

Chicago Area Rugby Football Union Referee Society

By-Laws

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Adopted: March 16, 2010

Amended: February 23, 2011 to include Vice President role

Article I – Name

- The full name of this organization shall be “Chicago Area Rugby Football Union Referee Society.”
- The abbreviated name shall be “CARFU RS” (Pronounced “CAR-FOO-R-S”).

Article II – Objectives

- To referee rugby in the Chicago Area ensuring the safety and fairness of the sport.
- To work with the Chicago Area Rugby Football Union (CARFU) to promote referees and the recruitment of new rugby referees.
- To develop, improve, disseminate, and encourage the use of standardized techniques and mechanics for rugby refereeing.
- To foster cooperation and improve relationships between rugby referees and the clubs within CARFU and the Midwest.

Article III – Membership

- CARFU RS is an organization comprising of rugby referees within Chicago and the surrounding suburban areas.
- To be a CARFU RS member in good standing, a member must:
 - Referee rugby as assigned by the CARFU RS and
 - Attend at least 2 meetings per year with at least one meeting being in both the spring and fall seasons and
 - Pay spring and fall dues via reimbursement schedule and
 - Be CIPP registered with USA Rugby, either via CARFU RS or independently and
 - Meet the Society currency requirements as noted in the most recent Society Protocol document and
 - Abide by the CARFU RS Code of Conduct as noted within the Society Protocol.
- Any member who does not meet these requirements may be deemed not in good standing. A member not in good standing shall not receive referee assignments, receive reimbursements, or vote in elections or By-Laws modifications until the President deems the member to be back in good standing.

Article IV – Voting Rights

- Each member shall have one (1) vote per officer per election.
- Each Officer or Alternate is entitled to one (1) vote per issue presented to the Officers.
- When an Officer is not present, that Officer's vote may be cast by an Alternate previously selected by the Officer.

Article V – Finances

Compensation

- All officer and appointed positions shall not be compensated.

Expenses

- CARFU RS shall reimburse all reasonable expenses related to the duties of an office.
- For expenses to be reimbursable, a reasonably detailed expense accounting must be submitted to the Treasurer within thirty (30) days of incurring the expense. The accounting must include proper receipts for all single expenditures exceeding \$25.00.
- Any expense related to a clinic or exchange must be approved by either the Treasurer or the President prior to incurring the expense. Failure to do so may mean the expense is not reimbursed.

- Any clinic or course must be successfully passed or otherwise completed for the expense to be reimbursed.
- Travel expense reimbursement to specific clinic speakers may be made if requested by the clinic Chair and approved by the President or Treasurer.
- Members are responsible for the cost of their own equipment – kit, whistles, and flags – as related to refereeing rugby. If the CARFU RS pays for the equipment upfront for the referee, those expenses shall be deducted from that member's future match reimbursements.
- Match reimbursement for referee and referee coaches shall be based on the current Society Protocol document.
- Any expense in excess of \$500 must be authorized by both the President and the Treasurer.

Audit

- The President shall arrange for an independent audit of CARFU RS finances. The Audit shall be made every three years, or as otherwise directed by a legally approved motion at a regular meeting. A written report of the results of the audit, with any exceptions noted or suggestions for improvements must be submitted to the membership at the next regularly scheduled meeting following the audit. The audit shall be sufficient to provide reasonable assurance that the account balances as stated in Treasurer Reports are accurate, that expenditures have been authorized and that expenditures have been made for bona fide operating expenses or to further the Objectives stated in Article II of these By-Laws.

Inventory

- In conjunction with the financial audit, the Treasurer shall arrange that an independent inventory be taken of all non-expendable or non-perishable items purchased or owned by CARFU RS, if any. The inventory shall document the purchase date and price, the current custodian and the general condition of each item. Items disposed of by authority of a legally approved motion at a regular meeting are exempt from the requirements of the audit and inventory.

Independence

- Independence for the purpose of the audit and inventory shall mean the audit shall not be undertaken by any member of the CARFU RS. CARFU RS shall pay for auditing services when authorized by a legally approved motion at a regular meeting. Any non-professional who serves as auditor shall not serve again as auditor until at least one more audit has been completed.

Article VI – Officers

- Officers shall be the following roles – President, Vice President, Treasurer, and the Referee Development Officer.
- Officers shall be active or inactive CARFU RS members, and shall be a member in good standing.
- There shall be no other requirement to serve as an officer, except that the President must have served in another CARFU RS role – Vice President, Treasurer, Referee Development Officer, Referee Assignor, and Youth Referee Assignor – prior to assuming office as President. This requirement may be relaxed if no willing and otherwise qualified candidate is available.
- The President and Treasurer may not be the same person.

President

- Shall preside at all regular and special meetings, and shall have the usual and customary duties associated with an office of President.
- In the event of a vacancy in any office except the President, shall appoint a replacement to serve out the vacated term.
- Shall appoint the roles of Referee Assignor, Youth Referee Assignor, and Referee Development Officer.

- Shall act as official representative of CARFU RS, and shall be authorized to sign documents for CARFU RS.
- Shall authorize payment of bills that exceed \$500.00 as presented by the Treasurer, except those submitted by the President for reimbursement.
- Shall authorize reimbursement of expenses submitted by the Referee Development Officer to the Treasurer for payment.
- Shall be authorized to direct the Treasurer to pay for other goods and services as necessary in furtherance of the Objectives in Article II.
- Shall call special meetings when necessary.
- Shall secure appropriate meeting facilities.
- Is authorized to delegate non-financial responsibilities to another member.
- Shall maintain and distribute as necessary copies of these By-Laws. For the purposes of this requirement a copy of the By-Laws may be posted on the CARFU RS web site.
- Shall be responsible for incorporating legally approved revisions and amendments into these By-Laws, and for producing and distributing accurate copies of the revised By-Laws to all Officers and members.
- The President shall insure that the Association maintains a current, valid registration with the office of the Secretary of State of Illinois as a General Not For Profit (NFP) Corporation.

Vice President

- Shall have all of the same duties as the President except shall not authorize any payments of bills or reimbursements.
- Shall engage these duties only at the request of the President.

Treasurer

- Shall pay all bills of CARFU RS in a prompt and businesslike manner, and shall keep appropriate records regarding the purpose of and authorization for all payments.
- Shall authorize payments of any amount.
- Shall obtain approval of the President before payment of such expenses specifically mentioned in these By-Laws as requiring such approval. Any other payment the Treasurer shall make without further approval required.
- Shall present at each meeting a written financial report to the membership.
- Shall maintain all financial records and make them available for audits.
- Shall prepare an annual written summary of revenues and expenditures for the organization, to be presented at the Annual General Meeting.
- Shall prepare an annual budget for the organization, to be presented at the Annual General Meeting.
- Shall preside at regular or special meetings in the absence of the President.

Referee Development Officer (RDO)

- Shall be responsible for directing and/or coordinating CARFU RS sponsored recruiting activities. These would include but not be restricted to referee training classes, newspaper articles, and special events.
- Shall coordinate the storage, use and deployment of CARFU RS owned recruiting and display equipment.
- Shall be responsible for coordinating CARFU RS sponsored clinics. This would include obtaining USA Rugby approvals, access to the venues, location selection, applications, parking and entrance passes, etc. It also includes obtaining the necessary training materials, tests and licensing follow-up support for official training classes.

- Shall be responsible for coordinating the activity of referee coaches.
- Shall be responsible for keeping an update list of referee grades for all members.
- Shall be responsible for maintaining the currency requirements for membership.
- Shall maintain a roster of all members and their Official Representatives, including addresses, telephone numbers and email addresses.
- Is authorized to incur reproduction and other support expenses in relation to recruiting activities. These expenses would be documented and submitted to the CARFU RS President for final approval.
- Shall attempt to tabulate and assess the success of CARFU RS sponsored recruiting ventures for the purpose of determining their effectiveness. A yearly summary of CARFU RS recruiting activities shall be presented to the membership at the AGM.
- Is authorized to call upon other local or regional Referee Societies for assistance by providing staffing for CARFU RS sponsored recruiting activities and clinics.

Referee Assignor/Youth Referee Assignor

- Shall be responsible for assigning all matches as requested of the CARFU RS.
- Shall coordinate assignments for any tournament requested of the CARFU RS.
- Shall be responsible for providing to the Treasurer a detailed list of assignments for invoicing and reimbursements.
- Shall collect and maintain referee availability in the management of the Assignment process.
- Shall notify the President as to any issue relating to the conduct of referees based on feedback from other referees, referee coaches, clubs, or other sources.

Article VII – Election of Officers

- Election of the positions of President, Vice President, and Treasurer shall be at the Annual General Meeting annually.
- The President and Treasurer shall serve a two year term, the Vice President a one year term.
- The election of the President and Treasurer positions shall be held in opposite years, the President being elected on odd numbered years, the Treasurer in even numbered years.
- Election shall be by a show of hands, unless a two or more members requests a written ballot. Each member is permitted one (1) vote per office. Written ballots shall be tallied and their results announced by the President. One other attendee appointed by the President who is not a nominee for any office or position being voted shall assist the President if necessary.
- Nominations from the floor may be made during the Annual General Meeting, and may be placed by any member.
- Any vacancy during a term of office will be filled by appointment of the President for the balance of the elected term.
- In the event of a vacancy in the office of President, the Vice President shall assume the office of President for the remainder of the vacated term. The Vice President assuming the office of President in this manner may continue serving in both offices until the next regular elections.
- Officers may be removed by a three-fourths vote of all members.
- The Vice President, Referee Assignors, Referee Development Officer, and the Treasurer may be removed by the President for failure to address the responsibilities of the position.

Article VIII– Meetings

- Each fiscal year no less than five regular organization meetings shall be held. The fiscal year shall begin with the Annual General Meeting.

- A quorum is required for the election of officers and amendments to these By-Laws. Meetings may be held without a quorum. A quorum shall consist of the one-third of the members as determined by the most recent member list maintained by the Referee Development Officer, plus two Officers.
- Attendance at regular meetings shall not be limited to members, but shall be open to all interested parties, subject only to the restrictions of size imposed by the facilities. Public notice to the rugby community via the existing email list servers and Society web site shall be provided to facilitate inclusion of other parties.
- The President will prepare an agenda in cooperation with the other Officers, and will notify all members of each regular meeting at least ten (10) days prior to the meeting date.
- Special meetings may be called from time-to-time. A special meeting may be called by the President, or by the request of any three other members.
- The costs of all meetings shall be borne by CARFU RS. The Treasurer shall reimburse upon presentation of reasonable documentation, and may include but are not limited to rental of facilities and equipment, purchase of supplies, and reasonable refreshments, plus any other reasonable expense directly associated with a meeting.
- No Officer, member, or other attendee will be reimbursed by CARFU RS for travel expenses to or from any CARFU RS meeting or clinic, except upon the expressed written approval of a majority of the officers.
- Travel expenses may be paid upon the approval of a majority of the Officers for guests invited by an Officer or member for the specific purpose of making a presentation, or with whom the Officers desire to meet in an attempt to enhance the profile or further the objectives of CARFU RS. For an expense to be reimbursable, approval of travel expenses is required prior to incurring the expense.
- Guests who request time at any CARFU RS meeting to make a presentation may be invited to attend and speak, but shall not be reimbursed for any expenses related to their appearance.

Article IX – Order of Business

The order of business shall consist of the following

- A call to order
- Report of the previous meeting
- Treasurer's report
- President's report
- Referee Development Officer's report
- Other reports, such as exchange reviews, as requested by membership
- Old Business
- New Business
- Law Questions
- Adjournment

Article X – Committees

- Standing, recurring, or ad hoc committees may be appointed by the President from time-to time. A Chair, elected by the committee from its ranks unless previously named by the President shall administer each committee.
- A Nominating Committee comprising three (3) Official Representatives, none of whom may be a sitting Officer, shall be appointed not later than the close of the December Meeting in even years. The Nominating Committee shall solicit qualified volunteers willing to serve as Officers. Nominees may be anyone who is currently in good standing with CARFU RS.

- Committee Chairs are authorized to call and conduct meetings and incur reasonable reimbursable expenses in the course of conducting committee business.

Article XI – Adoption

- New By-Laws may be adopted at any regular or Annual General meeting by a two-thirds (2/3) vote of the members attending. Notice of the proposed By-Laws adoption must be specified on the notice of the calling of such meeting. That meeting notice must be distributed at least ten (10) days prior to the date of such meeting.
- The President is authorized to defer a vote to adopt the By-Laws if attendance by members at the meeting announced for that purpose is less than one-half plus one of the full quantity of members.
- Copies of proposed new By-Laws must either be distributed to each member organization or posted on the CARFU RS web site. The membership shall be encouraged to provide comments and input.

Article XII – Amendments

- By-Laws may be amended at any regular or Annual General meeting by a two-thirds (2/3) vote of the members in attendance. Notice of the proposed amendment(s) must be specified on the notice of the calling of such meeting. That meeting notice must be distributed at least ten (10) days prior to the date of such meeting. A copy of the proposed amendment(s) must be included in the meeting notice.
- The President is authorized to defer a vote to amend the By-Laws when attendance by members at the meeting announced for that purpose is less than one-half plus one of the full quantity of members.

Article XIII – Roberts' Rules of Order

- Roberts' Rules of Order shall guide the organization and the conduct of meetings in all procedural matters not covered by these By-Laws. Where these By-Laws may conflict with Roberts' Rules of Order, these By-Laws shall govern.