



The Constitution and by-laws of the Rugby Southern Conference (updated 6.29.21)

NAME and AFFILIATION

The Name of the organization shall be called the Rugby Southern Conference. The conference and its members will observe and be immediately governed through its affiliation with National Collegiate Rugby (NCR), the national governing body of collegiate rugby. The conference 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 competitions, discipline, player & team eligibility and related matters.

MISSION

The mission of the Conference shall be to encourage the introduction, teaching, promotion and understanding of Collegiate Rugby. The Conference, too, seeks to grow the sport at the youth level. We encourage high ethical standards and require member teams to conduct themselves with integrity, transparency, accountability and in a fair and equitable manner consistent with the NCR Code of Conduct.

MEMBERSHIP

Memberships in the Conference shall be limited to rugby clubs at four-year colleges or universities. All active members must be in good standing with their institution. Clubs not in good standing with their institution will be automatically placed on probation until they return to good standing with their university. During this probationary period, they may not participate in Conference events or compete against Conference teams.

GOVERNANCE

The Southern Rugby Conference shall be comprised of five officers: Commissioner, Competitions Director, Public Relations/ Secretary, Treasurer and Referee/Discipline Chair. This officer group shall be known as the Commissioner's Cabinet. Members of the Cabinet are elected by the Southern Rugby Conference Assembly at the Annual meeting.

Commissioner

- Responsible for the day-to-day operations and general welfare of the Conference.
- Serves as chief of staff of the Commissioner's Cabinet.
- Convenes at least one annual in-person meeting each year. May call conference calls if needed.
- Acts as spokesperson for the Conference. Responsible for providing communication with governing affiliations.
- May appoint task-related committees, signs all conference agreement and contracts

Competition's Director

- Responsible for setting and posting the competitions schedule each year before the 4th of July Holiday.
- Reports all scores to NCR Rugby through the organizations online Competition Management System.
- Updates the Rugby Southern Conference webpage with Matrix Scores and standings in a timely manner.

Public Relations Director/Secretary

- Maintains and keeps notes from each Conference and Cabinet meeting
- Maintains a current contact list – updated each summer – of club contacts including team coaches, officers, webpage addresses and university contacts.
- Is responsible for maintaining and posting updates and photos to the Southern Rugby Conference Facebook Page.
- Is a vigilant champion of the webpage. Works with member teams to encourage them to provide content on the webpage and FB pages.

Treasurer

- Responsible for maintaining a budget, collects dues and managing financial transactions.
- Acquiring and updating (as needed) conference Tax ID number and related documentation
- Provides members of the Commissioner's Committee with online access to SRC bank statements.

Referee/Discipline Chair

- Encourage referee development among member institutions
- Recommends needed fines and suspensions to the Commissioner's Cabinet.

The Commissioner's Cabinet

With the exception of the election of Cabinet members and changes to the Constitution, the Cabinet shall have full power to deal with matters related to the Conference. They may invite new members to

join, expel or suspend members, approve schedules, tournament locations and enter into contractual agreements.

Terms, removals and vacancies

Cabinet members are elected annually by the Assembly for a one-year term. The term shall begin immediately following their election. A member of the Cabinet may resign at any time with or without cause. If the post of any member should fall vacant, the Cabinet may appoint a non-Cabinet member to complete the term.

The Southern Conference Assembly

The Southern Conference Assembly shall be comprised of a delegate from each member team. The delegate may also serve on the Commissioner's Cabinet. This 18-member group will meet in person at least once a year. Its sole responsibility will be to elect members of the Commissioner's Cabinet. It may also vote to amend the Constitution. Assembly members are appointed by and serve at the pleasure of their respective teams

Annual Meetings

The conference must convene an Annual General Meeting. For practicable purposes, this meeting should (but is not required to) meet during the Southern Conference Tournament. At this meeting, an agenda should (but are not limited to) include:

- Election of Officers
- Reports from members of the Commissioner's Cabinet
- Review and vote on the budget
- Consider changes to the Constitution
- Address other relevant business

A quorum shall be established when the Assembly is representative of 51 percent of member teams. The time, place and location and agenda must be circulated to members of the Assembly at least 14 days prior to the meeting. Roberts rules of order shall be followed in the meetings.

Called meetings

The Commissioner may call special meetings through conference calls at will to conduct conference business.

Changes to the Constitution

Must be approved by two-thirds vote of the Assembly

FINANCE AND ACCOUNTS

The financial year shall be through the playing season – August to April.

A budget shall be submitted by the Treasurer at the annual general meeting with a vote to take place after the discussion. Revisions to the budget may be made at the general meeting by a majority vote of the Commissioner's Cabinet. The treasurer shall maintain the budget and has the authority to collect, fines, and fees. Teams delinquent in payments of dues shall forfeit voting privileges and may be removed from the conference.

The Commissioner's Cabinet must approve expenses exceeding \$300. If finances allow, the SRC should provide travel funds to assist Conference teams participating in NCR play-off events. This funding cannot exceed half of the trip's expected total expenditure.

Annual dues shall be set by a majority vote of Cabinet. All checks drawn from the Conference fund shall be signed by the treasurer or the commissioner. All expenditures must be approved by the Commissioner. Any Conference member or officer who engages in misuse of funds will have their membership revoked.

GAMES and COMPETITION

Pitch Size

Except by approval of the Cabinet, all Conference Matrix games must be played on a pitch that is at least 65 meters wide and 120 meters in length, which includes the try zone. Teams not providing a field of proper dimension may forfeit home games or be prohibited from hosting matrix games. If a club cannot provide an adequately sized field they must inform the Competition's Director before the Memorial Day holiday preceding the Conference Schedule. The Competition Director and Cabinet must approve any exceptions.

Medical Attention

Except by approval of the Cabinet, all Conference games must be staffed by medical personnel. If a club cannot staff the game with medical personnel, they must inform the Competition's Director before the Thanksgiving break preceding the Matrix Schedule. The Competition Director and Cabinet must approve any exceptions.

Minimum Numbers

During the SRC AGM on 4/1/18 after the Elon stop on the 2018 SRC 7's Series the league held a discussion about instituting a "Minimum" number of players required to host/travel to play in a match. The entire league voted in favor of making it a requirement to have "15" players in order to play.

DISSOLUTION

The Conference is a non-profit organization. All profits and surpluses will be used to maintain or improve or develop the conference or the sport of rugby. At the conference's dissolution, no profit or surplus will be distributed except to another non-profit body with objective similar to the conference.