

Constitution & Bylaws

**College of Charleston Women's Rugby Football Club Alumni Association
(COFC WRFC ALUMNI)**

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ARTICLE I | NAME

SECTION 1 – NAME

The name of this organization shall be the “College of Charleston Women’s Rugby Football Club Alumni Association.” Doing business as “CofC Women’s Alumni” or “CofC WRFC Alumni.”

ARTICLE II | PURPOSE

SECTION 1 – DEFINITION OF ASSOCIATION PURPOSE

The purpose of this organization shall be to:

- a) Introduce and promote the sport of Rugby in the Charleston area, as recognized by the United States of America Rugby Football Union (USARFU), while fostering a love for the sport across all age groups.
- b) Represent the College of Charleston Women’s Rugby community, its sponsors, and partners within the USA Rugby community, as well as the broader Charleston community and the communities where our members reside.
- c) Provide mentorship to college students, high school students, and primary school students who are interested in or actively playing rugby, fostering their development both on and off the field.
- d) Enhance members' leadership skills by offering opportunities to be democratically elected to association leadership positions, thereby building confidence and skills that extend beyond rugby.
- e) Support the College of Charleston Women’s Rugby Team in its financial efforts, including but not limited to competitions, tournaments, growth initiatives, and the procurement of competitive gear.
- f) Expand the organization’s philanthropic footprint by actively engaging in community outreach and service projects, using rugby as a platform to give back and make a meaningful impact in Charleston and beyond.

ARTICLE III | MEMBERSHIP & VOTING PRIVILEGES

SECTION 1 – COFC WRFC ALUMNI MEMBERSHIP ELIGIBILITY

The membership of the CofC WRFC Alumni Association shall be open to all people regardless of race, creed, religion, or nation of origin. Membership in the CofC WRFC Alumni Association requires:

- a) Direct involvement in the Charleston Rugby Community
- b) Payment of membership dues
- c) Adherence to established association bylaws

SECTION 2 – ASSOCIATION MEETING PARTICIPATION

Each member shall be entitled to participate in association meetings

SECTION 3 – ELIGIBILITY FOR MEMBERSHIP ON ASSOCIATION COMMITTEES

Each member shall be eligible to hold membership on association committees.

SECTION 4 – GENERAL ASSOCIATION VOTE ELIGIBILITY

Voting privileges for General Association Votes are open to all “paid-in-full” association members.

ARTICLE IV | ASSOCIATION OFFICERS

SECTION 1 – ASSOCIATION OFFICER DEFINITION

The officers of the CofC WRFC Alumni Association shall be:

- a) President
- b) Vice President
- c) Treasurer
- e) Communications
- f) Events
- g) Young Alumni Liaison

These officers shall comprise the Association Executive Committee (EC). Members who have voting privileges in the manner described in this constitution shall elect all officers.

SECTION 2 – ELIGIBILITY FOR ASSOCIATION OFFICER NOMINATION

Any member who has paid their dues in full, and has been a competitive or social member of COFC WRFC, shall be eligible to be nominated for any officer position. To be eligible to run for the office of association President, the nominee must be a current member of the Executive Committee, or a past team officer. Due to the demands of the office, the association President cannot serve in any other leadership role while association President.

SECTION 3 – ASSOCIATION OFFICER ELECTION METHOD

Association Officers shall be nominated annually in staggered groups (normally during the month of March-ideally during the Annual Alumni Dinner) by a general association vote for a two year term. Officer elections shall be staggered in the following way: Group A - President, Communications Chair, & Treasurer
Group B - Vice President, Events, & Young Alumni Liaison

- a) The election ballot shall be created by floor nominations with a minimum of 2 nominees per position.
- b) Nominated candidates must declare a willingness to serve in the positions for which they have been nominated by carrying out the duties of this position as stated in this constitution.
- c) Each officer will be elected by a majority vote of the members that are eligible to vote

ARTICLE V | OFFICER RESPONSIBILITIES

Outlined below are the responsibilities of each Association Officer position:

President

- Liaison with the rugby community to ensure the association stays in good standing and stays current on rugby issues that might affect the association. Ensure association representation at all necessary rugby community meetings.
- Directs association business to ensure association purpose as stated in this constitution is achieved.
- Coordinate activities and submission of paperwork to maintain the association.
- Organize and preside over association Executive Committee meetings.
- Ensure other association officers carry out their responsibilities.
- Create meeting agendas

Vice President

- Liaison with the rugby community to ensure the association stays in good standing and stays current on rugby issues that might affect the association.
- Maintain association Constitution and Bylaws.
- Help association President with duties.
- Succeed association President in the event the association President resigns.
- Take meeting minutes in the event that the Communications Chair cannot attend
- Attends all executive officer meetings

Treasurer

- Manage association bank accounts to ensure budget and maintain a positive bank balance.
- Maintain accurate accounting records and report on them at Executive Committee meetings.
- File any financial documents.
- Sign and issue checks approved by the Executive Committee. Reimburse people promptly after they pay for association costs.
- Work with event coordinator to maintain and further association budget via dues, fundraising, in-kind donations, sponsorships, etc.
- Collect member dues.

Communications Director

- Provides all communications between officers and association members, including EC meetings, social activities, noteworthy news, etc.

- Makes themselves known and accessible to association members for comments, questions, suggestions, etc.
- Runs social media and association email communications
- Creates and distributes quarterly newsletter
- Promotes and markets alumni association fundraising
- Presides over meetings in absence of both the president and vice-president
- In charge of minutes during officer meetings
- Maintains a current list of active association members, to include best phone number, email, and mailing address

Event Coordinator

- In-charge of alumni weekend events as well as any other events throughout the year (philanthropy, community engagement, member appreciation, etc.)
- Develops event budgets to be approved by EC
- Provides necessary information in a timely manner to communications chair to ensure successful dissemination of important information regarding events
- Responsible for necessary forms (registrations, permits, CIPP, etc.) in relation to any events, in-person or virtual
- Makes themselves known and accessible to association members regarding event ideas, desires, and execution.
- Any event, in-person or virtual, requiring attendance beyond EC must be approved by the EC prior to scheduling. Further, any purchase exceeding the value of \$100 must be approved by the EC before any transaction is made.

Student Engagement and Young Alumni Chair

- Must have graduated within four years of taking position
- Helps to coordinate alumni engagement and events with emphasis on young alumni
- Works to build relationships between alumni and current players
- Recruits association members from graduating classes and works with communications director to update contact lists with incoming member contact information and any changes to current member contact information

ARTICLE VI | QUORUM

SECTION 1 – QUORUM REQUIREMENTS FOR VOTING

A quorum of the full Executive Committee must be present in order to conduct association business. In the event a general association vote is called for, a quorum of more than one half of the eligible voting members, as defined in this constitution, must be present in order to conduct association business.

ARTICLE VII | BYLAWS & AMENDMENTS

SECTION 1 – ADOPTION OR AMENDMENT OF BYLAWS

Bylaws consistent with this constitution shall be adopted or amended by a 2/3rd majority of the votes cast in a general association vote.

SECTION 2 – AMENDMENT TO THE ASSOCIATION CONSTITUTION

Amendments to this constitution may be initiated by the Executive Committee or upon petition to the Executive Committee by ten percent of the general voting members. The constitution may be amended by a 2/3rd majority of the votes cast in a general association vote.

ARTICLE VIII | MEMBER DUES

SECTION 1 – REASON FOR DUES

The member dues collected are used only to meet the financial responsibilities of the association. Some typical uses of dues are (but not limited to):

- a) Team Apparel (CofC and Alumni Assoc)
- b) Field Rental Fees
- c) Field Preparation Fees (posts, lining materials, etc.)
- d) Alumni Related Events
- e) Financial requests related to CofC WRFC operation

SECTION 2 – AMOUNT OF DUES

Member dues will be collected in the Spring season (March or April). The dues amount will be set by the association Executive Committee at the first EC meeting of the new officer cycle. The amount will be set based on the season's expected budget.

ARTICLE IX | ALCOHOL & DRUG POLICY

The CofC WRFC Alumni Association DOES NOT condone the use or abuse of alcohol to include any and all alcoholic, malt, and distilled beverages. All association members MUST drink responsibly at all association sponsored events. Association members should monitor fellow association members to ensure they are drinking and behaving responsibly. In the event that an association member has had too much to drink, said association member is responsible for locating an association officer to obtain a ride home. Any player who is known to have consumed alcohol prior to the start of a match should not be allowed to start said match.

The CofC WRFC Alumni Association DOES NOT condone the illegal use or abuse of any drug. Any association member found to use or distribute any drug illegally at an association sponsored function will be banned from the association for the remainder of the season.