



TORONTO SARACENS RUGBY FOOTBALL CLUB

BY-LAWS

ARTICLE I GENERAL

1.1 Purpose – These By-laws relate to the general conduct of the affairs of the Toronto Saracens Rugby Football Club.

1.2 Definitions – The following terms have these meanings in these By-laws:

- a) *Act* – the Ontario Corporations Act or any successor legislation including the Not-for-Profit Corporations Act, 2010 (upon becoming law).
- b) *Auditor* – an individual, partnership, or corporation appointed by the Members at the Annual Meeting to audit the books, accounts, and records of the Corporation for a report to the Members at the next Annual Meeting in accordance with the Act.
- c) *Board* – the Board of Directors of the Corporation.
- d) *Corporation* – the Toronto Saracens Rugby Football Club.
- e) *Days* – days including weekends and holidays.
- f) *Director* – an individual elected or appointed to serve on the Board pursuant to these By-laws.
- g) *In Writing* – shall include both hard copy and electronic communication in a form determined appropriate by the Board
- h) *Officer* – an individual elected or appointed to serve as an Officer of the Corporation pursuant to these By-laws.
- i) *Ordinary Resolution* – a resolution passed by a majority of the votes cast on that resolution.
- j) *Special Resolution* – a resolution passed by not less than two-thirds of the votes cast on that resolution or signed by all the voting Members entitled to vote on that resolution.

1.3 Registered Office – The registered office of the Corporation will be located within the Province of Ontario.

1.4 No Gain for Members – The Corporation will be carried on without the purpose of gain for its Members and any profits or other accretions to the Corporation will be used in promoting its objects.

1.5 Ruling on By-laws – Except as provided in the Act, the Board will have the authority to interpret any provision of these By-laws that is contradictory, ambiguous, or unclear, provided such interpretation is consistent with the objects of the Corporation.

1.6 Conduct of Meetings – Unless otherwise specified in these By-laws, meetings of the Members and meetings of the Board will be conducted according to Robert's Rules of Order (current edition).

1.7 Interpretation – Words importing the singular will include the plural and vice versa and words importing persons will include bodies corporate. Words importing an organization name, title, or program will include any successor organizational name, title, or program.

ARTICLE II MEMBERSHIP

2.1 Categories – The Corporation has the following categories of Member:

- a) Voting Member – Any individual who is a member of any of the following subcategories:
 - i. Playing Member - Any individual who is an active rugby player.
 - ii. Student Member - Any individual who is registered as a full-time student at an accredited university or college, who may be offered a discounted fee at the discretion of the Executive Committee.
 - iii. Former Playing Member - Any individual who is a former Rugby Player Member wishing to participate in the activities of the Corporation.
 - iv. Coach or Administrator - Any individual who is a rugby coach or administrator.
 - v. Honorary Life Members - Any individual selected by an Ordinary Resolution of the Members at a Meeting of Members and as designated on a list of such members maintained by the Secretary of the Corporation.

- b) Associate Member – Associate members are non-voting Members of the Club. An Associate Member is any individual who is a member of any of the following subcategories:
 - i. Junior – Any individual who is younger than the age of 18 as of January 1st of the playing season.
 - ii. Social Member – Any individual who is not a Voting Member and who wishes to participate in the activities of the Corporation. Parents of Junior members are encouraged to subscribe to a Social membership.

2.2 Registration – Each category of Member must register with the Corporation and agree to abide by the Corporation's By-laws, policies, procedures, rules, and regulations or, if the Member is under the age of 18, have a parent or guardian agree to abide by the Corporation's By-laws, policies, procedures, rules and regulations on behalf of the Member.

Authority of Members

2.3 Membership Authority – The Members of the Corporation will have the following powers:

- a) To appoint the Auditor
- b) To amend the By-laws
- c) To elect Directors; and
- d) As provided in the Act and in these By-laws

Admission and Renewal of Members

2.4 Admission and Renewal of Members – Any candidate will be admitted or renewed as a Member if:

- a) The candidate member makes an application for membership in a manner prescribed by the Corporation;
- b) The candidate member was previously a Member, or is a member of the Toronto Saracens Alumni Fund, and the candidate member was a Member in good standing when the candidate ceased to be a Member;
- c) The candidate member has paid fees as prescribed by the Board;
- d) The candidate member agrees to uphold and comply with the Corporation's governing documents;
- e) The candidate member meets any other condition of membership determined by the Board;
- f) The candidate member has met the applicable definition listed in Section 2.1; and

- g) The candidate member has been approved by Ordinary Resolution by the Board or by any committee or individual delegated this authority by the Board.

Membership Fees and Duration

2.5 Duration – Unless otherwise determined by the Board, membership with the Corporation begins as described below and ends as described below or when the member resigns or is terminated from membership:

- a) Voting Member – A Voting Member’s membership begins on the date the Board (or designate) accepts the member’s registration and ends on April 30th, except an Honorary Life Member whose membership begins on the date the Members approve their status as Honorary Life Member and continues unless terminated by the Board or the Members by Ordinary Resolution.
- b) Associate Member – An Associate Member’s membership begins on the date the Board (or designate) accepts the member’s registration and ends on April 30th.

2.6 Fees – Membership fees will be determined by the Executive Committee.

2.7 Deadline – Members will be notified in writing of the membership fees at any time payable, and if the membership fees are not paid within sixty (60) days of the membership renewal date or notice of default, the Member in default will automatically cease to be a Member of the Corporation.

Transfer, Suspension, and Termination of Membership

2.8 Transfer – Membership in the Corporation is non-transferable.

2.9 Suspension – A Member may be suspended, pending the outcome of a discipline hearing in accordance with the Corporation’s policies related to discipline, or by Ordinary Resolution of the Board at a meeting of the Board provided the Member has been given notice of and the opportunity to be heard at such meeting.

2.10 Effects of Suspension – A suspended Member is not in good standing, may not vote at meetings of the Members, is not permitted to have any sport-related involvement with the Corporation, and may be subject to a probationary period before being reinstated to good standing.

2.11 Termination – Membership in the Corporation will terminate immediately upon:

- a) The expiration of the Member’s membership, unless renewed in accordance with these By-laws;
- b) The Member fails to maintain any of the qualifications or conditions of membership described in Section 2.1 of these By-laws;
- c) Resignation by the Member by giving written notice to the Corporation;
- d) Dissolution of the Corporation;
- e) A decision made by the Board (or designate) or a disciplinary panel in accordance with these By-laws or the Corporation’s policies;
- f) The Member’s death; or
- g) By Special Resolution of the Board or of the Members at a duly called meeting, provided fifteen (15) days’ notice is given and the Member is provided with reasons and the opportunity to be heard. Notice will set out the reasons for termination of membership and the Member receiving the notice will be entitled to submit a written submission opposing the termination within seven (7) days of receiving the notice.

2.12 May Not Resign – A Member may not resign from the Corporation when the Member is subject to disciplinary investigation or action by the Corporation.

2.13 Arrears – A Member will be expelled from the Corporation for failing to pay membership dues or monies owed to the Corporation by the deadline dates prescribed by the Board. Any dues, subscriptions, or other monies owed to the Corporation by suspended or expelled Members will remain due.

2.14 Discipline – A Member may be disciplined in accordance with the Corporation’s policies and procedures relating to the discipline of Members.

2.15 Dues Payable – Any fees, subscriptions, or other monies owed to the Corporation by any suspended or expelled Member will remain due.

Good Standing

2.16 Definition – A Member will be in good standing provided that the Member:

- a) Has not been suspended or expelled from membership, or had other membership restrictions or sanctions imposed;
- b) Has completed and remitted all documents as required by the Corporation;
- c) Has complied with the By-laws, policies, and rules of the Corporation;
- d) Is not subject to a disciplinary investigation or action by the Corporation, or if subject to disciplinary action previously, has fulfilled all terms and conditions of such disciplinary action to the satisfaction of the Board; and
- e) Has paid all required membership fees.

2.17 Privileges of Good Standing - Subject to these By-laws and other governing documents of the Corporation, Members in good standing may be entitled to the following privileges:

- a) To serve as a Director or Officer of the Corporation;
- b) To be a member of a Committee of the Corporation;
- c) To attend, participate, and vote at meetings of the Members;
- d) To participate in the Corporation’s activities; and
- e) To participate in other events associated with the Corporation.

2.18 Cease to be in Good Standing – Members that cease to be in good standing, as determined by the Board (or designate) or a disciplinary panel, will not be entitled to vote at meetings of the Members or be entitled to the benefits and privileges of membership until such time as the Board is satisfied that the Member has met the definition of good standing.

ARTICLE III MEETINGS OF MEMBERS

3.1 Annual Meeting – The Corporation will hold meetings of Members at such date, time and place as determined by the Board within the Greater Toronto Area (GTA), in Ontario, Canada. The Annual Meeting will be held within fifteen (15) months of the last Annual Meeting and within six (6) months of the Corporation’s fiscal year end. Any Member, upon request, will be provided, not less than ten (10) days before the annual meeting, with a copy of the approved financial statements, auditor’s report, or review engagement report (if any), and any report of the Officers or Directors of the Corporation.

3.2 Special Meeting – A Special Meeting of the Members may be called at any time by Ordinary Resolution of the Board or upon the written requisition of ten percent (10%) or more of the Members for any purpose connected with the affairs of the Corporation that does not fall within the exceptions listed in the Act or is otherwise inconsistent with the Act, within twenty-one (21) days from the date of the deposit of the requisition.

3.3 Participation/Holding by Electronic Means – Any person entitled to attend a meeting of Members may participate in the meeting by telephonic or electronic means that permit all participants to communicate adequately with each other during the meeting if the Corporation makes such means available. A person so

participating in a meeting is deemed to be present at the meeting. The Board or Members, as the case may be, may determine that the meeting be held entirely by telephonic or electronic means that permit all participants to communicate adequately with each other during the meeting.

3.4 Notice – Written or electronic notice of the date of the Annual Meeting of the Members will be given to all Members in good standing, Directors, and the Auditor (if appointed) at least twenty-one (21) days and not more than forty-five (45) days prior to the date of the meeting. A further notice will be provided ten (10) days prior to the date of the meeting containing a reminder of the right to vote by proxy or by absentee ballot, a proposed agenda, and reasonable information to permit Members to make informed decisions.

3.5 Waiver of Notice – Any person who is entitled to notice of a meeting of the Members may waive notice, and attendance of the person at the meeting is a waiver of notice of the meeting, unless the person attends the meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting was not lawfully called in accordance with these By-laws.

3.6 Error or Omission in Giving Notice – No error or omission in giving notice of any meeting of the Members shall invalidate the meeting or make void any proceedings taken at the meeting.

3.7 New Business – No other item of business will be included in the notice of the meeting of the Members unless notice in writing of such other item of business, or a Member’s proposal, has been submitted to the Board fifteen (15) days prior to the meeting of the Members in accordance with procedures as approved by the Board. Copies of all such proposals together with copies of any amendments thereto then proposed by the Board and copies of all resolutions put forward by the Board shall be sent to all Members with the agenda and the notice calling an Annual Meeting.

3.8 Quorum – Twenty-five percent (25%) of the individual voting Members present or by proxy will constitute a quorum. If a quorum is present at the opening of a meeting of the Members, the Members present may proceed with the business of the meeting, even if a quorum is not present throughout the meeting.

3.9 Scrutineers – At the beginning of each meeting, the Board may appoint one or more scrutineers who will be responsible for ensuring that votes are properly cast and counted.

3.10 Adjournments – With the majority consent of the Members present and after quorum is ascertained, the Members may adjourn a meeting of Members and no notice is required for continuation of the meeting if the meeting is held within thirty (30) days. Any business may be brought before or dealt with at any adjourned meeting which might have been brought before or dealt with at the original meeting in accordance with the notice calling the same.

3.11 Attendance – The only persons entitled to attend a meeting of the Members are the Members, the Directors, the auditors of the Corporation (or the person who has been appointed to conduct a review engagement, if any), individuals possessing a proxy on behalf of a Member, and others who are entitled or required under any provision of the Act to be present at the meeting. Any other person may be admitted only if invited by the Chair or with the majority consent of the Members present.

3.12 Chair – The President will be the Chair of all meetings of Members unless another individual is designated by the Board.

Voting at Meetings of Members

3.13 Voting Rights – Members in good standing at the time of the meeting of the Members at which a vote is to be taken have the following voting rights at all meetings of the Members:

- a) Voting Members have one vote each.
- b) Associate Members do not have a vote.

3.14 Record Date for Voting – The Directors may set a date as the record date for the purpose of determining Members entitled to vote at any meeting of Members. The record date must not precede the date on which the meeting is to be held by more than ten (10) days. If no record date is set, the record date is 5:00pm on the day immediately preceding the first date on which the notice is sent or, if no notice is sent, the beginning of the meeting.

3.15 Proxy Voting – Every voting Member may appoint a proxy holder to attend and vote on behalf of the Member. The proxy holder need not be a Member. A proxy must:

- a) Be signed by the Member (inclusive of email provided that the email is copied to the Vice-President Administration);
- b) Be in a form that complies with the Act;
- c) Comply with the format stipulated by the Corporation; and
- d) Be submitted to the Registered Office of the Corporation at least forty-eight (48) hours prior to the meeting of the Members.

3.16 Proxy Holder – A proxy holder will only hold a maximum of four (4) proxies.

3.17 Absentee Voting – A Member may vote in writing in advance of the meeting of the Members on published proposed resolutions and for the election of Directors by so indicating the vote to the Vice President – Administration prior to the vote being taken.

3.18 Voting by Mail or Electronic Means – A Member may vote by mail, or by telephonic or electronic means if:

- a) The Corporation has made available a procedure that permits voting by mail, telephonic, or electronic means;
- b) The votes may be verified as having been made by the Member entitled to vote; and
- c) The Corporation is not able to identify how each Member voted.

3.19 Determination of Votes – Votes will be determined by a show of hands, orally, or electronic ballot, except in the case of elections which require a secret ballot, unless a secret or recorded ballot is requested by a Member.

3.20 Majority of Votes – Except as otherwise provided in these By-laws, the majority of votes will decide each issue. In the case of a tie, the issue is defeated.

ARTICLE IV GOVERNANCE

4.1 Governance Structure – The Corporation will have the following groups to govern:

- a) Elected Directors of the Board, who will be elected at a general meeting of members by members
- b) Elected Executive Officers, who will be elected at a general meeting of members by members
- c) Appointed Officers, who will be appointed by the Board

Composition of the Board

4.2 Directors – The Board will consist of seven (7) Directors.

4.3 Composition of the Board – The Board will consist of the following:

- a) President
- b) Vice President – Administration
- c) Vice President – Finance

- d) Four (4) Directors-at-Large
- e) No member of the Club Executive may serve as a Director-at-Large

Eligibility of Directors

- 4.4 Eligibility – To be eligible to serve as a Director, an individual must:
- a) Be eighteen (18) years of age or older;
 - b) Not be a paid employee of the Corporation;
 - c) Not have been found under the *Substitute Decisions Act, 1992* or under the *Mental Health Act* to be incapable of managing property;
 - d) Have the power under law to contract;
 - e) Have not been declared incapable by a court in Canada or in another country; and
 - f) Not have the status of bankrupt.

Election of Directors

4.5 Nominations Committee – The Board may appoint a Nominations Committee. If appointed, The Nominations Committee will be responsible to solicit and receive nominations for the election of the Directors.

- 4.6 Nomination – Any nomination of an individual for election as a Director will:
- a) Include the written consent of the nominee by signed or electronic signature;
 - b) Comply with the procedures established by the Nominations Committee (if appointed); and
 - c) Be submitted to the Registered Office of the Corporation ten (10) days prior to the Annual Meeting. This timeline may be extended by Ordinary Resolution of the Board.

4.7 Incumbents – Current Directors wishing to be re-elected are not subject to nomination but must notify the Board of their interest in re-election ten (10) days prior to the Annual Meeting.

4.8 Nominations from the Floor – An individual will be permitted to be nominated from the floor for elections as a Director at a meeting of the Members. Such nomination will require a nominator and seconder from the voting Members present and will also require the attendance at the meeting and verbal or written acceptance of the nomination by the individual.

4.9 Circulation of Nominations – Valid nominations will be circulated to Members at the Annual Meeting prior to the elections.

4.10 Election – At each meeting of the Members at which elections are held, elections will be held for any Director position for which the incumbent Director's term is expiring and/or any Director position that is vacant.

- 4.11 Election – Directors will be elected at each Annual Meeting as follows:
- a) The President, Vice-President Administration, and Vice-President Finance
 - b) Directors -at-Large will be elected at each Annual Meeting as follows:
 - i. Two (2) Directors-at-Large (Of the four) will be elected at alternate Annual meetings and hold term for two (2) years

4.12 Elections – Elections for each non-Director-at-Large position will be decided by Ordinary Resolution of the Members in accordance with the following:

- a) One Valid Nomination – Winner elected by Ordinary Resolution.
- b) Two or More Valid Nominations – The nominee(s) receiving the greatest number of votes will be elected. In the case of a tie, the nominee receiving the fewest votes will be deleted from the list of nominees and a second vote will be conducted. If there continues to be a tie and more nominees than positions, the nominee receiving the fewest votes will be deleted from the list of nominees until there

remains the appropriate number of nominees for the position(s) or until a winner is declared. If there continues to be a tie, then the winner(s) will be declared by Ordinary Resolution of the Board.

4.13 Director-at-Large Elections – Elections for Director-at-Large positions will be decided by Ordinary Resolution of the Members in accordance with the following:

- a) Equal number of Nominations and Available Positions – Winners elected by Ordinary Resolution.
- b) More Nominations than Available Positions – The nominee(s) with the highest number of votes will fill the available positions, until the all the available positions have been filled. In the case of a tie for the final available position, a second vote will be conducted between the tied nominees.

4.14 Post-Election Eligibility – An elected Director who does not meet the eligibility requirements for election as Director will have fourteen (14) days to become eligible for the position or will be removed as a Director of the Corporation.

4.15 Terms – The President, Vice President Administration and Vice President Finance directors will serve a term of one (1) year and will hold office until they or their successors have been duly elected in accordance with these By-laws, unless they resign, or are removed from or vacate their office. The Directors-at-Large will serve a term of two (2) years and will hold office until they or their successors have been duly elected in accordance with these By-laws, unless they resign, or are removed from or vacate their office

Resignation and Removal of Directors

4.16 Resignation – A Director may resign from the Board at any time by presenting their notice of resignation to the Board. This resignation will become effective the date on which the notice is received by the Vice President – Administration or at the time specified in the notice, whichever is later. When a Director who is subject to a disciplinary investigation or action of the Corporation resigns, that Director will nonetheless be subject to any sanctions or consequences resulting from the disciplinary investigation or action.

4.17 Vacate Office – The office of any Director will be vacated automatically if:

- a) The Director no longer becomes eligible to serve as a Director;
- b) The Director resigns;
- c) The Director is found to be incapable of managing property by a court or under Ontario law;
- d) The Director is found by a court to be of unsound mind;
- e) The Director becomes bankrupt or suspends payment of debts or compounds with creditors or makes an authorized assignment in bankruptcy or is declared insolvent; or
- f) The Director dies.

4.18 Removal – An elected Director may be removed by Ordinary Resolution of the Members at a meeting of the Members provided the Director has been given reasonable written notice of, and the opportunity to be present and to be heard at, such a meeting.

Filling a Vacancy on the Board

4.19 Vacancy – When the position of a Director becomes vacant for whatever reason and there is still a quorum of Directors, the Board may appoint a qualified individual to fill the position for the remainder of the term. Alternatively, the Board may decide, by Ordinary Resolution, that one or more Directors will execute the duties of the vacant Director position for the remainder of the unexpired term.

Meetings of the Board

4.20 Call of Meeting – A meeting of the Board will be held at any time and place as determined by the President or by written requisition of at least three (3) Directors.

4.21 Chair – The Board of Directors will appoint a Chair by way of Ordinary Resolution of all meetings of the Board.

4.22 Notice – Written notice, served other than by mail, of meetings of the Board will be given to all Directors at least five (5) days prior to the scheduled meeting. Notice served by mail will be sent at least ten (10) days prior to the meeting. No notice of a meeting of the Board is required if all Directors waive notice, or if those absent consent to the meeting being held in their absence. If a quorum of Directors is present, each newly elected or appointed Board may, without notice, hold its first meeting immediately following the Annual Meeting of the Corporation.

4.23 Board Meeting with New Directors – For a first meeting of the Board held immediately following the election of Directors at a meeting of the Members, or for a meeting of the Board at which a Director is appointed to fill a vacancy on the Board, it is not necessary to give notice of the meeting to the newly elected or appointed Director(s).

4.24 Number of Meetings – The Board will hold at least six (6) meetings per year.

4.25 Quorum – At any meeting of the Board, quorum will be a majority of Directors.

4.26 Voting – Each Director is entitled to one vote. Voting will be by a show of hands, written, or orally unless at least one (1) Director present requests a secret ballot. Resolutions will be passed by Ordinary Resolution. In the case of a tie, the resolution is defeated.

4.27 No Alternate Directors – No person shall act for an absent Director at a meeting of the Board.

4.28 Written Resolutions – A resolution in writing signed by all the Directors is as valid as if it had been passed at a meeting of the Board.

4.29 Attendance at Meetings – Meetings of the Board will be closed to Members and the public except by invitation of the Board.

4.30 Meetings by Telecommunications – A meeting of the Board may be held by telephone conference call or by means of other telecommunications technology. Directors who participate in a meeting by telecommunications technology are considered to have attended the meeting.

Duties of Directors

4.31 Standard of Care – Every Director will:

- a) Act honestly and in good faith with a view to the best interests of the Corporation; and
- b) Exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

Powers of the Board

4.32 Powers of the Corporation – Except as otherwise provided in the Act or these By-laws, the Board has the powers of the Corporation and may delegate any of its powers, duties, and functions.

4.33 Empowered – The Board is empowered, including but not limited to:

- a) Make policies and procedures or manage the affairs of the Corporation for the purpose of furthering the objects and purposes of the Corporation in accordance with the Act and these By-laws;
- b) Make policies and procedures relating to the discipline of Members, and have the authority to discipline Members in accordance with such policies and procedures;

deposited all monies received by the Corporation in the Corporation's bank account, will supervise the management and the disbursement of funds of the Corporation, when required will provide the Board with an account of financial transactions and the financial position of the Corporation, will prepare annual budgets, and will perform such other duties as may from time to time be established by the Board.

- d) Club Captain Men – will provide leadership in all Corporation activities, will represent the interests of all male players on the Executive Committee, will serve as Chairperson of the Men's Playing Committee, will be in charge of the Men's Selection Committee and be responsible for all aspects of the actual playing of rugby.
- e) Club Captain – Women – will provide leadership in all Corporation activities, will represent the interests of all female players on the Executive Committee, will serve as Chairperson of the Women's Playing Committee, will be in charge of the Women's Selection Committee and be responsible for all aspects of the actual playing of rugby.
- f) Fixtures Coordinator – will be responsible for arranging and confirming fixtures and referees for all men's, women's and junior teams, in accordance with directions of the Playing Committees.
- g) Equipment Manager – will be responsible for keeping track of all equipment (balls, jerseys, pads, etc.) and shall ensure their maintenance.
- h) Social Convenor – will arrange all social functions for the Corporation and co-ordinate Corporation Fundraisers with other members of the Executive Committee, will also prepare a social calendar and a proposed budget to the Executive Committee and be prepared to provide a fiscal report to the Vice-President Finance at the end of the year.
- i) Funding Coordinator – will explore and implement revenue, funding and sponsorship opportunities in conjunction with the other members of the Executive Committee, for the benefit of the Corporation and to offset various program budgets.
- j) Recruitment Officer – will be responsible for recruiting new members and promoting the Corporation. Also be responsible for player registration, player information and collection of membership dues and registration, will generate and maintain an updated list of all members in order to collect dues and monies.
- k) Men's Development Officer – will be responsible for the recruitment and development of male Junior (under 18) players.
- l) Women's Development Officer – will be responsible for the recruitment and development of female Junior (under 18) players.
- m) Director of Rugby – is remunerated by the Corporation and will report to the Board and will be responsible for identifying and developing coaching resources and monitoring coaching performances to ensure compliance with the Corporation's Code of Conduct.

5.5 Delegation of Duties – At the discretion of the Officer and with approval by Ordinary Resolution of the Board, any Officer may delegate any duties of that office to appropriate staff or committee of the Corporation, or to another Officer or Director.

5.6 Removal – An Officer may be removed by Ordinary Resolution at a meeting of the Board or of the Members, provided the Officer has been given notice of and the opportunity to be present and to be heard at the meeting where such Ordinary Resolution is put to a vote. If the Officer is removed by the Members, their position as a Director will automatically and simultaneously be terminated.

5.7 Vacancy – Where the position of an Officer becomes vacant for whatever reason and there is still a quorum of Directors, the Board may, by Ordinary Resolution, appoint a qualified individual to fill the vacancy for the remainder of the vacant position's term of office.

5.8 Other Officers – The Board may determine other Officer positions and appoint individuals to fill those positions. Other Officers need not be Directors.

ARTICLE VI COMMITTEES

Committees

6.1 Executive Committee – The Corporation will have an Executive Committee. The Executive Committee will have responsibility for the operational management of the Club and report to the Board and to the Members about the Corporation’s operations. The positions on the Executive Committee will be elected annually at the Corporation’s Annual General Meeting for a one-year term by the voting Members. The Director of Rugby is an officer appointed by the Board.

6.2 Composition - The Executive Committee will consist of the following elected Officers, non-elected Officers and Directors:

- a) President
- b) Vice-President Administration
- c) Vice-President Finance
- d) Club Captain – Men
- e) Club Captain – Women
- f) Fixtures Coordinator
- g) Equipment Manager
- h) Social Convenor
- i) Funding Coordinator
- j) Recruitment Officer
- k) Men’s Development Officer
- l) Women’s Development Officer
- m) Director of Rugby (appointed by the Board)

6.3 Duties, Responsibilities and Powers of the Executive Committee – The duties and responsibilities of the Executive Committee Members will be defined in the Executive Committee Terms of Reference, herein or as follows:

- a) The Executive Committee shall meet regularly and shall be responsible for conducting the general affairs of the Corporation and for administering its day-to-day activities. The Executive Committee shall exercise only such powers as are lawfully allowed by this By-laws or by statute. As such, the Executive Committee shall not purchase, lease, convey or otherwise acquire or deal in any lands, buildings, or other real properties, or dispose or transfer the Corporation’s holdings, or any other real property except by Special Resolution passed by the Members at a Members Meeting called in accordance with these By-laws.

6.4 Quorum of Executive Committee Meetings – Quorum for an Executive Committee meeting will be seven (7).

6.5 Resignation or Removal from the Executive Committee - If the President resigns or is removed from the Corporation for any reason during their term of office, the Vice President Administration is next in succession followed by the Vice-President Finance until a meeting of the Board of Directors is called to appoint a new President for the balance of the term. If any member of the Executive Committee is not performing their duties, they may, by a vote of 70% of the Executive Committee or by Ordinary Resolution of the Board or the voting Members remove any member of the Executive Committee and thereafter elect their replacement.

6.6 Playing Committee – Men and Women - The Corporation will have a Playing Committee – Men and Women composed of the Club Captain, 1st XV Captain, 1st XV Vice-Captain, Club coaches, Captains of any other

team in league play. At least 4 weeks prior to the start of regularly scheduled league games, the Playing Committee will appoint the following officers to the playing members of the relevant teams through elections:

- a) 1st Team Captain and Vice-Captain
- b) 2nd Team Captain
- c) Captains of any other teams in league play with the exception of the various Men's and Women's Junior Team Captains, which can be named at a later date.

6.7 Duties of the Playing Committee - The Playing Committee shall be responsible for all matters relating to training and games, the selection of teams and all other activities related directly to playing rugby. A quorum for the Playing committee shall be three.

6.8 Appointment of Standing and Ad-Hoc Committees – The Board may appoint such standing and ad-hoc committees as it deems necessary for managing the affairs of the Corporation and may appoint members of these committees or provide for the election of members of these committees, may prescribe the duties and terms of reference of these committees, and may delegate to any of these committees any of its powers, duties, and functions.

6.9 Vacancy – When a vacancy occurs on any committee, the Board may appoint a qualified individual to fill the vacancy for the remainder of the committee's term.

6.10 President Ex-officio – The President will have a casting vote of all committees of the Corporation.

6.11 Removal – The Board may remove any member of any committee.

6.12 Debts – No Committee will have the authority to incur debts in the name of the Corporation.

ARTICLE VII FINANCE AND MANAGEMENT

7.1 Fiscal Year – Unless otherwise determined by the Board, the fiscal year of the Corporation will be January 1st to December 31st.

7.2 Bank – The banking business of the Corporation will be conducted at such financial institution as the Board may determine.

7.3 Investments – The banking business for investments of the Corporation will be conducted at such financial institution as the Board may determine.

7.4 Auditors – At each Annual Meeting, the Members may appoint an auditor to audit or conduct a review engagement of the books, accounts and records of the Corporation in accordance with the Act. The auditor will hold office until the next Annual Meeting. The auditor will not be an employee, Officer, or Director of the Corporation and must be permitted to conduct an audit or review engagement of the Corporation under the *Public Accounting Act, 2004*, as amended.

7.5 Annual Financial Statements – The Directors will approve financial statements (evidenced by signature of one or more Directors) of the Corporation of the last fiscal year of the Corporation but not more than six (6) months before the Annual Meeting and present the approved financial statements before the Members at every Annual Meeting. A copy of the Annual Financial Statements will be provided to any Member requesting a copy of the Financial Statements not less than ten (10) days before the Annual Meeting. The Financial Statements will include:

- b) The financial statements;
- c) The auditor's report or review engagement (if any); and
- d) Any further information respecting the financial position of the Corporation.

7.6 Books and Records – The necessary books and records of the Corporation required by these By-laws or by applicable law will be necessarily and properly kept. The books and records include, but are not limited to:

- a) The Corporation's articles and By-laws;
- b) The minutes of meetings of the Members and of any committee of Members;
- c) The resolutions of the Members and of any committee of Members;
- d) The minutes of meetings of the Directors or any committee of Directors;
- e) The resolutions of the Directors and of any committee of Directors;
- f) A register of Directors;
- g) A register of Officers;
- h) A register of Members; and
- i) Account records adequate to enable the Directors to ascertain the financial position of the Corporation on a quarterly basis.

7.7 Minutes of meetings of the Board and Board Resolutions – Minutes of meetings of the Board and Board Resolutions are confidential and may only be open for inspection by Members in good standing by request to the Board. Should the request be denied, Members may escalate the request for Minutes by Ordinary Resolution at a duly called meeting of Members.

7.8 Signing Authority – The signing authority of the Corporation shall be vested in the Officers of the Corporation and such other persons as the Board, by Ordinary Resolution, may authorize in specific instances. The signatures or electronic authorization of the Vice President- Finance or any two of these Officers or persons shall be required on any financial instrument of the Corporation.

7.9 Proceeds of Sale – Property – Any funds realised from the sale of any property will be safeguarded in the same way as the property itself. These funds will be placed in the Club Development Fund, where they will be protected in accordance with these By-laws. The Club Development fund will be invested, and 50% of any interest and dividends received in the preceding quarter will be remitted to the Corporation's operating account. Any withdrawals from the capital within the Club Development Fund will require a Special Resolution of the voting Members at a duly called Members meeting to approve the disbursement(s). Following a successful vote to disburse funds, five members of the Board of Directors will sign an account withdrawal release letter for presentation to the fund manager.

7.10 Property – The Corporation may acquire, lease, sell, or otherwise dispose of securities, lands, buildings, or other property, or any right or interest therein, for such consideration and upon such terms and conditions as the Board may determine. Authorization of the acquisition, lease, sale, or otherwise dealing with real property transactions shall require the approval of a Special Resolution by the Members. Authorization of any financial transaction in an amount exceeding thirty thousand dollars (\$30,000) shall require the approval of an Ordinary Resolution by the Members.

7.11 Other Expenditures – Notwithstanding Article VII, section 7.9, any single expenditure over thirty thousand dollars (\$30,000) will be approved by Ordinary Resolution of the voting Members at a meeting of Members.

7.12 Borrowing – The Corporation may borrow funds under such terms and conditions as the Board may determine, as permitted by the Act and subject to authorization by an Ordinary Resolution of the Members if the amount of the financial transaction exceeds thirty thousand dollars (\$30,000).

7.13 Borrowing Restriction – The Members may, by Special Resolution, restrict the borrowing powers of the Board but a restriction so imposed expires at the next Annual Meeting.

Remuneration

7.14 No Remuneration – All Directors, Officers and members of Committees, other than appointed Officers, will serve their term of office without remuneration (unless approved at a meeting of the Members) except for reimbursement of expenses as approved by the Board. This section does not preclude a Director or member of a Committee from providing goods or services to the Corporation under contract or for purchase. Any Director or member of a Committee will disclose the conflict/potential conflict in accordance with these By-laws.

Conflict of Interest

7.15 Conflict of Interest – A Director, Officer or member of a Committee who has an interest, or who may be perceived as having an interest, in a proposed contract or transaction with the Corporation will disclose fully and promptly the nature and extent of such interest to the Board or Committee, as the case may be, will refrain from voting or speaking in debate on such contract or transaction, will refrain from influencing the decision on such contract or transaction, and will otherwise comply with the requirements of the Act regarding conflict of interest.

ARTICLE VIII AMENDMENT OF BY-LAWS

8.1 Voting – These By-laws may only be amended, revised, repealed or added to by:

- a) Ordinary Resolution of the Board of Directors. The new, amended, or revised By-law is effective until the next meeting of the Members, at which the Members may ratify the new, amended, or revised By-law by Ordinary Resolution. A new, amended, or revised By-law that is not ratified by the Members ceases to have effect and no new By-law of the same or like substance has any effect until ratified at a meeting of the Members; or
- b) Special Resolution of the voting Members present at a Special Meeting duly called to amend, revise, or repeal these By-laws. Any amendments, revisions, additions, or deletions will be effective immediately.

ARTICLE IX NOTICE

9.1 Written Notice – In these By-laws, written notice will mean notice which is hand-delivered or provided by mail, fax, electronic mail or courier to the address of record of the individual, Director, Officer, or Member, as applicable. It is the obligation of the Director, Officer or Member (as applicable) to provide a current address for notification under this provision to the Vice President – Administration.

9.2 Date of Notice – Date of notice will be the date on which receipt of the notice is confirmed verbally where the notice is hand-delivered, electronically where the notice is faxed or emailed, or in writing where the notice is couriered, or in the case of notice that is provided by mail, five (5) days after the date the mail is post-marked

9.3 Error in Notice – The accidental omission to give notice of a meeting of the Board or of the Members, the failure of any Director or Member to receive notice, or an error in any notice which does not affect its substance will not invalidate any action taken at the meeting.

ARTICLE X DISSOLUTION

10.1 Dissolution – Upon dissolution of the Corporation and after payment of all debts and liabilities, its remaining property shall be distributed to rugby organizations (as deemed by the Board) which carry on their work solely in the province of Ontario.

ARTICLE XI INDEMNIFICATION

11.1 Will Indemnify – The Corporation will indemnify and hold harmless out of the funds of the Corporation each Director and any individual who acts at the Corporation's request in a similar capacity, their heirs, executors

and administrators from and against any and all claims, charges, expenses, demands, actions or costs, including an amount paid to settle an action or satisfy a judgment, which may arise or be incurred as a result of occupying the position or performing the duties of a Director or and any individual who acts at the Corporation's request in a similar capacity.

11.2 Will Not Indemnify – The Corporation will not indemnify a Director or any individual who acts at the Corporation's request in a similar capacity for acts of fraud, dishonesty, bad faith, breach of any statutory duty or responsibility imposed upon them under the Act. For further clarity, the Corporation will not indemnify an individual unless:

- a) The individual acted honestly and in good faith with a view to the best interests of the Corporation; and
- b) If the matter is a criminal or administrative proceeding that is enforced by a monetary penalty, the individual had reasonable grounds for believing that their conduct was lawful.

11.3 Insurance – The Corporation will, at all times, maintain in force such Directors and Officers liability insurance as the Board deems appropriate, either directly or through Rugby Canada or Rugby Ontario.

ARTICLE XII ADOPTION OF THESE BY-LAWS

12.1 Ratification – These By-laws were ratified by Special Resolution of the Members of the Corporation at a meeting of the Members duly called and held on March 15th, 2021.

12.2 Repeal of Prior By-laws – In ratifying these By-laws, the Members of the Corporation repeal all prior By-laws of the Corporation provided that such repeal does not impair the validity of any action done pursuant to the repealed By-laws.