

Tennessee Rugby Association By-Laws

- Adopted August 20, 2010
- Amended 8/1/2021

Preamble

The Tennessee Rugby Association (TRA) was formerly Tennessee High School Rugby (THSR). This name-change and official adoption of these revised bylaws shall be in effect beginning August 20, 2010. These bylaws shall supersede previous bylaws and amendments. TRA is organized to promote and foster the growth of youth, Middle School and High School Rugby and to educate the public and players in the game of rugby union as played under the laws of the International Rugby Board. TRA will have concurrent jurisdiction over its members in all matters pertaining to the administration of rugby activities to include but not to be restricted to scheduling, discipline, and related matters.

Article I

Name

The name of the organization shall be the Tennessee Rugby Association hereinafter referred to as "TRA" or "the league".

Article II

Membership

2.1 Qualification: The membership of TRA shall be composed of (3) Rugby Conferences within Tennessee (Smoky Mountain Athletic Conference (SMAC) in East Tennessee, Middle Tennessee (MT) and the West Conference (WC). All conferences are considered full members in good standing at the time of this re-organization.

2.2 Board of Directors (BOD): Each member conference shall provide one Director as its representative. These (3) Conference Directors along with (2) At Large Directors will attend the general and special called meetings of the league and have complete authority to act on behalf of their conference and all teams and programs within the conference on all matters brought before this assembly.

At Large Board Members shall serve 2-year terms. At Large Directors may serve multiple and consecutive terms, but must follow the election cycle. If for any reason an At Large Board Member position is vacated, the remaining Board Members may appoint a replacement to fill the term or the BOD may call for a special election.

The (3) Conference Directors together with the (2) At Large Members shall make up the (5) Board of Directors.

In any cycle where there are 2 At Large Directors to be elected, one newly elected member shall serve a 1-year term and the other a 2-year term. After the first year, each At Large Member shall serve a 2-year term requiring an Annual Election.

2.3 Voting: The 5-Member BOD shall hold an in-person (if possible) Meeting with all members at least annually. The BOD shall also have routine meetings which may include virtual communication. Voting to decide TRA Policies and routine business matters shall be decided based on a simple majority (3 out of 5) votes. Major Amendments to TRA By-Laws shall require a super majority (4 out of 5) votes.

2.4 Application for Membership: Applications for membership may be submitted at any regularly scheduled meeting or as outlined in TRA policies. Members are expected to keep all information current and give permission to publish information on the web page.

These Team applications must be sent to TRA through an approval process within each Conference and should contain the following information:

- A. Name, address, and phone number of officers
- B. Name, address, and phone number of certified coaches and administrators of each team within the conference.
- C. An official permanent mailing address

2.5 Admission: After submitting an accepted application, a club will be admitted to TRA following procedural guidelines of the State and each Conference. All participants of the club must be properly registered following TRA guidelines.

Article III

Meeting of Members

3.1 Schedule: Regularly scheduled meetings of the Board of Directors will be held each year. Special meetings may also be called during initial organization and under extreme circumstances. Notice will be provided to each CD either in writing, by confirmed e-mail, or direct telephone contact.

3.2 Notice of Meetings: Notice of time and place of the regular meetings will be made available to all Directors 7 days prior to the meeting.

3.3 Attendance and Quorum: Each conference is required to provide a Director or a proxy at each officially called meeting. Conferences failing to provide a Director to any regularly scheduled meeting are subject to a fine. A quorum will be established when Board Members are present that represent greater than ½ of BOD Membership for the current year with TRA jurisdiction.

Article IV

Officers

4.1 Board of Directors: The Directors shall administer the affairs of TRA. They may make or cause to be made for TRA in its name, any description of contract which TRA may lawfully enter into, and they may generally exercise all such powers which the League by these by-laws or otherwise, are authorized to exercise, except such powers as are reserved for the officers of the League.

4.2 Chairman of the Board: The BOD will elect one of the Conference Directors annually to serve as the Chairman of the Board. It is the duty of the Chairman to preside over meetings of the Board of Directors, manage the State Director, appoint committees, and routinely communicate with both the State Director and the BOD.

4.3 State Director: A Paid Professional Position to oversee all operations, growth and development of the organization. For complete details see the written Job Description. Official capacity shall include keeping Minutes of Meetings, Current Financial Records & Official Lists of TRA.

4.6 Removal from Office / Vacancies: The State Director may be removed from office at any time by a super majority vote of the Directors following a regularly scheduled meeting or a special meeting. Additionally, an Officer may resign at any time with or without cause. If any vacancy shall occur in any office for any reason, the Directors may elect a successor.

4.7 Elections: Nominations will be accepted per BOD request. Additionally, they can be taken from the floor of an annual General Meeting when vacancies exist. Election results will be determined by a vote of all eligible voting Directors present at the meeting. A quorum of the Directors (simple majority) must exist for a vote to be valid.

4.8 Elected officers may also concurrently perform their official duties and represent a club as a Director and/or as a proxy Director. Consequently, each officer will have a vote provided that they have been appointed as a Director and/or unless otherwise defined within these by-laws.

Article V Finances

5.1 Dues: All participating players will pay an annual fee as specified by the BOD. Dues are currently set at a \$25 per year. Current structure looks to cover expenses related to State Director salary and expenses and general operating expenses of TRA.

5.2 Budget: The State Director shall create and maintain the budget. A budget will be proposed and ratified by the Directors at each Annual Meeting.

5.3 Fines, Fees, and Assessments:

A. Truancy: Failure to provide a Director to a regularly scheduled meeting will result in a \$100 fine.

B. All-Star, Coach & Referee Development programs shall be self-supportive and may charge fees for program services.

C. Referee Fees: TRA shall only be involved in referee expenses for their specific events. All referee fees during seasonal play is paid by others.

D. Contracts and Checks: All checks, documents, contracts, and other financial instruments shall be signed only under the appropriate

authority given by the Board of Directors which may include the Chairman and the State Director.

E. Insurance Fees – TRA shall also collect and cover basic administration costs for liability insurance across the state. This fee shall be determined based on an annual insurance premium to be determined.

F. Financial Aid – A program may be established to waive or reduce fees for players in need of financial aid.

Article VI

Policies and Procedures

6.1 Player Safety and Development: This must be the number one goal of all involved.

6.2 . Insurance Requirements – All participants must be registered as mandated by TRA including payment of insurance premiums as outlined.

6.3 Player and Club Eligibility must meet TRA guidelines.

6.4 Disciplinary Policy: The State Director and/or Chairman of the Board may set disciplinary action against conferences for failing to meet policy and procedures of the League. Decisions are final except when a team makes an appeal to the Board of Directors. Appeals and complaints must be presented to the State Director and the Board of Directors in written format brought before TRA at a regularly scheduled or special called meeting. All disciplinary items must be submitted to State Director not fewer than 5 days prior to the meeting, with notice given to all parties surrounding the incident/dispute. At the meeting, the State Director shall read and record the charges into the minutes with a recommended action (if any), all parties directly involved will have an opportunity to speak, and then the Directors will determine the validity of the charges and confirm any remedy. All action must be approved by a super majority affirmative vote of the Board of Directors. Under no circumstances can any type of financial punitive damages be considered.

6.5 Alcoholic Beverages and Drugs are strictly prohibited: Conferences and teams within the conference that disobey this rule will face strict disciplinary action and repeated or severe abuses shall be considered grounds for termination. It is a NO TOLERENCE rule. Clubs within the conferences are not permitted to display any type of alcohol, tobacco or obscene related advertising on its official kit (pubs, saloons, bars, etc.).

6.6 Tours: Any team touring outside the United States, and any conference or club within a conference hosting a touring side from outside the United States, must inform TRA of its itinerary 30 days prior to the scheduled tour.

6.7 Communication: The preferred mode of communication shall be electronic mail and/or postings on the web site.

6.8 All-Stars: All Stars are separate organizations, which may be supported by TRA Membership and the State Body. Financial Support from TRA must be voted on by the BOD and needs a super majority to pass.

6.9 Player Participation: All players, coaches, and other official volunteers must be TRA compliant. The league expects that all players shall have the opportunity to play games on a regular basis. Part of the learning process is the players managing their own club following the guidelines of their schools.

6.10 Association with Schools: It is the desire of the League that teams become directly affiliated with their schools following all requirements of the school district. Each team should have an academic advisor that is involved with club development.

6.11 Parent Involvement: It is the desire of the league that parents become involved at all levels and capacities.

6.12 State Championship: TRA shall have complete authority to create and manage a competition schedule to determine a State Champion.

6.13 TRA Policies and Procedures – TRA may develop and enforce policies and procedures in accordance with organizational goals and objectives. TRA shall follow competition guidelines with regards to district competition structure as outlined in TSSAA policies.

Article VII Amendments

7.1 The By-Laws may be amended at any time during a regularly scheduled or special meeting with an affirmative super majority vote (2 of 3, 3 of 4, or 4 of 5 – depending on the number of current BOD Members).