

# QUEENS OFFICIAL BYLAWS

We do hereby associate and organize ourselves as members of the Chattanooga Queens Women's Rugby Club, a constituent club of the Chattanooga Rugby Football Club (CRFC). These bylaws are created to set forth the framework, principles, and procedures within which the Chattanooga Queens Women's Rugby Club shall function. Therefore, in consideration of the mutual promises made to each other, subject to the express limitations set forth in these bylaws, we do hereby agree as follows:

*Amended June 2025 per amendment XIX*

## **ARTICLE I – NAME**

The name of this organization shall be “Chattanooga Queens Women's Rugby Club” herein referred to as the “Club.” The name of this organization may also be referred to as “CQWRC.”

## **ARTICLE II – PURPOSE**

The purpose of this club is:

2.1 To promote the sport of rugby and to foster friendship, fellowship, and fun among its members and others associated with the sport.

2.2 To develop and maintain high levels of quality in all aspects of rugby.

2.3 To promote sportsmanship both on and off the field.

2.4 To initiate and maintain rules and regulations for the government of the “Club.”

2.5 To adhere to rules and regulations set forth by CRFC to ensure maintenance of 501(c)3 status.

*Added June 2025 per amendment XX*

## **ARTICLE III - MEMBERSHIP**

3.1 *Eradicated per Amendment XII*

3.2 Membership shall be composed of active members. All “Club” members shall agree to adhere to the Bylaws of the “Club”.

### **3.2.1 Active Member**

An active member is eligible to vote and hold office in the “Club” provided they are in “good standing” with the “Club.” All active members will be expected to serve on “Club” committees as assigned by the Executive Board. Failure to serve on an appointed committee will result in that member not being in good standing.

### 3.3 Membership Fees

Membership fees for active members shall be determined by the Executive Committee of the “Club” at the beginning of each season. Membership fees shall be used to pay for tournament fees, social events, referee fees, equipment and field use/maintenance, and other expenses incurred by the “Club.” Active members may be subject to additional fees in the event that expenses exceed projected revenue.

3.3.1 Membership fees shall be due before the first game of each season. In the event that a member joins the “Club” after the first game of the season, the membership fee shall be due before that member’s first game. In the event that a member does not pay the membership fee, the Executive Board and/or its designee will make a decision as to whether or not the individual shall be allowed to play for the “Club.” The Executive Board reserves the right to waive dues in special circumstances.

### 3.4 Standing

An active Playing “Club” member is considered in “good standing” with the organization if they:

- Have paid all member dues including CIPP fees (unless waived by Executive Board)
- Does not owe the club any monies for any reason without an active payment plan
- Have signed a “Club” liability form (If Applicable)
- Participates in “Club” committees
- Have signed a Code of Conduct in the last 12 months
- Is not on probationary or suspended status in accordance with Articles III and IX

An active Social “Club” Member is considered in “good standing” with the organization if they:

- Have paid all member dues (unless waived by Executive Board)
- Does not owe the club any monies for any reason without an active payment plan
- Participates in “Club” committees
- Have signed a Code of Conduct in the last 12 months
- Is not on probationary or suspended status in accordance with Articles III and IX

*Amended June 2024 per Amendment XI*

### 3.5 Reappointment

All members who are in good standing at the end of a “season” shall automatically be eligible for membership for the next “season.” Should a member become inactive (meaning they have not paid active player or social dues) for one year or more, they must adhere to the requirements necessary to be an active member in “good standing” for one full semester (fall or spring) after rejoining, in order to be considered for the executive board.

*Amended June 2024 per Amendment XIII*

### 3.6 Termination of Membership

All members of the “Club” are expected to act in a manner that does not detract from the spirit of the sport or reputation of the “Club.” The Executive Board, by affirmative vote of the

majority of the voting members of the Executive Committee, may suspend or expel a member for cause after an appropriate hearing. Such removal shall be without prejudice and shall be in the best interest of the "Club." Termination of membership shall be recommended to the Executive Officers if a member displays a continuously unsportsmanlike attitude or is an endangerment to their teammates or others. Termination of membership can also be recommended if there is any default in payment of dues or if the member owes the "Club" an excessive amount of money as determined by the Executive Board. A member shall be considered in suspension, with automatic loss of all privileges, following a notification of the termination by the Executive Officers. A written appeal by the offending member may be submitted to the Executive Board within 2 weeks of the effective date of the suspension or expulsion. Full membership shall be reinstated upon the recommendation of the Executive Officers.

Grounds for investigation shall include, but are not limited to the following:

- Violation of these Bylaws;
- Conduct that would constitute a federal or civil crime, excluding minor traffic violations;
- Revocation of CIPP or other USA Rugby Union sanctions;
- Unsportsman-like behavior, on or off the pitch, including but not limited to verbal and or physical abuse or threats;
- Behavior that is disruptive to the operations, reputation or stability of "Club"

All reports, or information which may constitute grounds for investigation, shall be submitted to the Executive Board. The Executive Board shall within two (2) weeks following its notice to the member that an investigation is in progress, decide what disciplinary action, if any, to impose. The Executive Committee may suspend a member until the investigation is complete. The Executive Board may impose any of the following disciplinary actions deemed appropriate in this circumstance:

- Verbal warning
- Written warning
- Written reprimand
- Probation
- Suspension
- Revocation of membership

Unless the Executive Board specifically provides otherwise, any disciplinary action imposed shall be effective immediately. The Executive Board shall inform the affected member of its decision and shall include a summary of the decision.

### 3.7 Reinstatement

In the event that an individual's membership to the "Club" is revoked, that member shall not be reconsidered for membership for a period of two (2) years beginning with the effective date of revocation. After this 2 year period, a written request signed by the former member shall be filed with the Executive Officers. An affirmative vote of the majority of the Executive Board may reinstate the former member to membership on such terms, as the Executive Officers deem appropriate.

### 3.8 Non-Discrimination

No individual shall be denied membership to the “Club” on the basis of race, creed, religion, national origin, sexual orientation, economic status, age, sex, or disability.

## **ARTICLE IV - ADMINISTRATION**

### **4.1 Executive Board**

The Executive Board shall consist of eight (8) eligible active members and include a President, Vice-President, Treasurer, Match Secretary, Fundraising Chair, Social Chair, Recruiting Coordinator, and Immediate Past President. The Executive Board may, at its discretion, waive playing experience and/or “Club” membership timeline in order to ensure adequate “Club” representation on the Executive Board. In the event that one individual is elected/appointed to 2 officer positions on the Executive Board, that individual shall be entitled to only one (1) vote on Executive Board matters.

#### **4.1.1 Executive Board Exceptions**

The Executive Board may, at its discretion, waive playing experience and/or “Club” membership timeline in order to ensure adequate “Club” representation on the Executive Board. If an active “club” member is interested in running and does not meet the qualifications required to run for an executive board position, they must submit a Letter of Intent (LOI) for the board to consider in their decision to waive the requirements to run. If a board member has stepped down from a board position in the past, they will need to submit a LOI to the current board to vote upon whether they may be allowed to rerun for a position to ensure adequate “Club” representation on the Executive Board. In the event that one individual is elected/appointed to 2 officer positions on the Executive Board, that individual shall be entitled to only one (1) vote on Executive Board matters.

*Amended June 2025 per Amendment XVIII*

### **4.2 Appointments**

The Executive Board shall appoint the following “Club” officer positions: Head Coach, Assistant Coach(s), and At-Large Member(s). In addition, the Team Captain, as elected by the membership, shall also be appointed to the Executive Board. These positions do not have voting privileges in Executive Board matters and are not included in establishing a quorum for conducting the business of the Executive Board. These members are encouraged to share their views, opinions and experiences on matters considered by the Executive Board. The Executive Board shall also appoint membership to all special committees as established by the Executive Board.

### **4.3 President**

The President shall be an active member, in good standing for at least one (1) full season (Fall & Spring Semesters). The President's duties shall include: ensuring the overall management and promotion of the “Club,” preparing for and presiding over the general “Club” meetings as well as the Executive Board meetings, appointing and overseeing the work of special committees, serve as Union Representative and Chattanooga Queens Women’s Rugby Club representative, responsible for all Union/USA Rugby compliance including ensuring that all members are CIPPed, and serve as an alternate “Club” check signer. The President is also responsible for

conducting and communicating all team business both internally and externally with the exception of the duties of other officers set forward in these bylaws. The President shall also organize “Club” players for each game. The President will serve as a non-voting member of the Chattanooga Rugby Football Club board, responsible for ensuring the CRFC is kept abreast of “Club” operations and ensuring the “Club” interests are represented. The President may appoint another voting member of the Executive Board to serve as the Union/Foundation or CRFC board representative and to take responsibility for other tasks if necessary.

*Amended June 2024 per Amendment X & June 2025 per Amendment XXI*

#### 4.4 Vice-President

The Vice-President shall be an active member, in good standing for at least one (1) full season (Fall & Spring Semesters). The Vice-President's duties shall include: assuming the role of the President in the event that they are unable to perform their duties, recording and maintaining minutes at all Executive Board and “Club” meetings, verifying quorum at all Executive Board and “Club” meetings, maintaining membership registration forms, copies of players’ medical insurance cards/forms and signed liability forms for all players, and maintenance of team equipment including team jerseys and medical kit.

*Amended June 2024 per Amendment X*

#### 4.5 Treasurer

The Treasurer shall be an active member, in good standing for at least one (1) full season (Fall & Spring Semesters). The Treasurer's duties shall include: collecting and recording all membership dues, ensuring payment of team fees and expenses, preparing an annual budget and expense report to present to the Executive Committee, preparing and presenting a treasurer’s report of income and expenses at each Executive Board meeting, maintaining a current roster of “Club” members in good standing, maintaining “Club” financial records, signing “Club” checks and/or has the authority to co-sign all checks as authorized by the “Club”, obtaining appropriate documentation of purchases and reimbursements, and ensuring that the budget of the “Club” is adhered to. The Treasurer will be responsible for providing the CRFC Treasurer with all documentation including Annual Operating Budgets, Income Statements and Expense documentation annually or as requested.

*Amended June 2024 per Amendment X & June 2025 per Amendment XXII*

#### 4.6 Match Secretary

The Match Secretary shall be an active member, in good standing for at least one (1) full season (Fall & Spring Semesters). The Match Secretary’s duties shall include: scheduling all “Club” matches with other teams, working closely with the Chattanooga Queens Women’s Rugby Club coordinator to schedule the pitch for home games, making travel accommodations for tournaments, providing directions to visiting teams and obtaining directions to away games, securing referees for home matches, and presenting the final team schedule each season to the Executive Board for approval.

*Amended June 2024 per Amendment X*

#### 4.7 Fundraising Coordinator

The Fundraising Coordinator shall be an active member, in good standing for at least one (1) full season (Fall & Spring Semesters). The fundraising coordinator's duties shall include: developing a fundraising strategy for the "Club" and presenting the strategy for approval by the Executive Board at the first meeting of the fiscal year, implementing the fundraising strategy, organizing all fundraising activities for the "Club" and securing sponsorships for the "Club".

*Amended June 2024 per Amendment X*

#### 4.8 Recruiting Coordinator

The Recruiting Coordinator shall be an active member, in good standing for at least one (1) full season (Fall & Spring Semesters). The Recruiting Coordinator's duties shall include: attracting new members to the "Club" by advertising on social media and within the community, organizing activities within the "Club" to encourage members to recruit as well, be the first contact for potential players who contact the club, organizing recruiting events to attract new members.

*Amended June 2024 per Amendment X*

#### 4.9 Social Chair

The Social Chair shall be an active member, in good standing for at least one (1) full season (Fall & Spring Semesters). The Social Director's duties shall include: organizing and coordinating "Club" social functions that will promote "Club" unity, ensuring membership is informed of activities in advance, arranging for overnight accommodations for visiting teams, arranging for post game socials with visiting clubs including ensuring the team has directions to the social event. ensuring that all home games are published in local calendars of events, submitting a press release about "Club" functions and the results of games as appropriate.

*Amended June 2024 per Amendment X*

#### 4.10 Past President

The Past President shall be the immediate Past President of the Executive Committee. The Past President's duties shall include: serving as a consultant on all "Club" matters, attending all Executive Board meetings and providing support to the Executive Board as needed.

#### 4.11 Head Coach

The Head Coach shall be appointed by the Executive Board and shall have at least five (5) years of playing experience. The Head Coach's duties shall include: the responsibility to coach the team, scheduling and supervising practices, establishing a competitive game plan, assisting in establishing and achieving team goals, maintaining current competence in the knowledge of the game, handling player disciplinary actions during games and practices, and overseeing player selections in accordance with Article XIII. The Head Coach is not required to pay "Club" dues and is entitled to one vote in all matters put forth for a vote by the membership of the "Club." The Head Coach is not eligible to hold office in the "Club."

##### 4.11.1 Assistant Coach

As recommended by the Head Coach and approved by the Executive Board, an Assistant Coach may be appointed to work at the discretion of the Head Coach. An Assistant Coach shall have at least three (3) years playing experience. The responsibilities of the Assistant Coach will be determined by the Head Coach. The Assistant Coach is not required to pay "Club" dues and is entitled to one vote in all matters put forth for a vote by the membership of the "Club." The Assistant Coach is not eligible to hold office in the "Club."

#### 4.12 Team Captain/Co-Captain

The Team Captain/Co-Captain shall be elected by a majority vote of eligible active members in good standing at the Annual General Meeting. The Team Captain/Co-Captain must be an active member in good standing prior to the election. The Captain/Co-Captain duties shall include: providing leadership on and off the field, serving as a conduit between players and Coach(s), and to help notify team members of practices and games. The Captain/Co-Captain shall work with the Coach(s) to achieve a common goal at practice and matches.

#### 4.13 At-Large Members

The At-Large Member's duties shall include: assisting with all "Club" activities, attending all Executive Board meetings and providing support to the Executive Board as needed. The Executive Board may assign special duties to the At-Large Member.

### **ARTICLE V – ELECTIONS & VOTING**

#### 5.1 Election of Executive Board

Election of the Executive Board and Team Captain/Co-Captain shall be by a simple majority vote (50% plus 1) of active "Club" members in good standing as of 24 hours before the Annual General Meeting. The terms of the Executive Committee shall be based on a calendar year (Jan 1st- Dec 31st) and be one (1) year in duration. Members may be re-elected for additional terms. Only active members in good standing may be allowed to hold office.

#### 5.2 Voting

All active members in good standing at least 24 hours prior to the meeting shall have the privilege to vote at general meetings. Each active member is entitled to one vote.

#### 5.3 Absentee Voting

In the event that a member is unable to attend any meeting of the membership in person to cast her/his vote, s/he may cast a vote by electing a proxy to vote in their stead.

#### 5.4 Removal of Officers

Any officer of the Executive Board may be removed at any time by a  $\frac{3}{4}$  vote of the membership of the "Club."

#### 5.5 Removal of Appointed Executive Board Members

If the President finds a board member's participation to be less than satisfactory, the first course

of action should be for the President to issue a verbal warning to said board member and seek resolution. If the unsatisfactory behavior continues, the board member will then receive a second, written warning, detailing the shortcomings to be addressed. If the behavior still persists, the board member may be asked to step down by the president with the consent of the remaining board members.

#### 5.6 Vacancies

In the event that an officer resigns from their position or is removed by a vote of the membership, the Executive Board shall appoint an active member to fill the position for the remainder of the term. Vacating members are subject to a fine.

### **ARTICLE VI - MEETINGS**

#### 6.1 Executive Board Meetings

The Executive Board of the “Club” shall meet no less than every other month on a weeknight not conflicting with practice nights. During the Summer 7’s season (May – August), the Executive Board shall only be required to meet once.

6.1.2 A meeting of the Executive Board may be called by the President or any two voting members of the Executive Board.

6.1.3 Any special meeting called shall give Executive Board members at least one (1) week notice of the meeting.

6.1.4 A simple majority of the voting members of the Executive Board shall constitute a quorum for the “Club’s” Executive Board meetings.

6.1.5 Any Executive Board member who misses 2 or more meetings may be removed by a simple majority vote of the Executive Board.

#### 6.2 Team Meetings

The “Club” shall have an Annual General Meeting at the end of the Fall Season (late November/early December) in order to conduct the business of the “Club” and the election of the Executive Board. Additional “Club” meetings may be scheduled if necessary.

6.2.1 A meeting of the “Club” may be called by the President, any two voting members of the Executive Board or a simple majority of the active “Club” membership in good standing at the time the meeting is called.

6.2.2 Notice of a “Club” meeting will be made to the membership in good standing at least one (1) week prior to the meeting.

6.2.3 The Vice-President of the “Club” shall be responsible for ensuring a quorum at all “Club” meetings. In the event that a quorum is not reached, the Vice-President shall inform the membership and reschedule the meeting.



6.2.4 A quorum for all “Club” meetings shall be a simple majority or 50% plus 1 of the “Club” membership in good standing.

### 6.3 Quorum

Any meeting that does not meet the quorum specified in this document shall be invalid and the actions/decisions from that meeting shall not be considered to be in compliance with these Bylaws and thus invalid and unenforceable.

## **ARTICLE VII - FINANCIAL**

7.1 The “Club” fiscal year shall run from January 1st through December 31st which corresponds to the term of the Executive Board. The Executive Committee is responsible to the “Club” to administer the “Club” fiscal resources in a prudent manner.

7.2 A yearly budget shall be developed by the Treasurer and approved by the Executive Board at the first meeting of the fiscal year. The “Club” budget will include an estimation of all “Club” revenue and expenses for the representative fiscal year.

7.3 The Treasurer shall prepare a year-end financial report to be presented to and approved by the Executive Board at the final meeting of the fiscal year.

7.4 All purchases made by members on behalf of the “Club” shall have the prior approval of the Executive Board. This approval is given at the meeting to approve the budget for the fiscal year. Any purchases not set forth in the budget or in excess of the budgeted amount must have the prior approval of the Executive Board. Failure to obtain prior approval may result in the member being responsible for the purchase and subject to disciplinary action.

7.5 No “Club” member may obligate the “Club” financially except as allowed by these bylaws.

7.6 Any and all fundraising projects must be presented to and approved by the Executive Board. All “Club” members are invited and encouraged to present fundraising ideas to the Executive Board. Fundraising projects presented must include a working budget and background research conducted on the idea. All proceeds from fundraising projects must be submitted to the Treasurer of the “Club” to be recorded and deposited into the “Club’s” bank account.

7.7 Both the Treasurer and the President shall have the authority to sign “Club” checks. The individual check signing authority of the Treasurer or President will be limited to \$400 without obtaining the co-signature of the Treasurer or President.

7.8 Expenditures that exceed \$1000, to any one vendor or for a project, must have the approval of the Executive Board prior to purchase or commitment.

7.9 Remaining funds are to be disposed of by Chattanooga Queens Women’s Rugby Club if the organization ever becomes inactive and dissolves.

7.10 Expenditures that exceed 25% of the Annual Operating Budget must be pre-approved by the Chattanooga Rugby Football Club board.

*Added June 2025 per Amendment XIV*

## **ARTICLE VIII – PLAYER SELECTIONS**

8.1 Player selections for games shall be made by the Head Coach and Team Captain. Consultation may be made with Assistant Coach(s) and Co-Captain(s).

8.2 Selections shall be made from a pool of eligible players who are in good standing with the “Club”. Prior to selections being made, the Head Coach will confer with the Treasurer as to what players are deemed to be in good standing. Selection will also be based on attendance at practices and away games.

8.3 Non “Club” members or “Club” members not in good standing shall not be selected to play over eligible players who are in good standing. This includes former “Club” members, friends of current or former “Club” members, or any other player who presents herself for selection.

8.3.1 An exception to the above Article shall exist if there are no eligible “Club” members who can play a specific position, at which time a non “Club” player may be selected.

## **ARTICLE IX – DISCIPLINARY ACTIONS**

This article is a supplement to the disciplinary guidelines set forth in Article III of these bylaws.

9.1 All disciplinary issues that arise during practices and games will be handled by the Head Coach. Disciplinary actions that arise outside of practices and games or flagrant or frequent violations will be handled by the Executive Committee of the “Club.”

9.2 Any disciplinary issues that arise with Executive Board members will be handled by the remaining Executive Board members.

9.3 An appeal of any disciplinary action may be made to the Executive Committee of the “Club.” The decision of the Executive Board in response to an appeal shall be final.

*See amendments V , VI, VII and VIII for further information regarding disciplinary actions.*

9.4 Major violations of Club policy, financial misconduct, or actions jeopardizing the Club’s nonprofit status may be escalated to the CRFC Board for review, at the discretion of the President and/or Vice President.

*Added June 2025 per Amendment XXIII*

## **ARTICLE X – SPECIAL COMMITTEES**

Special committees may be established and meet as approved by the Executive Committee of the “Club.” All such committees and any sub-committees are subject to these bylaws.

### **10.1 Appointments**

The Executive Board shall appoint committee membership and assign a Chairperson who shall preside over the meetings. The Chairperson of each committee shall be responsible for ensuring the proper recording of the minutes of the committee and for reporting committee recommendations to the Executive Committee. Except where appointed or required by these bylaws to be a regular member of any committee, the Executive Board shall be ex-officio members, without vote, of each committee.

### **10.2 Committee Meetings**

All committees shall maintain permanent written minutes of their meetings. The committee minutes shall include a record of attendance and all actions taken and shall follow the agenda format as indicated in Article 10.6. A copy of the committee minutes shall be signed by the Chairperson or their designee and placed in the committee minute manual. A copy of all committee minutes shall also be turned over to the “Club” Vice President.

### **10.3 Agenda For Meetings**

All committees shall use the following format for conducting meetings.

Call to Order

Approval of Past Minutes

Unfinished Business

New Business

Report of (Sub) Committees

Other Business

Adjournment

### **10.4 Voting On Committee Matters**

Voting privileges in committee meetings shall be subject to Article V of these bylaws.

*See amendment III for further information*

## **ARTICLE XI – ADOPTION AND AMENDMENT OF BYLAWS**

### **11.1 Adoption and Effect**

These bylaws shall be effective immediately upon approval by the membership of the “Club” and shall constitute a repeal of any and all prior bylaws of the “Club”, unless specifically provided otherwise in the resolution of adoption.

### **11.2 Captions and Section Numbers**

The captions and section numbers included in these bylaws are intended for reference only, and shall not be interpreted to limit or expand the meaning of any bylaw provision.

### **11.3 Review of Bylaws**

These bylaws shall be reviewed by the Executive Board of the “Club” no less than once every 3 years.

#### 11.4 Amendment

A bylaw amendment may be proposed by any member of the “Club” in good standing at the AGM. An amendment needs only a majority of “1” to be passed.

##### 11.4.1 Presentation to Membership

The proposed amendment shall be presented to the membership of the “Club” at its next regular meeting or at a special meeting called by the Executive Board for such purpose.

##### 11.4.2 Vote Required

To be adopted, a proposed amendment shall require a  $\frac{3}{4}$  majority vote of eligible voting members of the “Club”

##### 11.4.3 Effect of Amendment

An amendment to these bylaws shall be effective immediately upon approval by the membership of the “Club” unless specifically provided otherwise in the resolution of adoption.

## ARTICLE XII – GENERAL PROVISIONS

These bylaws shall be in accordance with the guidelines and standards set forth by the USA Rugby Union, USA South Rugby Territory Union, and the International Rugby Bylaws.

Nothing contained in these Bylaws shall preclude the Executive Board from taking such actions as may be necessary for the Executive Board to fulfill its ultimate responsibility for the conduct of the “Club”, included but not limited to, modifications of these Bylaws. These Bylaws are not intended and shall not be construed as a contract between the members of the “Club”, any individual, or the Executive Board, but rather they are intended to provide a framework for self-governance of the membership of the “Club” within the context of the Executive Board's overall responsibility for the operation of the “Club”.

*All articles and sectioned updated June 2024 pursuant to Amendment XIV*

## AMENDMENTS

### Amendment I: Restructuring of the Term Limits

I, Corinne Priest, propose that the board term limits and elections be restructured so that term limits are changed from one year to two year terms. I also propose that the election of board positions be staggered so that half of the board is elected on odd numbered years and the other half of the board is elected on even numbered years.

The President, Fundraising Chair, Social Chair, and will be elected on odd years and the Vice President, Match Secretary, Treasurer and Recruitment Chair will be elected on even years.

In order to begin this new two year cycle, in the coming 2023-2024 season, the President, Fundraising Chair, Social Chair, and Treasurer will serve two years terms, with the mentioned positions coming back up for election at the completion of the 2024-2025 season. The Vice President, Match Secretary, and Recruitment Chair will serve one year terms, with those positions being eligible for reelection at the completion of the 2023-2024 season.

#### Amendment II: Scheduling of The AGM

I, Corinne Priest, propose that the board be responsible for scheduling of the AGM immediately concluding each spring season be made mandatory. The AGM must be hosted within a month of the last 15's game of the season and must allow for the proposal of amendments, the election of eligible board members, presentation and vote of the budget for the coming year, and state of the club address.

These things must be mandated in order to preserve the democratic integrity of our team, ensure that all voices are given a platform through which to be heard, and create the best environment possible for a fair elections process.

#### Amendment III: Appointment of Committees

I, Corinne Priest, propose that it become mandatory for every member of the team, social and active, to be appointed to a committee if they are not a part of the current board. The committees will be formed to assist the Social, Fundraising, and Recruitment Chairs. Players will be allowed to rank their preference as 1st, 2nd, and 3rd choices, and will ultimately be assigned by the current President to the most appropriate committee.

Time commitment as a part of a committee is minimal and depending on the responsibilities of the committee, only require an hour or two a month of service. If a player feels they are unable to take on the responsibility of being on a committee, the player may be eligible to be excused from any committee pending presidential approval.

#### Amendment IV: Appointment of Captains

I, Logan Hudson, propose that the forwards and backs captains are nominated by coaches, then voted on and elected by members in good standing. Coaches have the opportunity to put names forward for each captaincy, allowing the potential captain to accept or deny. The nominees that accept are then voted on by the forwards for forwards captain, and backs for backs captain.

The elected captain will be in place for the 15s season (August to April). New elections will happen each year, with a vote date prior to our first practice of the new season (previously to be elected at the AGM). A captain can be reelected as many times as they would like.

*Amendment V: Code of Conduct and Violations*

I, Logan Hudson, propose that our Code of Conduct 2022/2023 be the official Code of Conduct for our team. Players and coaches must sign a COC before playing their first game with the Queens. Violators of the COC will receive a verbal warning for their first offense, followed by a written warning for their second, a one month suspension from the team for their third, and finally expulsion from the team for their fourth.

The Code of Conduct is subject to change only during the AGM. Members in good standing may make a motion to change the language, add, or omit requirements. Changes will be voted on by the group at large.

Clause: next board is responsible for establishing due process within a month of election

*Amendment VI: Due Process for Code of Conduct Violations*

I, Corinne Priest, propose that the following be the process for the handling of any violations of the Code of Conduct.

**Step one:** If a someone believes that a current member of the Chattanooga Queens is in violation of the Code of Conduct (C.O.C.) then they should bring said concern to a Responsible Member of the team, (a Responsible Member could be a coach, captain, or board member) then it is that member's responsibility to report the concern to the President and/or the Vice President of the Chattanooga Queens.

**Step two:** The President and the Vice President will decide if the concern merits official team involvement or if it is an issue best settled between the individuals involved outside of official Queens proceedings. If the President and Vice President agree that the member in question has broken the Code of Conduct, then the team should intercede. If they are not in agreement, the head coach should weigh in as a tiebreak vote.  $\frac{2}{3}$  of the vote are needed to win.

**Step three:** If the votes cast by the President, Vice President, and potentially Head Coach of the Chattanooga Queens indicate that the matter at hand does not necessitate official Queens proceedings, then the matter will be let go with that disciplinary action is necessary, a three part disciplinary procedure is initiated.

- Verbal Warning: this can be a casual conversation
- Written Warning: must be documented and more formal, preferably via email

- Suspension from 2 matrix matches
- Expulsion from the team, barred from team membership resulting in being unable to roster with the team, or be a member in good standing.

**Multiple offenses:** In the event that one player incurs code of conduct violations over a long period of time, the board may vote to either lump all violations into one notice of C.O.C. violation (ex. One verbal warning for the multiple offenses), or count one offense as an initial warning (verbal) and the other(s) as a secondary warning (written).

**Appeal to an Offense:** If the offender in question believes that they have been wrongly accused in any way, they should notify the president and vice president in writing. Once the President and VP has been notified, they MUST schedule a hearing for the offender to make the case for their appeal in a timely manner (no more than two weeks from receipt of the official notice) or at the earliest convenience of the offender.

A hearing must consist of the entire active board and the accused party. The accused may also be allowed to bring forth any witnesses they wish to have to offer testimony. Charges must be brought to a vote, the majority vote wins.

Appellate votes are final decisions.

**Privacy:** The status of violations of the C.O.C. or current ongoing proceedings are not to be discussed with anyone who is not currently on the board or a coach of the Chattanooga Queens.

**Discretion of the board:** If there is discrepancy regarding the outcomes or handling of any part of this process, the board must discuss collectively and put any issues at hand to a vote from the board members.

#### Amendment VII: Documentation for Code of Conduct Violations

I, Abby Howell, propose all violations of the COC be documented. This will include a documented verbal warning for the first offense, followed by a written warning for a second, a one month suspension from the team for third offenses, and a fourth offense ultimately ending in expulsion from the team. Suspension and expulsion decisions are to be made only by the President and Vice President and/or an acting third party Human Resource Officer.

#### Amendment VIII: Code of Conduct Violations by Executive Board Members

I, Abby Howell, propose that any violations of the COC made by an Executive Board member be handled by the President and an acting third party Human Resource Officer. If any COC violations occur by a sitting President, disciplinary action will be handled by the Vice President and an acting third party Human Resource Officer. If a sitting Executive Board member has

received both a documented verbal and written offense, that member's seat will be subject to replacement at the next AGM, regardless of term length.

Amendment IX: Board Member Code of Conduct

I, Abby Howell, propose a Board Member Code of Conduct to go along with the Player and Coach Codes of Conduct to complete a concrete visual of checks and balances within this Club. Each Board member will be required to sign this contract annually at the first meeting after the AGM. This addition to the Chattanooga Queens Code of Conduct is necessary and standard for the growth and development of this great team.

Amendment X: Changing Verbiage of Executive Board Election Qualifications

I, Corinne Priest, propose that the Executive Board election requirements be changed from "being an active member in good standing who has ~~at least one (1) year playing experience and who has been an active member of the "Club"~~ in good standing for at least one (1) year" To "being an active member, in good standing who has been in good standing for at least one (1) full season (fall and spring semesters)."

Amendment XI: Differentiation of Active Playing Member and Social Member in Good Standing

I, Megon Stepaniuk, propose that there is a distinction between active playing members and social members in good standing and what is required for them to be in "good standing" with the organization.

- Currently, an Active "Club" member is considered in "good standing" with the organization if they:
  - Have paid all member dues including CIPP fees (unless waived by Executive Board)
  - Does not owe the club any monies for any reason without an active payment plan
  - Have signed a "Club" Liability Form (If applicable)
  - Participates in "Club" committees
  - Have signed a Code of Conduct in the last 12 months
  - Is not on probationary or suspended status in accordance with Articles III and IX
- I propose that this is specified as an Active Playing "Club" member.
- I propose that an Active Social "Club" Member is considered in "good standing" with the organization if they:
  - Have paid all member dues (unless waived by Executive Board)
  - Does not owe the club any monies for any reason without an active payment plan
  - Participates in "Club" committees
  - Have signed a Code of Conduct in the last 12 months
  - Is not on probationary or suspended status in accordance with Articles III and IX



Amendment XII: Removal of Article III, Section 3.1

I, Megon Stepaniuk, propose to eradicate Section 3.1 “Individuals interested in affiliating with the “Club” must submit a completed membership registration form indicating their desired level of participation. The Executive Board will review all applications for membership. All applicants will be notified in a timely manner regarding the status of their application.” from the Queens Bylaws.

Amendment XIII: Restructuring the Terms of Reappointment

I, Megon Stepaniuk, propose that, should a member become inactive (meaning they have not paid active player or social dues) for one year or more, they must adhere to the requirements necessary to be an active member in “good standing” for one full semester (fall or spring) after rejoining, in order to be considered for the executive board.

Amendment XIV: Clarification of the Executive Board Terminology

I, Corinne Priest, propose to change the words “Executive Committee” in the official Bylaws to “The Executive Board”.

Amendment XV: Clarification of Coaches Rights

I, Corinne Priest, propose to specify that Coaches, given their generous donation of time to our Club, be awarded the entitlement to vote and propose amendments to our Bylaws. To be awarded these rights, a coach must be both Certified and registered with the Chattanooga Queens. Coaches are not, however, permitted to serve as members of the Executive Board. This is due to the potential conflict of interest that would result from the board being responsible for the hiring and firing of coaches. Coaches are not required to serve on committees, but may volunteer if they do so wish and the Committee leader allows.

Amendment XVI: Clarification of Players Rights

I, Goggles, propose the addition of this clause:

‘An Active Member is entitled to: an annual report of all Club finances, to attend Club social events and receive benefits of such events, to participate in practices, to participate in match play (if a USA Rugby member), participate in all team meetings and elections, and are entitled to hold any elected position so long as they are in “good standing” and meet board requirements

Amendment XVII: Addition of Coach Reviews

I, Goggles, propose that The Executive Board will put forth a formal annual review of the Head Coach and Assistant Coach(es) to the Club annually. Members' reviews will remain completely anonymous to the coaches and will be evaluated by the President and Vice President. The President will formally meet with the coaches individually after each review to ensure the coaches are meeting and ensuring the club’s standards and needs. This review will be held no

sooner than the conclusion of the last game of the Spring season, and no later than the AGM.

Amendment XVIII: Addition of Executive Board Exceptions

I, Megan Stepaniuk, propose the addition of section 4.1.1, Executive Board Exceptions, be added to Section 4 under Article IV - Administration. This section will specify how Active “Club” Members can express their interest and qualifications to the Executive Board to run for office if they don’t meet the qualifications to do so. I’ve added an additional clause that specifies if a Club Member has held a Board position in the past and has stepped down from said Board position, they are required to submit a Letter of Intent for approval prior to the AGM to run for office again.

4.1.1 Executive Board Exceptions

The Executive Board may, at its discretion, waive playing experience and/or “Club” membership timeline in order to ensure adequate “Club” representation on the Executive Board. If an active “club” member is interested in running and does not meet the qualifications required to run for an executive board position, they must submit a Letter of Intent (LOI) for the board to consider in their decision to waive the requirements to run. If a board member has stepped down from a board position in the past, they will need to submit a LOI to the current board to vote upon whether they may be allowed to rerun for a position to ensure adequate “Club” representation on the Executive Board. In the event that one individual is elected/appointed to 2 officer positions on the Executive Board, that individual shall be entitled to only one (1) vote on Executive Board matters.

Amendment XIX: Introducing CRFC

I, Megan Ambrose, propose an amendment to the Preamble, detailing our status as a constituent club of the Chattanooga Rugby Football Club

Amendment XX: Requirement to adhere to CRFC by-laws

I, Megan Ambrose, propose the addition of section 2.5 detailing the necessity to adhere to the rules and regulations set forth by the CRFC board and bylaws. This falls under Section 2 Purpose.

Amendment XXI: Requirement to serve on CRFC Board

I, Megan Ambrose, propose an amendment to section 4.3 to include the President's obligation to serve as a non-voting member of the Chattanooga Rugby Football Club board and ensure compliance with all standards set forth by CRFC.

Amendment XXII: Requirement for Financial Visibility

I, Megan Ambrose, propose an amendment to section 4.5 to include the requirement for the treasurer to submit annual budgets, income statements, and expense documentation to the CRFC Treasurer annually.

Amendment XXIII: CRFC Disciplinary Involvement

I, Megan Ambrose, propose an addition to Section 9.4 detailing that major violations of Club policy, financial misconduct, or actions jeopardizing the Club’s nonprofit status may be escalated to the CRFC Board for review, at the discretion of the President and Vice President.

Amendment XIV: High Expenditure Approval

I, Megan Ambrose, propose the addition of Section 7.10 in order to create transparency and accountability of the Club's funds.