

USA Touch

Constitution and By-Laws

April 2016

1. NAME

The Association shall be called “USA Touch” hereinafter referred to as the Association. Its jurisdiction shall extend to and be acknowledged by all members and affiliates in the USA.

2. INTERPRETATION

In this Constitution and in any Bye Laws made hereunder, unless the context otherwise requires, the following meanings apply:

2.1 ‘Executive Committee’ means the Executive Committee of the Association

2.2 “General Committee” means any other committee operating under the guidance of the Executive Committee.

2.3 “Affiliate” means a club, league or school that holds membership in the Association and having the right to vote at general meetings.

2.4 “Member” means all the individuals who play, coach, referee, organize or support affiliate members or through appointed roles of the Association whether entitled to vote or not

2.5 “Nominated Delegate” means the person, in attendance at a meeting, who has been nominated in writing by the relevant Affiliate to represent such Affiliate at meetings of the Association.

2.6 “Touch” means the sport played under the governance of the Federation of International Touch (FIT).

3. OBJECTIVES

The objectives for which the Association is established are as follows:

3.1 To be affiliated to the Federation of International Touch (FIT) whose current rules shall be the rules of USA Touch .

3.2 To act as the single governing body and central authority in the USA in all matters connected with the organization and playing of the sport of Touch and exercise all powers in connection with the same

3.3 To make and enforce Bye- laws and regulations and to formulate and issue guidelines and policy documents concerning all forms and aspects of the sport of Touch

3.4 To promote, teach and deliver the sport of Touch at all levels in accordance with the Association strategic plan.

3.5 To promote, organize and conduct National Squads, National and International Touch competitions and to promote and assist local club development.

3.6 To further the development of the sport of Touch by increasing public awareness and interest and liaising with other National Governing Bodies

3.7 To protect the interests of and foster friendly relations between all players, officials, administrators and affiliate members.

4. AFFILATE MEMBER

- 4.1 The number of Affiliates which the Association proposes to be registered is unlimited
- 4.2 The Affiliates of the Association shall be Touch Leagues, Clubs and Schools.
- 4.3 Every application for Affiliate Membership shall be in writing signed by or on behalf of the applicant in such form as the Executive Committee determines appropriate.
- 4.4 The Executive Committee shall approve membership to associations or organizations if organization has prescribed according to the Eligibility Requirements (6).
- 4.5 Each Affiliate shall pay the annual affiliation fees as determined by the Executive Committee.
- 4.6 Membership shall not be transferable and an Affiliate shall cease to be an Affiliate:
- a) If the affiliated organization ceases to exist
 - b) If, by notice in writing to the Association, the Affiliate Member resigns
 - c) If the Affiliate Member fails to meet the standards set by the Association including, but not limited to, failure to pay fees when due.

5. ELIGIBILITY REQUIREMENTS TO BE AN AFFILIATE

5.1. Touch Leagues, Clubs and School Eligibility.

All Clubs must be in good standing with USA Touch Rugby. The following measures are required for a club to be in good standing with USA Rugby, and therefore, eligible to participate in tournaments:

- a) Club must be registered in the current year, with all dues fully paid.
- b) Club must have a Roster minimum of fourteen (14) players for touch rugby tournaments hosted by USA Touch Rugby.
- c) Club must adhere to the Federation of International Touch Rugby rules and regulations for any sanctioned or hosted USA Touch Rugby tournament.
- d) Club must be registered as one of the following:
 - i. Level 1
 - ii. Level 2
 - iii. Level 3

5.2. Definition of Levels

a) Level 1 – Vote forfeiture

- i) Touch League, Club or School is registered with USA Touch having paid the current year dues and fees
- ii) Touch League, Club or School will attend a minimum of 1 open invitation touch tournaments supported by USA Touch
- iii) Touch League, Club or School will follow the official FIT rules and regulations of the game
- iv) Touch League, Club or School will pay fees as determined by the Executive Committee of USA Touch.

b) Level 2 – 1 Vote for Touch League, Club or School

- i) Touch League, Club or School is registered with USA Touch having paid the current year dues and fees.
- ii) Touch League, Club or School will attend a minimum of 2 open invitation touch tournaments supported by USA Touch.
- iii) Touch League, Club or School will attend the National Tournament run by USA Touch each year.

- iv) Touch League, Club or School will attend a minimum of 1 training camp.
- v) Touch League, Club or School will pay fees as determined by the Executive Committee of USA Touch.

c) Level 3 – 2 Votes for Touch League, Club or School.

- i) Touch League, Club or School is registered with USA Touch having paid the current year dues and fees.
- ii) Touch League, Club or School will attend a minimum of 2 open invitation touch tournaments supported by USA Touch.
- iii) Touch League, Club or School will attend the National Tournament run by USA Touch each year.
- iv) Touch League, Club or School will attend a minimum of 2 training camps.
- v) Touch League, Club or School will host a USA Touch supported touch tournament annually.
- vi) Touch League, Club or School will pay fees as determined by the Executive Committee of USA Touch.

5.3. Club Dues will be determined on an annual basis by the USA Touch Executive Committee. Each club will be notified of the new fees at the beginning of each year.

- a) Level 1**
- b) Level 2**
- c) Level 3**

5.4. Player Eligibility.

All players must be in good standing with USA Touch Rugby. To be in good standing the following minimum rules apply:

- a) Player must be registered in the current year with a USA Touch Rugby Club, with all dues fully paid, prior to participating in any game.
- b) USA Touch Rugby shall follow the Federation of International Touch Rugby rules and regulations for all players.

6. COMMITTEES

At the discretion of the committee guests and observers can be admitted or excluded from its meetings and any guests and observers may, on the invitation of the Chairperson, address the meeting.

6.1 Executive Committee

The Executive Committee of the Association shall consist of:

- President
- Secretary
- Finance Director

6.1.1 The Executive Committee is responsible for the representation, strategy and administration of the Association.

6.1.2 The Executive Committee may, at its discretion, appoint such persons upon such terms and conditions as the Executive Committee shall see fit.

6.1.3 The Executive Committee may delegate from time to time powers not otherwise specifically authorized by this constitution to the Executive Committee or General Committees, as it shall deem appropriate.

6.2 General Committees

6.2.1 The Executive Committee may appoint such General Committees as it deems appropriate with relevant powers and duties and may appoint a chairperson of such.

6.2.2 If no chairperson is appointed in this manner, the General Committee shall elect a chairperson from amongst its members.

7. GENERAL MEETINGS

7.1 Frequency

7.1.1 The Association shall hold a general meeting in every calendar year. The Annual General Meeting (AGM) will be set at a date and place agreed by the Executive Committee. The Executive committee shall specify the meeting calling it AGM provided that no one AGM shall be held more than 15 months after the last preceding AGM.

7.1.2 Other general meetings shall be held as determined by the Executive Committee from time to time for the consideration of reoccurring business.

7.1.3 Special general meetings shall be held as determined by the Executive Committee from time to time for the consideration of non-recurring business that requires approval by the members in between AGMs.

7.1.4 General meetings may be held by conference call or other electronic means at the discretion of the Executive Committee

7.2 Notice

7.2.1 Notice in writing of at least 28 days shall be given of every AGM and 14 days for every other general meeting. Such notice shall specify the place, the day and the time of the meeting and the manner in which it will take place, accompanied by the agenda, resolutions and all relevant papers, including, for the AGM, an annual report and the treasurer's report which it is proposed to be submitted at the meeting.

7.3 Order of Business for AGM

The order of business shall include:

- a) To receive and consider the minutes of the previous AGM
- b) To receive and consider the minutes of any Special General Meetings held since the previous AGM
- c) To elect Officers of the Executive Committee if applicable:
- d) To receive and consider the annual report and treasurers report of the Association
- e) To appoint an auditor if required
- f) To consider any proposed resolutions submitted including amendments to the Constitution and/ or Bye Laws
- g) To consider any proposed changes to the Association structure
- h) To consider any proposed changes to relevant policy documents

7.3.1 All meetings shall be held in accordance with these Association Bye Laws and be governed by

parliamentary procedure as prescribed in Robert's Rules of Order.

8. QUORUM FOR GENERAL MEETINGS

8.1 No business shall be transacted at a General meeting unless a quorum of members is present. A quorum shall be constituted one-half of the persons entitled to vote upon the business to be transacted.

8.2 If a quorum is not present thirty (30) minutes from the time appointed for the meeting, or if during a meeting the quorum ceases to be present, the meeting shall stand adjourned to such date, time and place as the Executive Committee may determine.

9. VOTING and Decision Making

9.1 A resolution put to the vote of a general meeting must be decided in either a show of hands when voters are present or by roll call vote in the event of a meeting held by conference call or other electronic means.

9.2 Proxy voting is allowed with written authorization from a duly authorized Affiliate representative.

9.3 Every Affiliate representative and Member of the Executive Committee who is present and a duly authorized representative or proxy shall have the voting rights according to section 5.2.

9.4 No Affiliated Member representative shall be entitled to speak or vote at a general meeting unless all eligibility requirements are in order and in good standing with the Association.

10. ELIGIBILITY OF A COMMITTEE MEMBER

10.1 A person shall be ineligible for membership of a Committee, and shall be automatically removed as a member if that person:

- a) Has been disqualified by a properly constituted disciplinary body, within the sport, from further participation in the sport for a period in excess of one (1) year.
- b) Has been found to be incapable by reason of disorder, illness or injury of managing and administering his or her own affairs.

11. DISQUALIFICATION OR RESIGNATION FROM OFFICE

11.1 An office will become vacant at any time, upon the office holder:

- a) Having submitted a written resignation by notice to the Association.
- b) Being absent without permission from all their meetings held within a six month period.
- c) Fails to meet the standards set in the task description and achieve the relevant business objectives

11.2 Where an office becomes vacant, an appointment to fill that vacancy may be made by the Executive Committee upon written acceptance by the proposed appointee.

12. Executive Committee and Elections

Elections for The Executive Committee shall be held every 2 years at the AGM. Nominations of candidates for election shall be made in writing and shall be delivered to the secretary of the association not less than seven days before the date fixed for the Annual General Meeting at which the election is to take place.

12.1 Duties of the President

The President shall:

- (a) be active in all operational activities;
- (b) be highly visible to Association members and affiliates;
- (c) organize and preside over meetings of the Executive Board, General and Special General meetings as outlined in Section 6;
- (d) act as association liaison to FIT, other NGB's and other organizations as necessary;
- (e) cast the deciding vote on all issues where voting has resulted in a tie;
- (f) set the agenda for meetings;
- (g) be responsible for formulating, modifying and implementing the strategic planning of The Association;
- (h) oversee the development and implementation of Association operational procedures and an operational procedures manual;

12.2 Duties of the Secretary

The Secretary shall:

- (a) keep all records and Minute Books of the association in custody;
- (b) keep all Minutes of general and committee meetings;
- (c) keep a record of the names and addresses of all office-bearers;
- (d) give notice of all meetings in accordance with these rules;
- (e) conduct all general correspondence and keep copies of such correspondence;
- (f) advertise General Meetings according to the prescribed time frames;
- (g) act as Association Parliamentarian;
- (h) ensure that the Annual Report is available for the Annual General Meeting;
- (i) in cases of suspension, expulsion and protest; to notify all parties concerned;
- (j) be the custodian of all Association organizational documents and procedure manuals;

12.3 Duties of the Finance Director

The Finance Director shall:

- (a) keep proper books of accounts;
- (b) receive all monies for and on behalf of the association and immediately thereupon pay them into such bank as the committee from time to time decides, to the credit of the account or accounts in the name of USA Touch;
- (c) pay all accounts approved by the committee or General Meeting;
- (d) submit a statement of the financial position of the association when necessary.
- (e) prepare a Balance Sheet and completed audited statement of all Accounts yearly.

12.4 Powers of the Executive Committee

The committee shall have power:

- (a) to admit members to the association for affiliation and to cancel and revoke such admission at any time for good cause shown;
- (b) to manage and control the finances of the association;
- (c) to appoint general committees and subcommittees for any purpose relating to the affairs of the association and to prescribe the duties and powers of any such committee;
- (d) to consider and adjudicate on any apparent infringement of the rules of the association, whether such infringement should become known to the committee by formal protest or otherwise;
- (e) to make By-laws, policies and procedures as may from time to time be found necessary for the conduct of its business. Such By-laws, policies and procedures to remain in force until the next General Meeting when they shall be confirmed, amended or rescinded;
- (f) to appoint Selectors, Coaches, and Managers of representative teams;
- (g) to approve representative teams and captains;
- (h) to settle any question which may arise and which is not provided for in these rules; and
- (i) to fill any casual vacancy which may occur in the committee, or in any subcommittee;

12.5 In the absence of the president at any Special or General Meeting of the association, appoint a chairperson.

13. FINANCIAL

13.1 The financial records of the Association shall consist of such books as are deemed necessary by the Executive Committee and required by applicable state and federal laws.

13.2 The Financial Year of the Association shall end 31st December and the accounts shall be made up to this date and audited by the Auditor appointed at the AGM. The Finance Director shall submit the balance sheet and Accounts to the AGM together with the Auditor's report.

14. AMENDMENT OF CONSTITUTION AND BY-LAWS

14.1 Constitution and Bye Laws of the Association, if amended, shall be re-issued, to all Affiliated Members each year within three (3) months of the holding of a General Meeting.

15. DISSOLUTION

15.1 Any resolution to dissolve the Association at an Annual or Special General Meeting must be passed by a minimum of two thirds of the eligible votes being cast in favor of the resolution. Upon dissolution, the assets and all profits, if any, after payment of all expenses and liabilities shall be conveyed to some other Association having similar objects to those of this Association or to a recognized charity as determined by the Executive Committee.

