

The Constitution and By-Laws of LoneStar Conference

Preamble

We, the members of LoneStar Conference, (also referred to herein as “LSC”) to fully realize our purpose, do hereby adopt and establish this constitution as the guiding instrument of our organization

1. Name

The organization shall be called LoneStar Conference (LSC).

2. Affiliation

2.1 The Conference and its members will observe and be immediately governed through its affiliation with USA Rugby, the National Governing body which maintains the Laws of the Game as written by the International Rugby Board

2.2 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.

3. Mission

3.1 The mission of the conference shall be to encourage the introduction, teaching, promotion, and understanding of the sport of Collegiate Union Rugby throughout the LoneStar Conference and undertake other activities incidental or conducive to the furtherance of these objects.

3.2 The Conference is committed to encouraging the highest ethical standards. All teams involved in the conference should conduct themselves with integrity, transparency, accountability and in a fair and equitable manner consistent with the USA Rugby Code of Conduct.

4. Membership

4.1 Membership in said conference shall be limited to rugby teams in good standing of colleges and universities. Each team must be and remain a club in-good-standing with USA Rugby.

4.2 Charter members of the LoneStar Conference are Angelo State University, Lamar University, LeTourneau University, Midwestern State University, Southern Methodist University, St. Edwards University – 2nd side, Texas State University – 2nd side, University of Dallas, University of Texas @ Dallas, University of Texas @ San Antonio.

4.3 Each charter member of said conference will hold one seat on the Board of Members.

Adopted August 2012

4.4 Each member of the Board of Members shall hold one vote on all matters decided by said board.

4.5 Any team seeking to join the LoneStar Conference shall submit a request to the Board of Directors for a vote by the Board of Members. Members shall be admitted based on a two-thirds vote from the Board of Members.

4.6 Any team joining the conference shall be deemed to accept the terms of this Constitution and any by-laws from time to time adopted by the conference, and are required to conduct themselves in accordance with the conference's ethical framework.

4.7 Any team joining the conference shall receive a seat on the Board of Members after one full year of membership in good standing of said conference.

4.8 A team may resign from the LoneStar Conference with or without cause. Mid-season resignations will not be accepted. The resigning team shall remain liable for any pending financial obligations (fines or penalties) to the Conference or clubs.

4.9 The Conference shall operate on a fiscal and competitive year to begin on September 1st of each year.

4.10 A team's membership may be revoked for good cause upon such good cause determined and agreed upon by a 2/3 majority of the voting members, notice to said team, an opportunity to address the good cause shown and an opportunity to remedy the issue raised. If such is not resolved, a 2/3 majority of the voting members may agree to revoke the club's membership.

4.11 All members consent to play by any and all rules, laws or procedures established by USA Rugby, namely Rules of Discipline & Procedure as promulgated by USA Rugby and submit to the authority of the Disciplinary Director to administer said Rules and sanctions under said rules.

5. Management

5.1 The affairs of the conference shall be conducted by a Board of Directors. The preferred mode of communicate by said Board shall be electronic mail and/or telephone.

5.2 The members of the Board of Directors shall consist of the following:

A. **Commissioner**. The Conference Commissioner shall have charge of and be responsible for all areas in relation to the conference development, communication, and organization. The Commissioner will have the following responsibilities and other duties may be assigned to him by members of the Board of Members and/or the By-Laws of the conference:

- The Commissioner shall have general and active supervision over the business of the conference and serve as Chairman of the Board of Directors.
- The Commissioner is responsible for providing communication with governing affiliations, member teams, the referee societies, and any partnering organizations.

- The Commissioner is responsible for maintaining conference records and official documents, presiding over the General Meetings, and is responsible for the general welfare of the conference and its members.

- The Commissioner is responsible for scheduling conference matches.

A1. The Commissioner shall be elected by the Board of Directors at the pre-season General Meeting and receive said election by 2/3 majority. The position of Commissioner is open to any individual.

A2. The Term of the Commissioner shall run for three (3) years.

A3. The position of Commissioner is a non-voting position, with the exception of breaking a tie among the voting members of the Board of Members.

B. **Vice President**. The Vice President shall assist the Commissioner in his roles as delegated by the Commissioner. The Vice President will act in place of the Commissioner upon the Commissioner's absence.

B1. The Term of the Vice President shall run for two (2) years.

C. **Treasurer**. The Treasurer shall have charge of and be responsible for all areas in relation to financial administration of the conference. The Treasurer shall administer over the following areas as well as other duties that may be assigned to him by members of the Board of Directors and/or the By-Laws of the Conference:

Budget: Responsible for maintaining the budget, as well as having the authority to set and collect fines, fees, and assessments from time to time as may be required.

Other monies: Responsible for the general financial management of the conference and its relationship with other associations, corporations, sponsors, and bodies that financially impact said conference.

C1. The Treasurer shall be elected by the Board of Members at the pre-season General Meeting and receive said election by 2/3 majority.

C2. The Term of the Treasurer shall run for two (2) years.

D. **Disciplinary Director**. The Disciplinary Director shall have charge of and be responsible for all areas in relation to discipline for the conference. The Disciplinary Director shall administer over the following areas as well as other duties that may be assigned to him by the Commissioner and/or the By-Laws of the Conference:

Representation: Serve as the liaison between the conference and the USA Rugby Disciplinary Committee or other Committee appointed as the Disciplinary authority for the LSC.

Discipline: Take disciplinary action from either a referee report, individual or spectator report, or individually against clubs and/or individuals for failing to meet the policy and procedures standards of LoneStar Conference and/or USA Rugby.

Adopted August 2012

Chairman: Serve as the Chairman of the Disciplinary Committee, providing thought leadership in the formation and ratification of all conference disciplinary policies, while also governing over the member grievance and appellate processes.

D1. The Disciplinary Committee shall consist of 3 appointed members. Members shall be appointed by the Disciplinary Director. No team may have more than one committee member.

D2. In matters of disciplinary action, if said action involves a team/team member with a representative on the Disciplinary Committee, that representative must recuse himself of the matter. In such cases where two members must recuse themselves, the Director must select two Board Members to act in the place of the recused.

D3. The Disciplinary Director shall be elected by the Board of Members at the pre-season General Meeting and receive said election by simple majority. The position of Disciplinary Directory must be held by an individual directly associated with a team in the conference.

D4. The Term of the Disciplinary Director shall run for two (2) years.

E. **Secretary**. The Secretary will be responsible for taking accurate notes at the AGM along with keeping up the contact list of officers for each club.

E1. The Term of the Secretary shall run for one (1) year.

F. **Web Director**. The Web Director will be responsible for the upkeep and maintenance (keeping current) the LSC webpage.

F1. The Term of the Web Director shall run for two (2) years.

G. **Team Delegates**. Each team will receive one seat on the Board of Members. Delegates shall be charged with the duty of representing not only the interests of their teams, but those of the conference as a whole. Unless otherwise designated by a member team, the President of the Club shall be the de facto delegate for that team.

5.3 The Board of Directors shall have full power to deal with all matters relating to the Conference including power to make public and enforce such by-laws as the Board of Directors feels necessary to govern the activities of the conference. They may enter into any variances of contractual agreements on behalf of the conference, and they may generally exercise all such powers granted within these by-laws or are otherwise authorized to exercise, except those powers expressly reserved for the individual member teams.

6. Tenure

6.1 Removals and Vacancies

A. The removal of a sitting team shall be resolved by a two-thirds majority at General Meetings.

B. A member of the Board of Directors may resign at any time with or without cause. A member may be removed for dereliction of duties by either a motion by the Board of Members or a member of the Board of Directors and put for a vote of the Board of members within seven (7) days of the motion. Said motion will carry upon a 2/3 votes of the Board of Members. If the post of any member should fall vacant, the Board of Members shall have the power to fill the vacancy until the succeeding season.

7. Meetings

7.1 Annual General Meeting

The conference shall hold an Annual General Meeting each year with the date to be determined prior to the beginning of the academic year. Business at the General Meeting will include:

- Electing officers
- Receiving individual reports from members of the Board of Directors.
- Voting on a budget for the following year.
- Considering changes to the Constitution.
- Addressing other relevant business.

7.2 Special Called Meetings

The Conference shall have the option to hold Special Called Meetings each year to:

- Receive individual reports from members of the Board of Directors.
- Consider changes to the Constitution.
- Address other relevant business.

7.3 Quorum

A quorum shall only be established when the Commissioner and 51% of all eligible voters are in attendance. All meetings are open to all members of the Conference and interested persons.

7.4 Notices

At least a fourteen (14) day notice of time, place, and agenda shall be given to all voting members of any General Meeting if a vote of high importance, as deemed so by the Board of Directors, is to be taken. No business shall be conducted unless fair notice thereof is contained in the agenda.

7.5 Voting

- A. All decisions shall be resolved by eligible voters comprised only of the Board of Directors that are present at the meeting. Each member shall be entitled to one vote, unless stipulated otherwise in the constitution or by-laws, however, only members present may vote.
- B. In case of a tie vote, the Conference Commissioner has the final vote on the matter at hand.

7.6 Rules

At the meetings of the Board of Directors, Robert's Rules of Order, newly revised, shall be followed unless altered by the by-laws.

7.7 Changes to the Constitution

A. Any changes to the Constitution shall be resolved by a two-thirds majority at General Meetings.

B. A proposal to change the Constitution must be submitted in writing to the Conference Commissioner who shall circulate the proposal to all members and allow fourteen (14) days for submission of any amendments before calling a meeting in accordance with rule 7.6 above. All amendments to the by-laws become effective immediately unless otherwise noted.

8. Conference Finances and Accounts

8.1 The financial year shall run from September 1 to August 31.

8.2 A budget shall be submitted by the Treasurer at the Annual General Meeting with a vote to take place directly after discussion. Revisions to the budget can be made at General Meetings by a simple majority of eligible voters.

8.3 The Treasurer shall maintain the budget, as well as have the authority to set & collect fines, fees, and assessments from time to time as may be required. Teams delinquent in payment of dues shall forfeit voting privileges. The Treasurer shall send one or more reminders to the member team.

8.4 All checks and charges drawn against the Conference's funds shall only be signed by the treasurer.

8.5 All expenditures must be approved by the Conference Commissioner in agreement with the Treasurer before they are executed.

8.6 All members of the Conference shall be jointly and individually responsible for the financial liabilities of the Conference.

8.7 Any conference member who engages in the misuse of fund will have their membership status revoked.

9. Dissolution

9.1 The conference is a non-profit organization. All profits and surpluses will be used to maintain or improve or develop the conference or to carry out the objects of the Association to which it is affiliated. No profit or surplus will be distributed other than to another non-profit body on a commencement or dissolution of its conference.

9.2 If, upon the dissolution of the conference there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall be transferred to some other organization or organizations having objects similar to the objects of the conference, such organization or

organizations to be determined by the Board of Directors by resolution passed at a General Meeting.

10. Any Officer may be removed by nomination by any Board Member and said removal must be ratified by a 2/3 majority of voting members. Upon such removal, the Chairman shall appoint a representative to fill said vacancy for the duration of the vacated term.