period necessary to play the specified games.
5. If the club is a special organization for accommodating a specific class of player, then the club will come an Honorary Member of PNRFU as long as the club adheres to the policies and objectives of PNRFU, or until the club becomes obviously inactive.
6. If a club makes application for Associate Membership, the Executive Committee reviews and votes at a properly convened Executive Committee Meeting and reports the results at the next General Meeting. A 2/3 majority elects a club to Associate Member status.
7. The status of all Associate Members is reviewed by the Executive Secretary before each Annual General Meeting of the Union. The Executive Secretary shall recommend to the Full Membership meeting at the Annual General Meeting which clubs who are to be considered for continuing membership. Clubs will be accepted into Full Membership of PNRFU by majority vote of the Full Members at the Annual General Meeting.
8. Any Member Club that is affiliated with the Union can end its affiliation only with the permission of the Full Membership. This will be granted automatically, if the Member Club has no obligations between Members of the Union.
9. A-Division Men's Clubs are required to field an A-side and a B-side as well as sponsor a high school youth program.

2.2 REFEREES' SOCIETY: The Union will have associated with it a referee' society, which has the responsibility for recruiting, training, certifying, and assigning referees for games hosted by Members of the Union. The referees will have a written codified process to fulfill these requirements.

2.3 DISCIPLINARY COMMITTEE: The Union will form a disciplinary committee to handle disciplinary problems associated with the behavior of the clubs and individuals (players, coaches, officials, and referees) of the geographical area of PNRFU. Where relevant, this activity could involve the cooperation of the disciplinary committee with the disciplinary committee(s) of PCRFU and/or USA Rugby. The Executive committee, who will have responsibility for insuring that a uniform system is developed with PNRFU, develops the nature of the disciplinary process.

1. The disciplinary system in PNRFU will be found in a process developed by the Executive Committee entitled: "PNRFU Disciplinary Policies and Procedures."
2. In the case that an offending player's club is not a member of the Union, then reports must be sent to the Disciplinary Committee of PNRFU by the referee of the match and the captain of the PNRFU club also involved in the match. In that event, the Disciplinary Committee will act on the Union's behalf with the offending club's Local Area Union.

2.4 SCHEDULING: The Union reserves the authority to schedule league fixtures for the clubs who are members of it. The Executive Committee is responsible for establishing the schedules,

and may assign such responsibility. No game for the coming year with a non-member of the Union is fixed before the establishment of the Union's schedule of fixtures. The Executive Committee shall publish the PNRFU club schedule by 1 June for the upcoming rugby season, or within thirty days of the Divisional Fixtures Scheduling meetings.

1. League fixtures will be developed for each division.
2. Sunday matches may be an acceptable alternative to any scheduling conflicts for Collegiate and Senior clubs.
3. All scheduling conflicts have to be resolved no later than three weeks before the match. The Vice President is the final arbiter of all scheduling conflicts. The Union will establish a process for forfeiture of games.
4. Each Division shall determine the means in which its teams advance to higher-level competition.
5. Schedules are developed by the divisions and the Vice President, as the representative of the Executive Committee, at a Fixtures Scheduling Meeting to be held after the completion of the spring season and published within 30 days of the meeting.
6. Should the schedule fail to be developed at the Scheduling meeting, the Vice President will unilaterally establish and publish a binding fixture schedule.

2.5 DUTIES AND RESPONSIBILITIES OF THE OFFICERS:

1. President - The President of the Union is the Chief Officer of the Union and shall have general and active supervision over the business of the Union and over its several officers and members. The President's authority, however, is subject to the control of the Full Membership at the Annual General Meeting.
 - a. The President shall call and preside at General Meetings of the Union and meetings of the Executive Committee.
 - b. The President shall fill vacant offices of the Executive Committee as they arise by appointment. He shall form and commission appropriate committees to carry out the goals specified by the Members of the Union.
 - c. The President is an ex-officio member of all committees.
 - d. The President shall represent the best interests of the Union, its Members and individuals therein, and of Rugby Union Football in general to the PCRFU and the USA Rugby.
 - e. The President shall assure that the disciplinary policies of the Union are fully executed. He shall do so through an authorized committee.

2. Vice President - The Vice President shall assist the President and other members of the Executive Committee to attain the objectives established by the Full Membership at the Annual General Meeting.

- a. The Vice President shall assume the responsibilities of the President in his absence.
- b. The Vice President shall assure the timely preparation of the schedule of match fixtures for the Union.
- c. The Vice President shall assure the appropriate and timely selection of Representative Teams affiliated with the Union.
- d. The Vice President shall serve as the Insurance Liaison for the Union.
- e. The Vice President shall serve as the Chairman of the Disciplinary Committee.

3. Executive Secretary - The Executive Secretary shall assist the President and other members of the Executive Committee to attain the objectives established by the Full Membership at the Annual General Meeting.

- a. The Executive Secretary is responsible for the taking and keeping of all General Meetings minutes of the Annual General Meeting.
- b. The Executive Secretary is responsible for the taking and keeping of Executive Committee Meeting minutes.
- c. The Executive Secretary is responsible for the development and maintenance of a list of Members of the Union and their representatives, including name, address, electronic mail address, and telephone number.
- d. The Executive Secretary is responsible for the timely posting of all correspondence relevant to all the Members of the Union via the US Postal Service, electronic mail, or the World Wide Web.
- e. The Executive Secretary is responsible for custody of the official copy of the Constitution and Bylaws of the Union, Meeting Minutes, Membership lists, schedules, Disciplinary Policy, and Procedures, and other records of importance to the Union.
- f. The Executive Secretary is responsible for updating the Constitution and Bylaws, and Disciplinary Policies and Procedures of the Union, as approved by the Union.
- g. The Executive Secretary shall assure that all tours into and out of the Union involving a Member are properly sanctioned.
- h. The Executive Secretary shall properly inform, correspond, review, and forward for action by the Annual General Meeting, all applications for Membership to the Union.

4. Treasurer - The Treasurer shall assist the President and other members of the Executive Committee to attain the objectives established by the Annual General Meeting.

a. The Treasurer shall have charge and custody of and be responsible for all funds of the Union. The collection of dues, deposits, assessments, and disbursements of funds on behalf of the Union, and the exhibition and auditing of the accounts, as directed by the President and Annual General Meeting.

b. The Treasurer shall keep records of income and expense of the Union and report on the accounts of the Union at each scheduled meeting of the Executive Committee and Union.

c. The Treasurer shall submit a written report of the status of the Union's financial position at the Annual General Meeting.

d. The Treasurer shall make recommendations to the Union regarding budgeting, dues and subscription allocations, assessments, and other financial policy.

e. The Treasurer shall assure the safe and legal operations of the activities conducted by and within the Union. He shall do so by committee.

2.6 PERMANENT COMMITTEES

1. Executive Committee - The Executive Committee is comprised of those officers and others as described in the Constitution of the Union.

a. The Executive Committee shall meet at least four times each year, and will be convened in the manner described in the Constitution of the Union. Any Member of the Union may observe the meeting. Any Member or non-member may participate in the meeting when invited to do so by a member of the Executive Committee. He may not vote.

b. The Executive Committee shall have the right to act on behalf of the Annual General Meeting to the extent specified in the Constitution of PNRFU, and when not in contravention to the directives of the Annual General Meeting.

2. Disciplinary Committee - The Disciplinary Committee is responsible for the review and adjudication of all disciplinary matters of the Members of the Union and individuals therein. The President is the final arbiter in all disciplinary matters.

a. All formal complaints against the behavior of any Member of the Union are sent in writing to the Chairman of the Disciplinary Committee. All complaints are reviewed and responded to in the manner described in the PNRFU Disciplinary Policies and Procedures.

b. All complaints dealt with by the Disciplinary Committee are reported to the Annual General Meeting at each General Meeting.

c. The Chairman of the Disciplinary Committee is appointed by the President and ratified by the Executive Committee. He shall serve in that capacity until the next Annual General Meeting, or until he resigns, or until he is recalled by a two-thirds vote of the Annual General Meeting at a scheduled General Meeting

3. Safety and Legal Committee - The Safety and Legal Committee is responsible for reviewing all matters dealing with the safety and legality of all matters of the Union and its membership. They are responsible for recommending policy to the Union, and reporting violations of Union Policy.

a. All issues of concern are brought to the attention of the Safety and Legal Committee.

b. The Chairman of the Safety and Legal Committee is appointed by the President and ratified by the Executive Committee. He shall serve in that capacity until the next Annual General Meeting, or until he resigns, or until he is recalled by a two-thirds vote of the Annual General Meeting at a scheduled General Meeting.

c. The Treasurer shall serve as a member of the Safety and Legal Committee, along with other members co-opted by the President and Chairman of the Safety and Legal Committee.

d. Due to the overlap of issues, the Safety and Legal Committee responsibilities may be taken by the Disciplinary Committee with a 2/3-majority vote of the Executive Committee.

2.7 SUBSCRIPTIONS (Dues): The subscriptions for Full and Associate Members of the Union are proposed by the Treasurer of the Union at the Annual General Meeting of the Union. It is approved by a majority vote of the Annual General Meeting.

1. All Members of the Union at the time of the Annual General Meeting are liable for the dues subscriptions, levies, and assessments established by the Union. Clubs and player's insurance programs have to be subscribed to.

2. All Members who come into Membership after the time of the Annual General Meeting are liable for dues subscription, levies, and assessments established by the Union in a pro rata fashion, as approved by the Executive Committee. Clubs and player's insurance programs have to be subscribed to.

3. Dues payments are due to the Union in full payment for the Membership year. The payment is due to the Treasurer by October 1 of that year. The Membership year is from September 1 to August 31.

4. Any Full Member of the Union whose dues are not current at the time of a General Meeting of the Annual General Meeting shall not vote.

5. Any Associate or Full Member of the Union whose dues are not current at the time of a General Meeting of the Annual General Meeting is assessed \$25.00 for its delinquency. Such assessment shall continue per month until all dues and delinquency assessments are paid.

6. Any delinquent Member shall, for the duration of its delinquency, lose its right to vote at General Meetings; have individuals participate in any representative play; or participate in any tournament, match, or other activity sanctioned by the Union.

7. The dues for the PCRFU and the USA Rugby are collected at the time of CIPP registration, with USA Rugby. Such dues subscriptions is due at the same time as those of the Union, and is included as necessary payment of dues to the Union, except as described by the Constitution and Bylaws of the Union, the PCRFU, and the USA Rugby.

8. All tournaments and other events sponsored by a Member of the Union are liable to assessment, as the Executive Committee shall decide. Related charges are consistently assessed to all Members of the Union. Each Member of the Union sponsoring a tournament or other event shall notify the Treasurer as to the date, time, location, participants, and nature of the event before the event happening. The Treasurer shall notify the Member as to the appropriate assessment for the event. Approval of the event shall lie with the Executive Committee of the Union and is required before the event.

2.8 DIVISIONAL PLAY AND REPRESENTATIVE ACTIVITIES:

1. Divisions: The union may be sub-divided by the vote of the full members of the union into as many Divisions as is deemed necessary to more effectively administer the business of the Union. The members of each division shall be responsible for determining the competitive structure and requirements for that Division. When deemed to be in the best interest of the Union, the full members of the Union may impose requirements on a Division. The following Divisions are established:

- a. Senior Club Men's
- b. Senior Club Women's
- c. Collegiate Men's
- d. Collegiate Women's
- e. Youth

These divisions may further sub-divided to take into account second, or third, level divisions.

2. Coordinators: Each division of the Union shall have a coordinator elected by the members of the clubs within the division. The coordinator shall be the administrator for the division and may represent the Division at Union meetings, and vote the proxies of the Division club members. The Coordinator's duties shall include:

- a. Assisting the Vice President in the scheduling of matches
- b. Coordinating the Division activities within the Union
- c. Assisting the disciplinary Committee with the disciplinary process within a Division
- d. Act as a liaison with the Referee society
- e. Supervising the financial matters within the Division
- f. Act as primary point of contact for a Division.

Each division may establish an administrative structure, as it deems necessary. This includes the election of Divisional officers and the establishment of committees.

3. Representative Sides: The Union shall field such representative side as the Union by vote of the full members deem necessary to further the sport of rugby, to further the precepts of the Union constitution, and to meet the requirements of Pacific Northwest and Pacific Coast Rugby Football Unions. Each division may have a representative side, as it deems necessary. The Executive Committee of the Union will select a Representative Sides Administrator who acts with the Executive Committee for the selection, training to include selection of a coach, and fixture scheduling for each Representative side.