

CHATTANOOGA LIONS' OFFICIAL BYLAWS

Version 1

Effective as of: April 2025

Current President: Chris Martin

We associate and organize ourselves as members of the Chattanooga Lions Men's Rugby Club, a constituent branch of the 501c3 parent organization: "Chattanooga Rugby Football Club." This organization reports under the CRFC Board (who represents the 501c3 Parent Organization). These bylaws are created to set forth the framework, principles, and procedures within which the Chattanooga Lions Men'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:

ARTICLE I – NAME

The name of this organization shall be "Chattanooga Lions Men's Rugby Football Club" or "Nooga Men's Rugby" herein referred to as the "Club."

ARTICLE II – PURPOSE

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 promote the values of Brotherhood, Excellence, and Impact within the Chattanooga community.

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

2.4 To promote sportsmanship both on and off the field.

2.5 To initiate and maintain rules and regulations for the government of the Club.

ARTICLE III - MEMBERSHIP

3.1 Membership shall be composed of active members. All Club members shall agree to adhere to the Bylaws of the Club.

3.1.1 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 Club Officer. Failure to serve on an appointed committee will result in that member not being in good standing.

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 officers’ requirements.

3.3 Membership Fees

Membership fees for active members shall be determined by the Club Officer 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.

3.3.1 Membership fees shall be due before the first game of each season. If a member joins the Club after the first game of the season, the membership fee shall be due before that member’s first game. The Club Officer reserves the right to waive dues in special circumstances.

3.4 Standing

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

- Have paid all member dues including CIPP fees (if playing)
- 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 current Code of Conduct
- Is not on probationary or suspended status in accordance with Articles III and XII

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 to be considered for the Club Officer.

3.6 Reinstatement

If 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 Club Officer may reinstate the former member to membership on such terms, as the Executive Officers deem appropriate.

3.7 Non-Discrimination

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

ARTICLE IV - ADMINISTRATION

4.1 Club Officer

The Club Officer shall consist of eight (11) eligible active members and include a President, Vice-President/Operations, Treasurer, Sponsorship Chair, Fundraising Chair, Recruiting Chair, Social Chair, Player Manager, Match Secretary, Media Manager, and Marketing Manager. The Club Officer may, at its discretion, waive Club membership timeline to ensure adequate Club representation on the Club Officer. If one individual is elected/appointed to 2 officer positions on the Club Officer, that individual shall be entitled to only one (1) vote on Club Officer matters.

4.2 Appointments

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

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 Club Officer meetings, participation in CRFC Board meetings, appointing and overseeing the work of special committees, serve as Union Representative and Club representative, responsible for all Union/USA Rugby compliance. 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 is the primary conflict resolution mediator for all player-coach conflicts. The President may appoint another voting member of the Club Officer to serve as the Union and/or Foundation representative and to take responsibility for other tasks if necessary.

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 and the declaration of a Quorum at all meetings. The Vice-President also manages "field requirements" including maintenance of both the practice schedule alternatives (in case any reason primary location is unavailable) and of team equipment (including lighting, balls, team jerseys, and medical kit).

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: ensuring payment of team fees and expenses, preparing an annual budget and expense report to present to the Club Officer, preparing and presenting a treasurer's report of income and expenses at each Club Officer meeting, maintaining Club financial records, signing Club checks and/or electronic payments 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 annual budget of the Club is adhered to.

4.6 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 Club Officer at the first meeting of the fiscal year, implementing the fundraising strategy, and organizing all fundraising activities for the Club.

4.7 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, and organizing recruiting events to attract new members.

4.8 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 Chair's duties shall include: organizing and coordinating Club social functions that will promote Club unity, coordinating with visiting teams who may need overnight accommodations, arranging for post game socials with visiting clubs including ensuring the team has directions to the social event prior to game day. The Social Chair will also be responsible for management of committees specifically related to Fall Tours and PitchATent (as applicable).

4.9 Player Manager

The Player Manager shall be an active member, in good standing for at least one (1) full season (Fall & Spring Semesters). The Player Manager's duties shall include: maintaining a current roster of Club members in good standing, accountability enforcement for ensuring players are in good standing as soon as is viable, and conflict resolution mediation for player-player conflicts that do not violate the code of conduct (examples including but not limited to: contact resulting in "heat of battle" reaction, escalation of contact beyond reasonable means, and player-opposition conflict that requires immediate cessation).

4.10 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, scheduling the primary pitch for practices and home games, making travel reservations for tournaments, providing directions to visiting teams and obtaining directions to away games, securing referees for home matches, securing medical coverage for home matches, and presenting the final team schedule each season to the Club Officer for approval.

4.11 Media Manager

The Media Manager shall be an active member, in good standing for at least one (1) full season (Fall & Spring Semesters). The Media Liasion's duties shall include: Upkeep of social media streams, management and updates of the website and related ticketing/subscription requirements, ensuring membership is informed of activities in advance, enforcement of teamwide adherence to Club branding guide as applicable.

The President and Media Manager are the only individuals authorized to post or update content on the club's website and social media channels. All content posted on the club's social media and branding platforms must adhere to the club's values, branding guidelines, and mission, ensuring professionalism, inclusivity, and alignment with the positive promotion of rugby and the club's reputation.

Posts must reflect the club's values and mission, avoiding personal opinions, political discourse, or content contrary to the promotion or protection of individual rights unless explicitly approved by at least a three-fourths (3/4) majority of the current Club Officer. Any unauthorized or inappropriate content may be subject to review and removal at the discretion of the Club Officer. Further requirements are set forth in Article XI Guide to Member Conduct, section 11.4 - Social Media Policy.

4.12 Marketing Manager

The Marketing Manager shall be an active member, in good standing for at least one (1) full season (Fall & Spring Semesters). The Marketing Manager's duties shall include: Upkeep of a team store, ordering and distribution of team gear to members who are in good standing, and supporting the Sponsorship Chair with Sponsorship Fulfillment, including but not limited to ensuring orders for gear include all appropriate sponsorships.

4.13 Head Coach

The Head Coach shall be appointed by the Club Officer and shall have at least five (5) years of playing experience. The Head Coach's duties shall include: the responsibility to coach the team, 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 must remain in compliance with USA Rugby and Conference Requirements. 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 participate in coaching review discussions within the Club.

The Club Officer will put forth a formal annual review of the Head Coach 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 and Vice 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.

4.13.1 Assistant Coach

As recommended by the Head Coach and approved by the Club Officer, 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 unless they are also registered players, 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 participate in coaching review discussions within the Club.

The Club Officer will put forth a formal annual review of the 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 and Vice 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.

4.14 Team Captain/Co-Captain

The Team Captain/Co-Captain shall be nominated by the head coach (at least 3 nominations are necessary), and elected by a majority vote of eligible active members in good standing prior to the first Matrix Match. 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.

4.15 At-Large Member(s)

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

ARTICLE V – ELECTIONS & VOTING

5.1 Election of Club Officer

Election of the Club Officer 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 Club Officer shall be based on a calendar year (approximately 365 Days) and be two (2) years in duration. Members may be reelected for additional terms. No officer may be reelected to the same position more than 8 consecutive years. Only active members in good standing may be allowed to hold office.

The election of officers positions will be staggered. The President, Sponsorship Chair, Recruitment Chair, Player Manager, and Media Manager will be elected on even years and the Vice President, Fundraising Chair, Treasurer, Social Chair, Match Secretary, and Marketing Manager will be elected on odd years.

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, they may cast a vote by electing a proxy to vote in their stead.

5.4 Removal of Appointed Club Officer Members

If the President finds an officer 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 officer member and seek resolution. If the unsatisfactory behavior continues, the officer member will then receive a second, written warning, detailing the shortcomings to be addressed. If the behavior still persists, the officer member may be asked to step down by the president with the $\frac{3}{4}$ approval of the remaining officer members.

5.5 Vacancies

In the event that an officer resigns from their position or is removed by a vote of the membership, the Club Officers shall appoint an active member to fill the position for the remainder of the term. Vacating officers are subject to a fine equal to a full season's dues, regardless of the term length served prior to vacancy.

ARTICLE VI - MEETINGS

6.1 Club Officer Meetings

The Club Officers of the Club shall meet no less than every month not conflicting with practice nights.

6.1.2 A meeting of the Club Officers may be called by the President or any three voting

members of the Club Officers.

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

6.1.4 A simple majority (6) of the voting members of the Club Officers shall constitute a quorum for the "Club's" Club Officer meetings.

6.1.5 Any Club Officer member who misses 3 or more consecutive meetings may be removed by a simple majority vote of the Club Officers (attendance to be recorded by the President).

6.2 Team Meetings

6.2.1 Annual General Meeting (AGM)

The Club shall have an AGM at the end of the Spring Season (approximately late April/early May) in order to conduct the business of the Club and the election of the Club Officers. Additional Club meetings may be scheduled if necessary. The officers shall 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 officers members, presentation and vote of the budget for the coming year, and state of the club address.

6.2.2 A meeting of the Club may be called by the President, any three voting members of the Club Officers or a simple majority of the active Club membership in good standing at the time the meeting is called.

6.2.3 Notice of a Club meeting will be made to the membership in good standing at least one (1) week prior to the meeting. All team meeting alerts will be sent by the President to active members in good standing via the email address associated with your CIPP registration. Courtesy reminders may be posted in the current group messaging app, but are not required.

6.2.4 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.

6.2.5 A quorum for all Club meetings shall be 23 of the Club membership in good standing, including proxy votes. For example, a member holding 2 proxy votes of absent members will count towards 3 of the necessary membership available.

6.2.6 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 in compliance with these Bylaws and thus invalid and unenforceable. Proxy votes count towards quorum status.

ARTICLE VII - FINANCIAL

7.1 The Club fiscal year shall run from July 1st through June 30th. The Club Officers are 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 Club Officers 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 Club Officers at the final meeting of the fiscal year, and a quarterly report to the President for the needs of the CRFC Board.

7.4 All purchases made by members on behalf of the Club shall have the prior approval of the Club Officers. 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 Club Officers. Failure to obtain prior approval may result in the member being responsible for the purchase.

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

7.6 All fundraising projects must be presented to and approved by the Club Officers. All Club members are invited and encouraged to present fundraising ideas to the Fundraising Chair. Fundraising projects presented must include a working budget and background 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 payment/reimbursement authority of the Treasurer or President will be limited to \$500 without obtaining the co-sign-off of the other party.

7.8 Expenditures that exceed \$1500, to any one vendor or for a project, must have the 2/3 approval of the Club Officers prior to purchase or commitment.

7.9 If the organization ever becomes inactive and dissolves: Remaining funds are to be donated to the remaining constituents of the 501c3 in equal shares. Equipment belonging to the Men's club at the time of dissolution will first be given to operations that support both remaining clubs, with the right-of-first-refusal being awarded to any youth team for any items that cannot be shared (shirts, medical bags, etc.), with the remainder of the items being donated to the remaining constituents of the 501c3 to use, sell, or discard the items as they see fit.

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 Player Manager as to what players are deemed to be in good standing. Selection will also be based on skillset, fitness for the position, and overall commitment to the entirety of the Club schedule, including specific consideration of 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 themselves 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 in a match that does not count towards standings.

ARTICLE IX – SPECIAL COMMITTEES

Special committees may be established and meet as approved by the Club Officers. All such committees and any sub-committees are subject to these bylaws.

10.1 Appointments

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

If a player feels they are unable to take on the responsibility of being on a committee, or if the player performs pre-determined criteria (Example: 2.5x expected participation in a large fundraiser like Riverbend) the player may be eligible to be excused from any committee pending both presidential and committee chair approval.

10.2 Voting On Committee Matters

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

ARTICLE XI - GUIDE TO MEMBER CONDUCT

11.1 – GENERAL EXPECTATION:

To assure orderly operations and provide the best possible club environment, the Club expects members to follow rules of conduct to protect the interests and safety of all members and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable. Be aware that this list is not intended to be “all inclusive,” and that other behaviors may also result in disciplinary action

up to and including membership termination. Members should seek further clarification from the officers on issues related to conduct.

The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including discharge from membership:

- Theft or inappropriate removal or possession of Club property or other member's property.
- Threatening violence beyond what could be reasonably be expected within the confines of the sport of rugby.
- Boisterous or disruptive activity that affects a sponsorship.
- Negligence or improper conduct endangering the health of members or visitors leading to damage of sponsor-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Unauthorized disclosure of club or confidential information
- Violation of Code of Conduct
- Theft or inappropriate removal or possession of rented property, leased property or property licensed to the Club
- Unauthorized or illegal use of copyrighted materials
- Use of Club resources to publicly express personal opinions
- Unauthorized public statements while representing the Club in an official capacity
- Unauthorized or inappropriate access of Club computer files/resources
- Inappropriate use of Club title/position

11.2 - CONFIDENTIAL NATURE OF CLUB AFFAIRS

It is the policy of the Club that the internal business affairs of the organization, particularly confidential information and trade secrets (plays, recruiting practices, sponsorship practices, fundraising templates, etc.), represent Club assets that each member has a continuing obligation to protect.

Information designated as confidential may not be discussed with anyone outside the organization and may be discussed within the organization on a "need to know" basis. In addition, members have a responsibility to avoid unnecessary disclosure of non confidential internal information about the Club. However, this member responsibility to safeguard internal Club affairs is not intended to impede normal club communications and relationships.

Coaches and Officers are responsible for coordinating the security and control of club information and for approving any exceptions to this policy. Coaches and Officers are responsible for identifying information that should be classified as confidential and should develop procedures to secure and

control the information. Information that is designated as confidential should be clearly identified and properly secured.

All media inquires and other inquires of a general nature should be referred to the Board Members, Head Coach, and/or Standing President. In addition, all press releases, publications, speeches, or other official declarations must be approved in advance by the Media Manager with supervision from the CRFC Board (the 501c3 Parent Organization). Questions about member references or other information concerning current or former members should be referred to the President.

11.3 - HARASSMENT POLICY

11.3.1 - Statement of Philosophy: Chattanooga Men's Rugby wants to maintain an environment in which all individuals are treated with respect and dignity. Everyone has the right to socialize in an atmosphere which promotes equal opportunities and prohibits discriminatory practices, including harassment. Harassment by anyone is unacceptable and will not be tolerated by the Club.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status. The Club will not tolerate harassing conduct that affects tangible member benefits, that interferes unreasonably with an individual's club duty performance, or that creates an intimidating, hostile or offensive environment.

The conduct forbidden by this policy specifically includes, but is not limited to: (a) epithets, slurs, or intimidating acts that are based on a person's protected status; and (b) written or graphic material circulated within or posted within the club that show hostility toward a person or persons because of their protected status.

11.3.2 - Definition of Sexual Harassment: For purposes of this policy, sexual harassment is defined as unwelcome or unwanted conduct of a sexual nature, requests for sexual favors, and other such conduct (verbal, visual or physical) when: (1) submission to the conduct is an explicit or implicit term or condition of membership, (2) submission or rejection of this conduct by an individual is used as a factor in a membership decision such as discipline, promotion or other aspects of membership; (3) this conduct has the purpose or effect of unreasonably interfering with an individual's membership or creates an intimidating, hostile or offensive environment.

Examples of sexual harassment include but are not limited to: Threatening adverse membership actions if sexual favors are not granted; promising preferential treatment in return for sexual favors; unwanted physical contact; and unwelcome sexual advances by visitors to the club when such advances are condoned, either explicitly or implicitly by personnel of the Club.

11.3.3 - Persons Covered: This policy covers all members of the Club. All members are responsible to help assure that harassment is avoided.

11.3.4 - Enforcement of Policy: A member who believes that he or she has been subjected to harassment or who has witnessed harassment should immediately submit a written complaint to the President or Vice President to allow the organization to investigate and, if applicable, correct the situation or condition.

If the President or Vice President is involved or believed to be involved in the matter being reported, members may, in the alternative, make a report to the Head Coach. The organization will conduct an investigation and take appropriate action within a reasonable period of time. Such complaints will be held in confidence to the extent the needs of the investigation permit.

Retaliation in any form against a complainant who exercises his or her right to make a complaint under this policy or who assists in making a harassment complaint or cooperates in a harassment investigation is strictly prohibited from sharing any related information and will itself be cause for appropriate disciplinary action.

11.4 - SOCIAL MEDIA USE POLICY

Social Media is defined as: blogs, other types of self-published online journals, and collaborative Webbased discussion forums.

Rules and Guidelines

- 1) **General Rules and Guidelines**-The following rules and guidelines apply to the use of social media. These rules and guidelines apply to all members.
 - a) Members are prohibited from discussing confidential, club matters through the use of social media such as the Club's trade secrets (plays, etc.), marketing lists, member/donor account information, strategic business plans, member/donor lists, financial information, business contracts, and other proprietary and nonpublic club information.
 - b) Members cannot use social media to harass, threaten, libel or slander, bully, defame, or discriminate against other members, leadership, sponsors, any organizations associated or doing business with Club, or any members of the public, including Website visitors who post comments.
 - c) This policy is not intended, nor shall it be applied, to restrict members from discussing issues with members or leadership.
- 2) **Club-Sponsored Social Media and Websites**- Club-sponsored social media is used to: convey information about Club; provide updates; obtain feedback, exchange ideas or trade insights about industry trends; reach out to potential new members; provide sales and marketing support to raise awareness of Club's brand; issue or respond to breaking news, or respond to

negative publicity; brainstorm with members; and discuss club-, event-, and officer-specific activities and events.

As such Club-related social media is subject to the following rules and guidelines, in addition to rules and guidelines set forth above:

- a) Only members designated and authorized by Club can prepare content for or delete, edit, or otherwise modify content on club-sponsored social media.
 - b) Members cannot post any copyrighted information where written reprint permission is not obtained in advance.
 - c) Designated members are responsible for ensuring that the club-sponsored social media conform to all applicable club rules and guidelines. These members are authorized to remove immediately and without advance warning any content, including offensive content such as pornography, obscenities, profanity, and/or material that violates club's anti harassment policies.
- 3) **Personal Use of Social Media and Websites** - The following rules and guidelines, in addition to the rules and guidelines set forth in section 1 above, apply to member use of social media on the member's personal time.
- a) Members who utilize social media and choose to identify themselves as members of Club may not represent themselves as a spokesperson for Club. Accordingly, members are strongly encouraged to state explicitly, clearly, and in a prominent place on the site that their views are their own and not those of the Club or of any person or organization affiliated or doing business with the Club.
 - b) Members should respect all copyright and other intellectual property laws. For The Club's protection, as well as your own, it is critical that you show proper respect for all the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including the Club's own copyrights, trademarks, and brands.
- 4) Violations - The Club will investigate and respond to all reports of violations of the Club rules and guidelines or related club policies or rules. Members are urged to report any violations of this policy to the Board. A violation of this policy may result in discipline according to the Due Process, up to and including discharge of membership.

11.5 - OUTSIDE MEMBERSHIP

It is the policy of the Club to encourage its members to engage in outside play or hold other memberships, subject to certain restrictions as outlined below.

The Club requires that members' activities and conduct away from the club must not compete or conflict with or compromise its interest, or adversely affect performance and the ability to fulfill all responsibilities to Club. This prohibition extends to the unauthorized use of any Club tools or equipment and the unauthorized use or application of any confidential information or techniques (plays, sponsorship/recruiting practices, etc.).

Members are cautioned to consider carefully the demands that additional club activity will create before they seek or accept outside membership. "Playing Up" is encouraged by the club but choosing to play for another club during a "conference" or "playoff" game is grounds for consideration in match selections, unless that club is considered a legitimate pathway to a professional or national side (subject to a 2/3 vote of current officers & Head Coach).

11.6 CLUB EQUIPMENT AND SUPPLIES

The Club attempts to provide the equipment necessary, facilities and working materials needed to perform required tasks. Members should do everything possible to use the equipment and supplies carefully. If a member is not sure of the proper and efficient use of the equipment or material, they should seek the advice of an officer or coach.

ARTICLE XII– CODE OF CONDUCT AND VIOLATIONS

12.1 Signing the Code of Conduct

Players and coaches must sign a CoC before playing their first game and will not be considered a member in good standing unless they have signed a CoC. 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 all present active members in good standing.

12.2 Due Process for Code of Conduct Violations

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 Club Officer, by affirmative vote of the >66% majority of the voting members of the Club Officer, may suspend or expel a member for cause. Such removal shall be in the best interest of the Club.

Step one: If a someone believes that a current member of the Club is in violation of the Code of Conduct (COC) then they should bring said concern to an officer of the team, then it is that member's responsibility to report the concern to the President (or the Vice President in the case of the president being the allegedly violating party) of the Club.

Step two: The President and/or 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 Club 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 proceed.

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

1. Verbal Warning: this can be a casual conversation, with the verbal warning only documented post-occurrence in the next Club Officer minutes.
2. Written Warning: must be documented and more formal, preferably via email.
3. Suspension from either 1 month of club activities, starting the Monday of the next Matrix game week, or 3 total months, whichever comes first.
4. Expulsion from the team, barred from team membership resulting in being unable to roster with the team, or be a member in good standing.

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

Multiple offenses: In the event that one player incurs multiple minor code of conduct violations over a long period of time, the officers 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).

Termination of membership: Termination of membership shall be recommended to the Club Officer 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 amount of money more than \$200 for a period of over 2 months since the threshold of \$200 was crossed.

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 at least 5 members of the active officers 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.

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

12.3: Code of Conduct Violations by Club Officer Members

Any violations of the COC made by a Club Officer member should be handled by the President and a current member of the CRFC Board (the 501c3 Parent Organization). If any COC violations occur by a sitting President, disciplinary action will be handled by the Vice President and a current member of the CRFC Board. If a sitting Club Officer member has received both a documented verbal and written offense for the same violation type, or three violations of any type, that member's seat will be subject to replacement at the next AGM, regardless of term length. The offender will not be eligible for any position for a term of 1 year.

ARTICLE XIII – ADOPTION AND AMENDMENT OF BYLAWS

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.

13.1 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.

13.2 Review of Bylaws

These bylaws shall be reviewed by the Club Officers of the Club no less than once every 3 years.

13.3 Amendment

A bylaw amendment may be proposed by any member of the Club in good standing at the AGM.

13.3.1 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 Club Officers for such purpose.

13.3.2 Vote Required

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

13.3.3 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. These shall be recorded as a "Change History" at the bottom of the current bylaws, with a change summary, and the date it passed.

ARTICLE XIV – GENERAL PROVISIONS

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

Nothing contained in these Bylaws shall preclude the Club Officers from taking such actions as may be necessary for the Club Officers 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 Club Officers, but rather they are intended to provide a framework for self-governance of the membership of the Club within the context of the Club Officer's overall responsibility for the operation of the Club.

Change History

Change Date	Change Summary
April 2025	Initial Issuance of Men’s Specific Bylaws