

Constitution and By-Laws of Lakehead Rugby Football Club (“RUCK”)

Amended September 2025

Article I

1. The name of the Club shall be Lakehead Rugby Football Club (hereinafter “Club” or “RUCK”).
2. The Club shall conduct its operations under the constitution and by-laws of the Lakehead University Student Union (LUSU).
3. The purpose of the Club shall be the following, and all activities of the Club shall be conducted in the furtherance of this purpose:

This club aims to bring rugby back to Lakehead University. We encourage all students to join us and try a new sport, play, train, and enjoy being part of a global sports culture. Whether you are brand new to the sport, used to play rugby in high school, or played in a different country on the other side of the world, regardless of how different your backgrounds are, rugby is the one thing that unites us all.

By-Law I — Membership

1. At least one-half of the members of the Club shall be Lakehead University students.
2. All Club members have the right to bring forward motions and cast a vote at the Club’s Annual General Meeting.
3. The membership of the Club shall be limited to the following:

There shall be no limitation on who may be a member.

4. Any non-student participants are not permitted to represent the club in athletic events but are permitted to engage in practice or recreational events.

By-Law II — Meetings of the Members

1. The Club shall hold an Annual General Meeting at least once per academic year between the months of September and October, inclusively.

2. The date, time, and location of the Annual General Meeting shall be set by the President in consultation with the other Officers and announced to the Club members at least two (2) weeks before the meeting is to take place.
3. At an Annual General Meeting, at least ten (10) Club members (or at least five (5) if this Club is based in Orillia) or ten percent (10%) of Club members, whichever is more, must be present for the meeting to proceed. If this minimum is not achieved ("quorum"), no vote taken will be considered valid. The Officers shall call a new General Meeting for the purpose of electing their replacements as soon as possible if a quorum is not met.
 - a. If, after a second attempt at calling a General Meeting, the meeting is not able to achieve quorum, the Officers shall appoint their replacements for the next term.
4. The Annual General Meeting shall be chaired by the President, if the President is not available for the Annual General Meeting, the next available Club Officer will chair the meeting.
5. During the Annual General Meeting, the Club members shall appoint the Officers of the Club, who shall begin their terms on October or November 1st, whichever is sooner.
6. The Club members may consider and vote on any other item during the Annual General Meeting. Any motion decided in this way is valid and binding upon the Club and the Officers.
7. At any time, a petition of ten percent (10%) of Club members, or ten (10) Club members (or at least five (5) if this Club is based in Orillia), whichever is more, can call a Special General Meeting, during which the Club members may make any decision affecting the operation of the Club, including replacing any or all of the existing Officers or amending this Constitution. The petition must be served to the Officers at least five (5) days in advance of when the Special General Meeting is to take place, and must include the exact date, time, and location of the meeting. The Officers must then email all of the Club members and notify them of the Special General Meeting at least four (4) days in advance of the scheduled meeting date.

By-Law III — Club Officers

1. **President.** The President is the chief executive of the Club and, in that capacity, is able to make decisions affecting the Club and its operations. So long as those decisions are made in furtherance of the Club's purpose and do not violate this

Constitution or the LUSU Governing Documents, they shall be considered valid and enforceable. Regardless of that, the President cannot make any decisions that are reserved for the Club members (such as amending this Constitution or electing Officers), nor may the President make decisions about items that are reserved for other Officers in this Constitution, unless the President has made good efforts to get in touch with those Officer(s) and has been unable to.

2. **Treasurer.** The Treasurer is the Officer in charge of the Club's finances, and in that capacity, along with the President, is allowed to deposit and withdraw funds from the Club's accounts. The Treasurer shall prepare a report for the Club's members about the state of the Club's finances for presentation at the Annual General Meeting.
3. **Secretary.** The Secretary is the Officer in charge of keeping the minutes of the Club's meetings, including the Annual General Meeting. The Secretary must record the result of all votes taken and pass them on to his/her successor and must make them available to LUSU on demand by any LUSU Executive.
4. **Risk Management Officer.** The Risk Management officer is responsible for all risk-related practices within their Club. This includes ensuring all Rowan's Law requirements are enforced, and all participants receive concussion education materials. Additionally, the Risk Management Officer is required to ensure that the Athletic Emergency Action Plans are completed for all athletics-based events, which include practice and participation in leagues/tournaments.
5. All Club Officers must be currently registered students at Lakehead University.
6. Unless otherwise allowed within this document, the Officers shall be elected at the Club's Annual General Meeting by the Club's members, and they shall hold office from the end of their predecessors' terms until September 30th or until their successors are elected.
7. Any Officer is allowed to resign from their position within the Club. The resigning Officer must notify LUSU and the remaining Officers of their decision before the resignation becomes valid. Resigning does not absolve the Officer of their responsibilities to LUSU or their Club members if there remain unpaid debts of the Club.
8. Officers who request resignation will be required to find a suitable replacement prior to their request.
9. If no Officer Candidates are available, then the current Officers will be required to find a potential replacement and train them to become suitable Officers. If this is not

possible, then Current Officers will be required to meet with LUSU to discuss the most appropriate option for the upcoming Academic Year.

10. Prior to stating the intention to become Club Officers, Club Officer Candidates must have at least one year of active participation within the club or prior experience with rugby club executive boards, and will be required to inform the Club officers of their intent to become a Club Officer at least two (2) weeks prior to the Club's Annual General Meeting

By-Law IV — Amendments

1. This document may be amended by the Club's members at any General Meeting that has met quorum (this includes the Annual General Meeting or any Special General Meeting). A motion to amend this document must be passed by two-thirds (2/3) of members present.
2. Any amendments take effect immediately after the General Meeting is over.

By-Law V — Club Election Procedures

1. Unless otherwise allowed for in this document, Club Officers shall be elected at the Club's Annual General Meeting by the Club members present.
2. Members who are interested in becoming an Officer shall declare their candidacy at a General Meeting, and the Club members present shall vote for one (1) candidate for each position. A showing of hands shall count the vote, unless any Club member requests that it be done by secret ballot, in which case the ballots shall be collected and recorded by the Secretary and another Club member who will verify the vote's fairness.

Operational Policy I — Statement of Accountability

1. All Club Officers shall abide by this document as well as the LUSU Governing Documents and the Lakehead University Student Code of Conduct. Officers shall make a good-faith effort to ensure that all their decisions are made in furtherance of the Club's purpose and in the best interest of the Club's members.
2. All Club Officers shall be responsible for all of their collective acts and deeds, as well as the conduct of the Club members.

3. All Club Officers shall honour all agreements to which they or their predecessors agreed to and shall endeavour to fulfil every obligation owed under those agreements.

Operational Policy II — Membership Dues

1. As a condition of Club membership, all prospective members shall make payment to the Club of the following:

There shall be no dues charged to any member.

Operational Policy III — Safety

1. All club members must annually complete an “individual athlete registration” online form provided by LUSU to Club Officers before stepping onto the court of play.
 - a. All club members must upload a certificate of completion for an online “Concussion Education Program” when registering.
 - b. All Club Officers must upload a certificate of completion for an online “Safe Sport course” in addition to the aforementioned certificate.
2. This is a Sport Club, and the possibility of injuries must be acknowledged by each member. Each club member will be responsible for their own actions to minimise the risk of injuries.
3. In the case of an emergency, any Club Officers must stop the game and assist the injured individual(s) to get the necessary help. Beyond this point, the Club Officer’s role is to ensure that the injured individual has received the necessary assistance, and the Emergency Action Plan is followed.
 - a. Should an accident occur during a Sport Club practice/event/competition, the risk manager officer is expected to complete an incident report and submit it within 24 hours of the incident to the Manager, Recreation.

Operational Policy IV — Finances & Funding

1. All approved Sport Club teams will have the ability to request funding from the Department of Athletics. Only Clubs who have demonstrated fundraising efforts will be eligible to apply for funding. Funding may be requested for any club-related activity, including but not limited to:

- a. Equipment
- b. Uniform purchase
- c. League dues
- d. Referee fees
- e. Travel costs

Emails will be sent to these clubs with instructions for funding applications mid-Fall semester. Clubs wishing to apply for funding will be required to submit a copy of their budget.

Operational Policy V — Coaching Staff

1. The club has the right to search for and appoint/hire a coach if desired. Coaches must be selected by the student athletes of the team, and it is recommended that they have taken, or plan to take, a coaching certification course established by each team's National or Provincial Sport bodies before assuming their duties.
2. Coach Requirements:
 - a. Due to their proximity and role, Coaches will be asked to complete a "volunteer coach agreement" with the Department of Athletics prior to any involvement with clubs, which includes submission of a coaching resume and police records check, and proof of completion of the below courses:
 - i. All Sport Club Coaches are required to complete a free online Safe Sport Training course through <https://coach.ca>
 - ii. All Sport Club Coaches must complete concussion training at <https://cattonline.com/>
3. Under no circumstances will someone who is serving as Coach have any physical contact with a student. In any case where a concern is raised about inappropriate treatment, contact or interaction between the Coach and one of their players, the Athletics Director is to be immediately notified.

Operational Policy VI — Competition and Scheduling

1. Sport Club teams are organised for the purpose of demonstrating individual and team athletic excellence. Any competition and travel conducted by Sport Clubs' teams should be within the budgetary operations of the club.
2. A Sport Club team desiring to affiliate with a conference, union, or league must secure prior approval from the Manager, Recreation to ensure no conflicts with existing teams. A copy of each Sport Club team's competition schedule should be

filed with the Manager, Recreation. Scheduling of activities during exams is discouraged.

3. Facility Reservation and Use:

- a. All approved Sport Club teams have the right to request and reserve space for practices and special events with the Department of Athletic facilities including the Fieldhouse, the Hanger, Bora Laskin gym and field, and Port Arthur Collegiate Institute (PACI). Space may be requested through the online Booking Request Form

(<https://docs.google.com/forms/d/e/1FAIpQLSdGxlttQo7kcAcmQTlupk8foQRCTGUwA5W6yX5sBvZvpsxnlw/viewform>)

Operational Policy VII — Travel

- 1. All travel by any Sport Club team leaving the city of Thunder Bay must be registered and approved through LUSU and the Department of Athletics.

- 2. Clubs representing Lakehead University in competition are only permitted to have current students on their roster at competitions. They are not permitted to have community members on competition rosters when representing Lakehead at an event.

3. Transportation Guidelines:

- a. Whenever possible, Sport Club teams must utilise charter motor coach services with professional drivers, or flights. If deemed necessary, clubs may utilise rental vehicles driven by authorised drivers. When utilising rental vehicles, the rental insurance must be purchased. It is required that any Driver's for the club have a clean driving record and valid drivers' license.
- b. In all travel situations which include rental vehicles, the number of individuals in each vehicle cannot exceed the number of seat belts provided for the vehicles. Any violation of this policy will result in the immediate suspension of the club.
- c. When driving vehicles, the following restrictions apply:
 - i. Teams may not travel between the hours of 00:00 (midnight) and 06:00.
 - ii. Teams must take breaks at least once every four (4) hours for at least twenty (20) minutes.
 - iii. If a trip is anticipated to take more than five (5) hours, teams must have two (2) authorised drivers per vehicle.

- iv. Teams are not permitted to travel more than ten (10) hours in one day.
- v. Friends, family, and guests are not permitted to travel with the team.
- vi. In the case of inclement weather, travel must be delayed.
- vii. All athletes must travel with the team via the arranged transportation method. Athletes are not permitted to travel separately in personal vehicles.

d. Accommodations

- i. Sport Club teams are responsible for securing their own accommodations when travelling.
- ii. **Coaches are NOT permitted to share or enter student accommodations.**