

SOCIETY ACT

BRITISH COLUMBIA SECONDARY SCHOOLS' RUGBY UNION

CONSTITUTION AND BY-LAWS

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SOCIETY ACT

BRITISH COLUMBIA SECONDARY SCHOOLS' RUGBY UNION

CONSTITUTION

1. NAME

The name of the society is "British Columbia Secondary Schools' Rugby Union" (the "Union").

2. PURPOSES

Rugby regulated by the BC Secondary Schools' Rugby Union (BCSSRU) is available to, and shall be between, boys only.

This rule reflects the expressed desire of the BCSSRU, as a private organization, to provide boys with an opportunity to participate in secondary school rugby competition against other boys. It is the view of the BCSSRU membership, taking into account the combined experience and knowledge of its members, that restricting its competition to boys best advances the overall interest of boys wishing to play secondary school rugby, having respect to:

- the nature of the sport,**
- player safety,**
- the physiological differences in size and strength between boys and girls generally, and**
- the preference generally of boys participating in the sport of rugby.**

(Note: Opportunities for girls to play rugby at the secondary school level are provided by the BC High School Girls' Rugby Association (BCHSGRA). At its inception, the BCHSGRA chose not to apply for membership as a Commission within BC SCHOOL SPORTS, but instead developed an affiliation with the BC Rugby Union.)

Amended June 2, 2011

Other purposes of the Union are:

- (a) to encourage and promote the game of rugby among boys in the secondary school system of British Columbia;
- (b) to improve the quality and standard of play of rugby among boys in the secondary school system of British Columbia;
- (c) to assist in planning, organizing and co-ordinating rugby matches, competitions, programs and activities among member schools;
- (d) to encourage and foster sportsmanship, fair play and the spirit of good fellowship among boys participating in rugby at member schools and among rugby players in general;
- (e) to encourage and foster respect for decisions of rugby officials;
- (f) to assist in arranging incoming and outgoing rugby tours involving member schools;

- (g) to obtain income to cover the costs of operating its activities;
- (h) to organize, supervise and co-ordinate competition in the British Columbia Secondary Schools' Provincial Championship Tournament(s); and
- (i) to act as the governing body for all rugby teams within its jurisdiction.

3. AFFILIATIONS

The Union shall be affiliated with British Columbia School Sports or its successors and may be affiliated with the British Columbia Rugby Union and with any other society or association, whether incorporated or unincorporated, having purposes beneficial or similar to those of the Union. This clause 3 is alterable.

SOCIETY ACT

BRITISH COLUMBIA SECONDARY SCHOOLS' RUGBY UNION

BY-LAWS

1. DEFINITIONS AND INTERPRETATION

1.1 Definitions

- (a) In these By-laws, unless the context otherwise requires:
- (i) “Administrative Officer” means an administrative officer as defined in the *School Act*;
 - (ii) “Annual General Meeting” means the annual general meeting of the Union held from time to time pursuant to these By-laws;
 - (iii) “Associate Member” means an individual admitted to associate membership in the Union pursuant to these By-laws;
 - (iv) “Authorized Representative” means the individual appointed from time to time pursuant to these By-laws to act as the representative of a Member School at General Meetings and otherwise;
 - (v) “Constitution” means the constitution of the Union;
 - (vi) “Directors” means the directors of the Union appointed or elected from time to time pursuant to these By-laws;
 - (vii) “Discipline Committee” means the discipline committee appointed from time to time pursuant to these By-laws;
 - (viii) “Extraordinary General Meeting” means any General Meeting other than an Annual General Meeting’
 - (ix) “General Meeting” means a general meeting of the Union;
 - (x) “Honorary Member” means an individual admitted to honorary membership in the Union pursuant to these By-laws;
 - (xi) “Member” means a Member School, an Associate Member or an Honorary Member;

- (xii) “Member School” means a secondary school admitted to membership in the Union pursuant to these By-laws;
- (xiii) “Ordinary Resolution” means:
 - (A) a resolution passed at a General Meeting by a simple majority of the votes cast by the Member Schools represented in person by their respective Authorized Representatives; or
 - (B) a resolution consented to in writing by 75% of the Member Schools in good standing; and a resolution so consented to shall be deemed to be an Ordinary Resolution passed at a General Meeting.
- (xiv) “President” means the president of the Union appointed from time to time pursuant to these By-laws, and “Vice-President”, “Secretary-Treasurer”, “Immediate Past-President” and “Member-at-Large” have corresponding meanings;
- (xv) “Register” means the register of Members maintained pursuant to these By-laws;
- (xvi) “Registered Address” of a Member means the Member’s address as recorded in the Register;
- (xvii) “School” means a school as defined under the *School Act*;
- (xviii) “*School Act*” means the *School Act* of British Columbia from time to time in force;
- (xix) “*Society Act*” means the *Society Act* of British Columbia from time to time in force;
- (xx) “Special Business” means:
 - (A) all business at an Extraordinary General Meeting except the adoption of rules of order; and
 - (B) all business transacted at an Annual General Meeting except:
 - i. the adoption of rules of order;
 - ii. the consideration of the financial statements;
 - iii. the report of the Directors;
 - iv. the report of the auditor, if any;
 - v. the election of Directors;
 - vi. the appointment of the auditor, if required; and

- vii. such other business as, under these By-laws, ought to be transacted at an Annual General Meeting or business which is brought under consideration by the report of the Directors issued with the notice of the Annual General Meeting.

(xxi) “Special Resolution” means:

- (A) a resolution passed at a General Meeting by a majority of not less than 75% of the votes cast by Member Schools in good standing represented in person by their respective Authorized Representatives:
 - i. of which not less than 14 days’ notice specifying the intention to propose the resolution as a Special Resolution has been given; or
 - ii. if every Member School in good standing so agrees, at a General Meeting of which less than 14 days’ notice has been given;
- (B) a resolution consented to in writing by every Member School in good standing; and a resolution so consented to shall be deemed to be a Special Resolution passed at a General Meeting;

(xxii) “Teacher” means a teacher defined in the *School Act*;

(xxiii) “Union Address” means such address as the Directors may designate from time to time as the address of the Union;

- (b) The definitions in the *Society Act* as the date that these By-laws become effective shall apply to these By-laws, except that if any such definition is inconsistent with a definition set out in these By-laws, the latter definition shall apply.

1.2 Interpretation

Wherever an expression denoting the singular or the neuter gender is used in these By-laws, such expression will be deemed to include the plural or the masculine gender where the context requires, and vice versa.

2. MEMBERSHIP

2.1 General

The members are the applicants for incorporation of the Union and those Schools and individuals who subsequently have become Members in accordance with these By-laws and, in either case, have not ceased to be Members.

2.2 Member Schools

Any secondary school in British Columbia may, on application approved by the Directors, be admitted to membership as a Member School. A Member School shall be entitled to receive notice of and to attend and to vote at all General Meetings, subject to these By-laws.

2.3 Associate Members

Any individual resident in British Columbia may, on application approved by the Directors, be admitted to membership as an Associate Member. An Associate Member shall be entitled to receive notice of and to attend all General Meetings but shall have no voting rights.

2.4 Honorary Members

The Directors may admit to membership as an Honorary Member any individual who has given outstanding service to the Union. An Honorary Member shall be entitled to receive notice of and to attend all General Meetings and shall have such other rights and privileges as the Directors may determine from time to time. An Honorary Member shall have no voting rights.

2.5 Membership Fees

Membership fees for Member Schools and Associate Members shall be determined by the Directors from time to time, subject to approval by the Members at an Annual General Meeting.

2.6 Entitlement to Constitution and By-laws

On being admitted to membership, each Member shall be entitled to receive a copy of the Constitution and these By-laws without charge.

2.7 Cessation of Membership

A Member shall cease to be a member of the Union:

- (a) on notifying the Directors in writing that the Member wishes to withdraw from membership in the Union;
- (b) on being expelled; or
- (c) on failing to pay any membership fee or any other amount payable by the Member to the Union and on the Directors causing the name of the Member to be removed from the Register.

2.8 Expulsion

A Member may be expelled by a Special Resolution passed at a General Meeting. Where a Special Resolution for expulsion of a Member is to be proposed at a General Meeting, the notice of such meeting shall include a brief statement of the reason or reasons for the proposed expulsion. Any Member who is the subject of a proposed Special Resolution for expulsion shall be given an opportunity to be heard at the General Meeting before the Special Resolution is put to a vote.

2.9 Good Standing

Every Member shall be in good standing except a Member who has been suspended pursuant to these By-laws or who has failed to pay any membership fee or other amount payable by the Member to the Union. Such Member shall not be in good standing while suspended or while such membership fee or other amount remains unpaid. A Member not in good standing shall be disentitled to all rights and privileges of membership that the Member would otherwise have.

3. MEETINGS OF MEMBERS

3.1 General Meetings

General Meetings shall be held at such time and place, in accordance with the *Society Act*, as the Directors may determine.

3.2 Annual General Meeting

Subject to the *Society Act*, the Annual General Meeting shall be held on such day in each year and at such time and place as the Directors may determine.

3.3 Notice of Meeting

Notice of any General Meeting shall specify the place, day and hour of meeting and, in the case of Special Business, shall state the general nature of any Special Business to be conducted at the General Meeting. Such notice shall be given to all Members entitled to receive notice of General Meetings at least 14 days before the meeting date specified therein, but those Members may waive or reduce the period of notice for a particular General Meeting by unanimous consent in writing.

3.4 Failure to Give Notice

The accidental omission to give notice of a General Meeting to, or the non-receipt of such notice by, any Member entitled to receive notice shall not invalidate the proceedings at that General Meeting.

3.5 Meeting by Requisition

On receipt of a written requisition (a "Requisition") of at least 10% of the Member Schools in good standing (the "Requisitionists"), the Directors shall forthwith convene a General Meeting. A Requisition shall:

- (a) state the purpose of the General Meeting;
- (b) be signed on behalf of each Requisitionist by its Authorized Representative;
- (c) be delivered or sent by registered mail to the Union Address;

and may consist of several documents in similar form, each signed on behalf of one of more Requisitionists. If the Directors fail to convene a General Meeting within 21 days after the delivery of a Requisition, the Requisitionists or a majority of them may themselves convene a General Meeting to be held within four months after the date of the delivery of the Requisition. A General Meeting convened by the Requisitionists shall be convened in the same manner, as nearly as possible, as a General Meeting convened by the Directors.

4. PROCEEDINGS AT GENERAL MEETINGS

4.1 Authorized Representatives

Each Member School may from time to time appoint one Teacher or Administrative Officer on its staff to be its Authorized Representative to attend and to vote at General Meetings and otherwise to represent the Member School and to exercise its rights as a Member pursuant to these By-laws. The procedure for appointing Authorized Representatives shall be determined by the Directors from time to time.

4.2 Quorum

Unless otherwise determined by the Directors, the quorum for any General Meeting shall be at least 10% of the Member Schools in good standing from time to time represented in person by their respective Authorized Representatives. No business, other than the election of the chairman of the meeting and the adjournment or termination of the meeting, shall be conducted at a General Meeting at a time when a quorum is not present. If at any time during a General Meeting there ceases to be a quorum present, the business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated. If within one hour from the time appointed for a General Meeting a quorum is not present, the meeting, if convened by a Requisition, shall be terminated. In any other case, the meeting shall stand adjourned for two weeks and shall then be held at the same time and place whether or not a quorum is then present.

4.3 Chairman

The President or the Vice-President or, in the absence of both, one of the other Directors present shall preside as the chairman of any General Meeting. If neither the President nor the Vice-President nor any other Director is present within 30 minutes after the time appointed for holding the General Meeting, or if the President, the Vice-President and all the other Directors present are unwilling to act as the chairman, the Member Schools shall appoint one of their Authorized Representatives to be the chairman.

4.4 Adjournment

The chairman of a General Meeting may adjourn the meeting to any time and from time to time, if such adjournment is consented to by an Ordinary Resolution passed at the meeting. The

chairman of a General Meeting shall adjourn the meeting if and as directed by an Ordinary Resolution passed at the meeting.

4.5 Resolutions

It shall not be necessary for any resolution proposed at a General Meeting to be seconded and the chairman of the meeting may move or propose a resolution.

4.6 No Casting Vote

In case of an equality of votes, the chairman of a General Meeting shall not have a casting vote and the proposed resolution shall not pass.

4.7 Voting

A Member School in good standing represented by its Authorized Representative at a General Meeting shall be entitled to one vote. Voting shall be by a show of hands unless the chairman of the meeting determines that a ballot is required. Voting by proxy shall not be permitted.

4.8 Order of Business

The order of business to be conducted at a General Meeting shall be as follows:

- (a) minutes from the previous General Meeting;
- (b) reports from officers and committees;
- (c) correspondence;
- (d) discussion of unfinished business;
- (e) introduction of new business.

5. DIRECTORS AND OFFICERS

5.1 Number of Directors

The number of Directors shall be 5 or such greater number as may be determined from time to time at a General Meeting. No act or proceeding of the Directors shall be invalid only by reason of there being less than the prescribed number of Directors in office.

5.2 Composition of Board of Directors

The Directors shall be the principal officers of the Union, namely, the President, Vice-President, Immediate Past-President and 2 Members-at-Large, and any additional Directors elected or appointed from time to time pursuant to these By-laws.

5.3 Duties and Powers of Directors

The Directors shall be responsible for managing and supervising the affairs of the Union. The Directors may exercise all such powers and do all such acts and things as the Union may exercise and do and which are not by these By-laws or by statute or otherwise lawfully directed or required to be exercised or done by the Union in a General Meeting, but subject nevertheless to the provisions of:

- (a) all laws affecting the Union;
- (b) these By-laws; and
- (c) rules, not being inconsistent with these By-laws, which are made from time to time by the Union in a General Meeting, but no such rule shall invalidate a prior act of the Directors that would have been valid if that rule had not been made.

5.4 Appointment of Other Officers

In addition to the foregoing, the Directors shall also have the power to appoint the Secretary-Treasurer and such other officers as they consider appropriate.

5.5 Power to Make Rules and Regulations

The Directors shall have the power to make such rules and regulations as the Directors in their discretion consider necessary to facilitate the functioning of the Union and the promotion of its objects, subject only to approval of the same by an Ordinary Resolution passed at the next following General Meeting. All rules and regulations so made shall be binding on the Members and on all persons participating in Union activities.

5.6 Eligibility for Office

No person other than the Authorized Representative of a Member in good standing shall be eligible for election or appointment as a Director.

5.7 Election of Directors

The Directors shall be elected at each Annual General Meeting and shall hold office until the following Annual General Meeting, at which the incumbent Directors shall retire and their successors shall be elected.

5.8 Election Procedure

A separate election shall be held for each Director's office to be filled. Such election may be by acclamation but shall otherwise be by ballot. If no successor is elected to any Director's office, the incumbent Director shall continue to hold office.

5.9 Filling of Vacancies

The Directors may at any time and from time to time appoint the Authorized Representative of a Member in good standing as a Director to fill a vacancy in the Directors. A Director so appointed shall hold office only until the end of the next following Annual General Meeting but shall be eligible for re-election at that meeting.

5.10 Removal from Office

The Members may by Special Resolution remove a Director before the expiration of his term of office and may by Ordinary Resolution appoint the Authorized Representative of a Member in good standing to act in such Director's place. A Director so appointed shall hold office only until the end of the next following Annual General Meeting but shall be eligible for re-election at that meeting.

5.11 No Remuneration

No Director shall be remunerated for being or acting as a Director, but a Director may be reimbursed for all expenses necessarily and reasonably incurred by him while engaged in the affairs of the Union.

6. PROCEEDINGS OF DIRECTORS

6.1 General

Subject to these By-laws, the Directors may meet together at such times and places, adjourn and otherwise regulate their meetings and proceedings as they see fit.

6.2 Quorum

Unless otherwise determined by the Directors, the quorum for any meeting of the Directors shall be a majority of the Directors holding office at the time of the meeting.

6.3 Convening of Meeting

A Director may at any time, and the Secretary-Treasurer, on the request of a Director, shall convene a meeting of the Directors.

6.4 Chairman

The President or, in his absence, the Vice-President shall preside as chairman at any meeting of the Directors. If neither the President nor the Vice-President is present within 30 minutes of the time scheduled for the meeting, the Directors in attendance shall appoint one of their number to act as chairman.

6.5 Voting

Unless otherwise specified in these By-laws, questions arising at any meeting of the Directors shall be decided by a majority of votes. In case of an equality of votes, the chairman of the meeting shall not have a second or casting vote.

6.6 Resolutions

It shall not be necessary for any resolution proposed at a meeting of the Directors to be seconded and the chairman of the meeting may move or propose a resolution. A resolution in writing, signed by all the Directors and placed with the minutes of the Directors, shall be as valid and effective as if regularly passed at a meeting of the Directors.

7. COMMITTEES

7.1 Delegation to Committees

The Directors may delegate any, but not all, of their powers to committees consisting of such Director(s) and/or Authorized Representatives of Member(s) as they think fit and may appoint the chairman of each such committee.

7.2 Duties of Committees

Every committee formed pursuant to these By-laws shall conform to any terms of reference or rules imposed by the Directors and shall promptly report to the Directors every act and thing done by the committee in exercise of the powers delegated to it.

7.3 Proceedings of Committees

Except as otherwise specified in these By-laws, the meetings and proceedings of committees shall be conducted, as nearly as possible, in the same manner as meetings and proceedings of the Directors.

8. DUTIES OF OFFICERS

8.1 President

The President shall:

- (a) act as the chief executive officer of the Union and supervise the other officers in the exercise of their duties;
- (b) preside at all General Meetings and all meetings of the Directors;
- (c) appoint the members of all committees formed pursuant to these By-laws and be an *ex-officio* member of all such committees;
- (d) when required, assign duties to each Director;
- (e) co-ordinate secondary school boys' rugby at the provincial level;
- (f) keep all schools informed about rugby matters through bulletins and other appropriate communications;
- (g) liaise with the British Columbia Rugby Union; and
- (h) maintain a file of information relating to British Columbia Schools rugby.

8.2 Immediate Past-President

The Immediate Past-President shall:

- (a) assist the President in performing his functions; and

- (b) represent the Union on any task assigned to him by the President.

8.3 Vice-President

The Vice-President shall:

- (a) assist the President in performing his functions;
- (b) represent the Union on any task assigned to him by the President; and
- (c) carry out the duties of the President during his absence.

8.4 Secretary-Treasurer

The Secretary-Treasurer shall:

- (a) conduct the correspondence of the Union;
- (b) issue notices of meetings of the Union and the Directors;
- (c) keep minutes of all meetings of the Union and the Directors;
- (d) have custody of all records and documents of the Union;
- (e) have custody of the common seal of the Union;
- (f) maintain the Register;
- (g) keep such financial records, including books of account, as are necessary to comply with the *Society Act*; and
- (h) render financial statements to the Directors, the Members and others when required;

and in the absence of the Secretary-Treasurer from a meeting, the chairman of the meeting shall appoint a Director or Member in attendance to act as the recording secretary at that meeting.

8.5 Members-at-Large

Each of the Members-at-Large shall represent the Union on any task assigned to him by the President.

9. DISCIPLINE AND DISPUTES

9.1 Power to Discipline

The Directors shall have the power to discipline:

- (a) any Member;

- (b) any official of a Member School;
- (c) any player, coach, referee, touch judge or other person participating in Union activities, including any member of a school team visiting from outside British Columbia which is on a tour sanctioned by the Directors;

for conduct or behaviour which the Directors consider to be improper, unbecoming or likely to endanger the interests or the reputation of the Union, or for any willful breach of the Constitution or these By-laws or any rule or regulation of the Union.

9.2 Discipline Committee

The Directors' disciplinary power shall be exercised by the Discipline Committee, which shall consist of at least three Members, including one Director who shall also be the chairman. All complaints, disputes and disciplinary matters arising out of or relating to Union activities shall be referred first to the Discipline Committee for consideration.

9.3 Proceedings of Discipline Committee

In considering any matter referred to it, the Discipline Committee shall have the power:

- (a) to determine its own procedures and rules of evidence;
- (b) to call witnesses and hear representations from all such persons as it sees fit;
- (c) to proceed with a hearing in the absence of any accused party if satisfied that such party has had sufficient notice of the time and place of hearing; and
- (d) to decide upon what action, if any, shall be taken in the matter.

9.4 Decisions of Discipline Committee

All decisions of the Discipline Committee shall be determined by a majority of votes. The chairman shall not have a second or casting vote.

9.5 Disciplinary Actions

In deciding any disciplinary matter, the Discipline Committee may take any of the following actions with respect to an accused party:

- (a) no penalty;
- (b) a letter of reprimand to the accused party;
- (c) a letter of reprimand and recording of the incident to be considered in the event of any subsequent disciplinary proceedings against the accused party;

- (d) suspension, whereby the accused party shall be prohibited from participating in Union activities for a specified period of time and may be subject to additional terms and conditions; and
- (e) expulsion, whereby the accused party shall be prohibited permanently from participating in Union activities, and, if a Member, shall be expelled from membership in the Union.

9.6 Appeals

Any decision of the Discipline Committee may be appealed by the party affected (the “Appellant”), subject to and in accordance with the following rules:

- (a) Any appeal of a Discipline Committee decision shall be made first to the Directors;
- (b) An appeal to the Directors (an “Initial Appeal”) shall be made in writing and shall be delivered to the Directors at the Union Address not more than 30 days after the date of the Discipline Committee’s decision;
- (c) The Directors shall consider the Initial Appeal and may ratify, rescind or amend the Discipline Committee’s decision;
- (d) The Directors’ decision on the Initial Appeal shall be final unless the Appellant makes a further appeal to a General Meeting (a “Second Appeal”);
- (e) An Appellant intending to make a Second Appeal shall deliver notice thereof to the Secretary-Treasurer not more than 30 days after the date of the Directors’ decision on the Initial Appeal;
- (f) The Second Appeal shall be heard at a General Meeting to be held not less than 28 days after delivery of notice of the Second Appeal as aforesaid;
- (g) The Members present at such General Meeting shall consider the Second Appeal and may by Ordinary Resolution ratify, rescind or amend the Directors’ decision on the Initial Appeal;
- (h) The decision of the Members on any Second Appeal shall be final.

9.7 No Participation with Suspended or Expelled Person

No Member shall knowingly participate in any rugby activity with any person who has been suspended or expelled from participation in Union activities pursuant to these By-laws.

10. NO BORROWING

The Union shall not borrow money.

11. BANKING

11.1 Accounts

An account or accounts for the deposit of funds shall be maintained in the name of the Union at a bank, credit union or trust company selected by the Directors from time to time.

11.2 Signing Officers

All cheques issued by the Union shall be signed by such officers of the Union as determined by the Directors from time to time.

12. SEAL

12.1 Provision of Seal

The Directors may provide for a common seal for the Union.

12.2 Affixing of Seal

The common seal shall be affixed only when authorized by a resolution of the Directors and then only in the presence of the persons prescribed in the resolution or, if no persons are prescribed, in the presence of the President and the Secretary-Treasurer.

13. BOOKS OF ACCOUNT

The books of account, records and minutes of the Union shall be retained and shall be open for inspection by the Members at such times as the Directors shall specify from time to time.

14. TERMINATION OF EXISTENCE

If the Union is dissolved, the assets remaining after the discharge of all debts and liabilities of the Union shall be distributed equally among the Member Schools in good standing at the time of such dissolution.

15. INTERPRETATION OF CONSTITUTION AND BY-LAWS

If any difference of opinion arises as to the meaning of any provision of the Constitution or these By-laws, the matter shall be decided by the chairman at a General Meeting. The provision in question shall be deemed to have the meaning decided by the chairman until such time as the Members direct otherwise by an Ordinary Resolution passed at a General Meeting.

16. AMENDMENT OF CONSTITUTION AND BY-LAWS

16.1 Amendment Only at General Meeting

The Constitution and these By-laws may be amended only by a Special Resolution passed at the Annual General Meeting or at an Extraordinary General Meeting called expressly for the purpose.

16.2 Submission of Proposed Amendment

Except for an amendment proposed by the Directors, any proposed amendment to the Constitution or these By-laws must be proposed by at least 2 Member Schools and submitted in writing to the Secretary-Treasurer not less than 21 days before the General Meeting at which the proposed amendment is to be considered.

16.3 Notice of Proposed Amendment

Notice of any proposed amendment to the Constitution or these By-laws which has been duly proposed and submitted as aforesaid shall be given along with the notice of the General Meeting at which the proposed amendment is to be considered.

17. NOTICES

17.1 Giving of Notice

Except as otherwise provided herein, any notice required or permitted to be given pursuant to these By-laws shall be given as follows:

- (a) if to a Member, either by personal delivery at the Member's Registered Address or by regular mail, postage prepaid, sent to the Member's Registered Address;
- (b) if to the Union, either by personal delivery to the Union Address or by regular mail, postage prepaid, sent to the Union Address.

17.2 Notice by Mail

A notice sent by mail shall be deemed to have been given on the third day following the day on which the notice is posted. In proving that a notice has been given by mail, it shall be sufficient to prove that the notice was properly addressed and deposited in a Canada Post mail receptacle.

17.3 Notice of General Meeting

Notice of a General Meeting shall be given to every Member who is entitled to receive such notice pursuant to these By-laws and whose name is shown on the Register on the date on which notice is given. No other person shall be entitled to receive notice of a General Meeting.