



CONSTITUTION

The name of the organization shall be Barrhaven Scottish Rugby Football Club (hereinafter referred to as the Club). The Club shall be at all times affiliated with the Eastern Ontario Rugby Union, a branch of the Ontario Rugby Union. The Club's home games shall be played at South Nepean Park (SNP). Barring availability of SNP only rugby sanctioned facilities will be considered as an alternative.

The Club, while preserving its values and traditions, endorses excellence in all aspects of the game of rugby. We serve all members of our Club and the playing of the game in all communities. While encouraging good sportsmanship, cooperation and improvement in all aspects, we promote the highest of standards among our members. We encourage an environment of excellence on all levels and foster a close family and social-oriented atmosphere. It is through these guiding principles that the Club will be recognized provincially and nationally as a leader in development and support of the game.

At any point in this document the use of the title Him, His, He shall be construed to also infer Her, Hers, She where the incumbent is or may be the appropriate gender.

BYLAWS

1. HEAD OFFICE

1.1 The head office of the Club shall be in the province of Ontario, in the city of Ottawa and the community known as Barrhaven. Or at such other place as the Club Executive may from time to time determine.

2. SEAL

2.1 The seal, an impression whereof is stamped in the margin hereof, shall be the corporate seal of the Club. Seal to be provided after incorporation.

3. MEMBERSHIP

3.1 The membership in the Club shall consist of:

- 3.1.1 Active Members
- 3.1.2 Associate Members
- 3.1.3 Honorary Members

3.2 An Active Member (Club registered player or coach, or Executive Board member or Executive Director) is a person who has attained the age of majority (age 18); is a fully paid and registered member of the Club; and is in good standing with the Club. Registered players, by virtue of their paid membership shall have voting rights (3 votes) and shall be eligible to hold a Club Executive position. A playing member who has not attained the age of majority may nominate a sponsor or legal guardian to vote on their behalf. A coach, Executive Board member or Executive Director, by virtue of their appointment to the said position shall have voting rights (3 votes).

3.3 An Associate Member is a member who has paid an Associate Membership fee, as set by the Club Executive Board each year and is someone who is not an Active Member. By virtue of their paid membership shall have voting rights (2 votes) and shall be eligible to hold a Club Executive position.

3.4 An Honorary Member is a person who is deemed worthy of this honour and has had this membership conferred on them by a motion proposed by a member of the Club Executive (Board or Directors) and passed by a simple majority of the Club Executive Board. Honorary Members shall have voting rights (1 vote) and shall be eligible to hold a Club Executive position.

3.5 All Active and Associate Members in good standing during one Club year shall be eligible for membership during the succeeding Club year without reference to the Club Executive Board.

3.6 The Club Executive Board shall approve all other Playing and Associate Membership applications, on a case by case basis, as required.

3.7 A Member shall cease to be a Member at the discretion of the Club Executive Board for failure to pay membership fees or maintain normal membership obligations. In either circumstance the Club Executive Board shall communicate their decision in writing, within 14 days, to the Member in question (refer to Section 15.5). The member may appeal the decision as per Section 15.5. Such a decision may be reversed after appeal by a majority vote of the Club Executive Board or on a motion passed by a two-thirds majority (2/3) at an Annual General (AGM) or Special General Meeting (SGM).

4. CLUB EXECUTIVE

4.1 The affairs of the Club shall be managed by the Club Board of Directors and Executive Committee, which shall be bound by the Bylaws and policies of the Club. The Club Board of Directors will consist of the 19 members. These will comprise 6 members from the Executive Committee and 13 Directors put forward by each team as a representative. The Club Executive Committee will consist of six (6) members: President, Secretary, Vice President Finance (VP Finance), Vice President Rugby Programs (VP Programs), Vice President Planning (VP Planning) and Vice President Operations (VP Operations).

4.2 A Club Executive Board Member shall be elected for a two (2) year term, voted on at the AGM or SGM (as per Section 14), and may then run for re-election or to any office being vacant. The elections for positions on the Club Executive Board shall be staggered to ensure consistency within the Committee, where possible. The position of President, VP Finance, and VP Programs shall be elected on odd calendar years (2023, 2025, etc.). The positions of Secretary, VP Planning and VP Operations shall be elected on even calendar years (2024, 2026, etc.).

4.3 When absolutely necessary, one person may hold more than one office except the President. In default of election of Club Executive Committee members sufficient to select officers as may be

determined as required from time to time, the President shall appoint the others with the approval of a majority of the Executive Committee.

4.4 There shall be 13 other positions known as Directors appointed by a member team to represent them on the Board of Directors. Such Directors will be voted in by the Executive committee at a Board of Directors meeting no later than March 30th of the given year. Board Directors shall serve a one (1) year term and may then run for re-appointment for any other office. If a member team fails to appoint a Director to the Board, they may forfeit access to club resources until they appoint such a Director for Executive Committee approval.

4.5 The Board of Directors will be responsible for confirming required roles and responsibilities within the Club are filled and completed. These roles will be reviewed/outlined by the Board of Directors on an annual basis based on the requirements of the Club and their governing bodies.

4.6 Should a Club Director fail to fulfil their duties or be guilty of misconduct they may be removed from office by a majority vote of the Club Board of Directors, which must take place within thirty (30) days of the incident, and be confirmed by a two-thirds (2/3) majority of members present at a SGM convened for this purpose.

4.7 The members of the Club may, by resolution passed by two-thirds (2/3) of the votes cast at a SGM remove any Club Executive Committee member before the expiration of their term of office. The members of the Club may elect any person in the removed Club Executive member's stead at the same SGM, notice of which must be given fourteen days (14).

4.8 Vacancies on the Club Executive Board however caused may, so long as a quorum of four (4) Club Executive Committee members remain in office, be filled by the Club Executive Committee from among their members, if they shall see fit to do so. A Club Executive Committee member may accept a dual portfolio provided it does not include the role of the President. If the President's position needs to be filled by a Club Executive Committee member, the member will forthwith vacate their current portfolio to assume the duties of President. The vacated portfolio will be filled as outlined in this section. Otherwise such vacancy shall be filled at either a SGM or the next AGM of the members at which the Board of Directors for the ensuing year are elected.

4.9 If there is not a quorum of Club Executive Committee members, as specified in section 4.8, the remaining Club Executive Board members shall forthwith call a SGM meeting of the Club members to fill the vacancy. Any Club Executive Board member appointed to office by the Club Executive Board at the SGM shall hold office until the expiration of the original two (2) year term.

5. POWERS

5.1 The Executive Committee and Board of Directors may administer the affairs of the Club in all things and make or cause to be made for the Club, in its name, any kind of contract, which the Club may lawfully enter into and, save as hereinafter provided, generally, may exercise all such other powers and all such other acts and things as the Club is by its charter or otherwise authorized to exercise and do.

5.2 Immediately following the AGM called for its purpose, the newly elected Club Executive Committee shall assume all powers and the running of the Club.

6. REMUNERATION OF EXECUTIVE MEMBERS

6.1 The members of the Club Executive shall receive no remuneration for acting as such. However, consideration can be made for a reduction of their dues and/or have the Club pay all Rugby Ontario/ Rugby Canada registration and insurance fees for them.

7. QUORUM AND MEETINGS OF CLUB EXECUTIVE

7.1 A majority of four (4) of the Club Executive Committee members shall form a quorum for the transaction of business. The President or his designate must be present before business can be conducted and decisions or actions assigned.

7.2 The President may, in the absence of another Club Executive Committee member, appoint a Director from one of the portfolios to represent the Club in meetings and other occurrences involving the Club at League levels.

7.3 The Club Executive Committee and Board of Directors will hold meetings in a business environment without alcohol or tobacco products. The meetings will be conducted in a business-like manner conforming to the accepted protocol of such types of meetings and away from the Club members.

7.4 Formal notice of all meetings will be circulated to all members of the Club Executive Committee at least two (2) weeks in advance. No meeting will be called without a call for agenda items. Any Club Executive Committee member may have agenda items added by petitioning the Secretary for such an addition.

7.5 Club Executive Committee and Board of Director meetings may be called by the President or by the Secretary on direction of two (2) Executive members. Notice of such meetings shall be given to each Club Executive or Board member not less than two (2) weeks before the meeting is to take place. The circulation of an agenda in the required time frame shall be sufficient and conclusive evidence of the giving of such notice.

7.6 The Club Executive Committee may appoint a day or days in any month for regular meetings at an hour to be named and such regular meeting an agenda must be circulated as outlined in 7.4.

7.7 A Club Executive Committee meeting may also be held immediately following the AGM of the Club.

7.8 Any of the Club Executive Committee members may hold any meeting, formal or informal, with all those Board Directors reporting to them at any time and at any place they see fit to discuss Club matters. Likewise, the President may hold informal, without notice, meetings with any portfolio Vice President, the VP Finance or Secretary.

7.9 Any Club Board member who is absent for three (3) or more consecutive meetings may lose his right to vote for the remainder of that calendar year.

8. VOTING CLUB EXECUTIVE

8.1 Issues arising at any meeting of Club Executive Committee or Board of Directors and requiring the action of a vote shall be decided by a majority of votes from the Board of Directors. In case of an equality

of votes, the President, in addition to his original vote, shall have a second or deciding vote. All votes at any such meeting shall be taken by ballot if so demanded by any member present, but if no demand were made, the vote shall be taken in the usual way by assent or dissent.

8.2 A declaration by the President that a resolution has been carried and an entry to that effect in the minutes shall be prima-facie evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution.

8.3 In the absence of the President the acting President appointed by the President for this purpose, may perform these duties.

9. FINANCIAL

9.1 Unless otherwise ordered by the Club Executive Committee, the fiscal year of the Club shall terminate on the 1st of November in each year.

9.2 All cheques, bills of exchange or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Club, shall be signed by any two of the President, VP Finance, Secretary, and VP Planning. Any one of such officers or directors may endorse notes and cheques for deposit with the Club bankers for the credit of the Club, or the same may be endorsed "for deposit" with the bankers of the Club by using the Club's rubber stamp for that purpose.

9.3 Any one of such officers or directors so appointed may arrange, settle, balance, and certify all books and accounts between the Club and the Club's bankers and may receive all paid cheques and vouchers and sign all of the bank's forms or settlement of balances and release or verification slips.

9.4 The securities of the Club shall be deposited for safekeeping with one or more bankers, trust companies or other financial institutions to be selected by the Executive Committee. Any and all securities so deposited may be withdrawn, from time to time, only upon the written order of the Club signed in accordance with sections 9.2 and 9.3 of the Constitution. Institutions which may be so selected as custodians of the Club Executive Committee shall be fully protected in acting in accordance with the directions of the Executive and shall in no event be liable for the due application of the securities so withdrawn from deposit or the proceeds thereof.

9.5 The Club Executive Committee shall see that all necessary books and records of the Club required by the Bylaws of the Club or by any applicable statute or law are regularly and properly kept.

9.6 The Club Executive Committee shall appoint prior to the close of the financial year an independent financial consultant who shall not be a member of the Club Executive, or two Club members in good standing to review Club records. A financial statement shall be presented to the Club Executive.

10. EXECUTION OF DOCUMENTS

10.1 Deeds, transfers, licenses, contracts, and engagements on behalf of the Club shall be signed by any two of the Executive officers of the Club, and there shall be affixed the seal of the Club to such instruments as require the same.

10.2 Contracts in the ordinary sense of the Club operations may be entered into on behalf of the Club by the President, any member of the Club Executive Committee or by any person authorized by written resolution by the Club Executive Committee.

10.3 Notwithstanding any provisions to the contrary contained in the Bylaws of the Club, the Club Executive may at any time by written resolution direct the manner in which, and the person or persons by whom, any particular instrument, contract or obligation of the Club may or shall be executed.

11. NOTICES

11.1 Whenever, under the provisions of the Bylaws of the Club, notice is required to be given, such notice may be given either personally, by telephone, Canada Post, email, posting notices at the club house and/or website fourteen (14) days before the time fixed for the holding of such meeting or event.

11.2 For the purposes of sending any notice the member's preferred method of receiving such notices as recorded on the books of the Club will be utilized whenever possible. The Club's website will be deemed as another official point of communication for the Club.

12. PROPERTIES

12.1 All Club assets and equipment shall remain the property of the Club. A person so designated by the Club Executive shall have charge of said equipment and assets.

12.2 In the event of liquidation of the Club, the remaining assets, equipment and funds shall be disbursed by the Executive to its creditors and any remaining properties donated to the senior rugby organization in Ottawa.

13. CLUB COLOURS AND CREST

13.1 The Club strip shall consist of the major colours of red and navy blue jerseys, navy blue shorts, and red socks. The design of the jerseys may be changed by a resolution of the Club Executive for reasons such as special occasions, tours and/or tournaments or for a perceived need recognized from time to time by the Club Executive or at the request of the Club Executive by the Vice Presidents of Rugby or Junior Development. In all instances the colours of the Club must be incorporated into the new design.

13.2 In the interest of making playing for the senior sides an honour for junior players (also known as "earning their stripes"), junior jerseys may have a solid colour (of navy blue, red, or white) or other design incorporating the Club colours at the discretion of the Vice President of Junior Development.

13.3 The Club will recognize one crest. The official crest is used on all correspondence, letterhead, and the website (the standard shield design with rampart lion and stylized Canadian flag and banner with Club name) and affixed to this document.

13.4 Any changes in Club colours and crest must be proposed at an Annual General Meeting. The request for changes in colours and/or crest must be made in writing to the Executive and it will be at their discretion whether the motion should be presented at the next Annual General Meeting, in the

order of business. Changes shall only be made by a two-thirds (2/3) majority of the voting members present.

14. ANNUAL GENERAL MEETING

14.1 The Annual General Meeting (AGM) shall be held during the last two weeks in November and the first two weeks in December or at such other time as the said Club Executive Board shall appoint at a place to be designated by the Club Executive Committee within the defined jurisdiction of the Club. The Club Executive Committee or the President shall have power to call at any time or in any place a special general meeting of the members of the Club. At any Annual General meeting the Robert's Rules of Order shall be used as the standard reference for all procedural purposes.

14.2 Notice of the AGM shall be sent in accordance with sections 11.1 and 11.2 of the Bylaws to all Club and Associate members not later than fourteen (14) days prior to the date fixed for the holding of such meeting.

14.3 The President shall preside as Chairman over the AGM or in their stead the Club Executive from among themselves shall select the Chairman.

14.4 The order of business at the AGM shall be designated by the notice calling the meeting, the agenda and any other business the members by majority votes deem appropriate to consider and transact; provided that in addition to any other business and report of the Executive members, the financial statement and the report of the auditors shall be presented to the meeting for approval by the members.

14.5 A quorum for the transaction of business at any general meeting shall consist of not less than twenty (20) club members in good standing or individuals representing that same number. A member in good standing with the club is allowed to represent proxies, a maximum of 5 (five) per member, subject to approval of the Club Executive 7 days prior to the AGM or SGM. The proxy needs to be physically unable from attending the meeting. A copy of the proxy can be found in Appendix B. In the event a quorum of 20 or more members cannot be achieved, the executive shall adjourn the AGM or SGM and reschedule for another date. The new AGM or SGM shall be rescheduled for a date no more than 2 months from the original. If a quorum cannot be attained at the re-scheduled AGM the executive, at its discretion, may choose to move all issues forward for a vote with the members present constituting proper representation of the Club.

14.6 All Active, Associate and Honorary Members of the Club, in good standing, shall have voting rights at the AGM or at any SGM held during the year. See Sections 3.2, 3.3 and 3.4 for level of voting rights for each type of membership.

14.7 Members shall be held in good standing when they have paid their dues for the current year, have made special arrangements with the VP Finance for payment or are members of the Club Executive.

14.8 At all meetings of the members every issue shall be decided by a majority of the votes of the members present in person or represented by written proxy unless otherwise required by the Bylaws of the Club. Every issue shall be decided in the first instance by a show of hands unless any member demands a poll. Upon a show of hands, every member having voting rights (as per Section 3.2, 3.3. and 3.4) and unless a poll is demanded a declaration by the Chairman that a resolution has been carried or not carried and an entry to the effect in the minutes of the Club shall be sufficient evidence of the fact

without proof of the number or proportion of the votes accorded in favour of or against such resolution. The demand for a poll may be withdrawn but if a poll be demanded and not withdrawn the issue shall be decided by a majority of votes given by the members present in person or by written proxy and such poll shall be taken in such manner as the Chairman shall direct and the result of such poll shall be deemed the decision of the Club in general meeting upon the matter in question.

14.9 In case of an equality of votes at any general meeting, whether upon a show of hand or at a poll, the Chairman shall be entitled to cast a deciding vote.

14.10 Any meetings of the Club or of the Club Executive Committee may be adjourned to any time and from time to time and such business may be transacted at such adjourned meetings as might have been transacted at the original meeting from which such adjournment took place. No notice shall be required of any such adjournment. Such adjournment may be made notwithstanding that no quorum is present.

14.11 No error or omission in giving notice of any general meeting or any adjourned meeting of the Club members shall invalidate such meeting or make void any proceedings taken thereat and any member may at any time waive notice of any such meeting, and may ratify, approve and confirm any or all proceedings taken or had thereat.

14.12 For the purpose of sending notices to any member, director, or officer for any meeting or otherwise, the address of any member, director, or officer shall be his last address recorded on the books of the Club.

15. DUES PAYABLE

15.1 Playing members shall pay such annual dues as are set by the Executive at the start of each season. Member dues shall be communicated to the membership by April 1st of each season.

15.2 In the event that the Club Executive considers an increase of annual dues is necessary, they shall inform all voting members of the amount of the increase together with the reasons. Recommendations for changes in dues structure may be made by the outgoing Executive and approved by simple majority of members at the time of the AGM.

15.3 Dues shall become payable immediately following the Annual General Meeting.

15.4 Annual dues may be payable in installments if the Club Executive so permit and may be deferred, or reduced at the discretion of the Club Executive.

15.5 In default of payments of dues as imposed by the Club Executive the voting member shall, in addition to the liability of loss of vote, as herein before set out, be liable to expulsion of the Club Executive. However, such loss of vote and expulsion shall not occur until fourteen (14) days after notice shall have been given to the voting member that such action has been ordered by the Club Executive. No action shall be taken if within the fourteen day period the voting member either pays the outstanding dues or requests the Club Executive for a hearing into the reasons for it being in default. In the latter event, the Club Executive shall grant a hearing promptly and if it is not satisfied about the reasons for default it may forthwith both relieve the member of their voting privilege and expel the member. In addition the Club Executive may reserve the right to, temporarily, declare a member "not in good standing" and bar that member from playing rugby with the Club or any other organization that is governed by the EORU, ORU, and/or CRU until the outstanding fees are paid.

16. DISCIPLINE

16.1 Disciplinary action may be taken in accordance with the disciplinary guidelines determined from time to time by the Ontario Rugby Union against any member or for actions contrary to the laws of the game or which are considered detrimental to the game of rugby football and the good reputation of the Club.

17. CHANGES AND ADDITIONS TO BYLAWS

17.1 Changes, deletions, or additions to these Bylaws may be made at the AGM of the Club or at a SGM called for the purpose. Formal notice is to be made to all voting members at least fourteen (14) days prior to such a meeting in accordance with section 11.1 and 11.2.

17.2 Changes, deletions, or additions can only be made by a two-thirds (2/3) majority of the voting members present.

18. INTERPRETATION

18.1 In this Bylaw and in all other Bylaws of the Club hereafter passed, unless the context otherwise requires, words importing the singular number or the masculine gender shall include the plural number or the feminine gender, as the case may be, and vice versa.

18.2 References to person shall also include firms and corporations.

18.3 Playing season shall, unless otherwise designated, be considered to run from April 1st to November 30th in any year.

19. LEGACY FUND

19.1 The primary income for the Legacy Fund will be a set levy of Fifteen Dollars included in every Club Member's annual fees, payable at the time their Club fees are due.

19.2 Before the fiscal year end of the Club the two thirds of the amount collected for that year will be placed in a separate account or Trust Fund. The remaining one third will remain in the Club account but will be designated for the exclusive use of the Elite Athlete Fund.

19.3 This Account or Trust Fund will be under the Club's name and will have three members of the Club Executive as signatories.

19.4 Long Term Goals are to be considered as expansions or improvements of our facilities: field lighting, score sign, larger seating, an additional field, a bus to travel to away games, or to establish our own full year development program or academy.

19.5 The balance in the Legacy Fund must reach a minimum of \$25,000 before any withdrawals are allowed, and the Fund should never be allowed to have a balance less than \$25,000.

19.6 All expenditures from the monies in the Legacy Fund must be approved at a Club Annual General Meeting or Special General Meeting called for that purpose, in compliance with sections 11.1 and 11.2 of the Club Constitution.

19.7 Elite Athlete Development would be considered as partial financial assistance to Club Members who have represented the Club at Representative levels. This financial assistance is primarily to assist in travel costs, or other expenses incurred by Club Members to attend games or training sessions for National, Provincial or Regional Programs.

19.8 Club Members who have played or trained in a representative National, Provincial or Regional program the previous year may apply to Club Executive for funding set aside for Elite Athlete Development. All applications should be received by the Executive before April 15.

19.9 The Club Executive will decide on the distribution of the Elite Athlete portion of the Legacy Fund before May 15. The distribution of the funds will be based on clear parameters. Club members who have represented the Club at the National, Provincial and Regional level may request funds to support their development at the Elite level. Please refer to the operating document for the current year to see how the funds are distributed across the three levels. The Club Executive reserves the right to reduce these amounts if the number of players requesting funds exceeds the amount available. The Club Executive may not distribute more than the one third of the monies collected through the Legacy Fund Levies in the previous year.

19.10 The Elite Athlete Funds distributed may be used by current Club Members who meet the requirements in 19.7 and 19.8 towards their current Club Membership fees, or towards expenses incurred by continued representation at National, Provincial or Regional programs.

19.11 The Executive may hold some of the Elite Athlete funds in the general Club account to assist Club members in the current year.

19.12 All Elite Athlete Funds that are not distributed in the designated calendar year will be added to the Legacy Fund before the Club's fiscal year end.

20. SONS & DAUGHTERS FUND

20.1 The Sons & Daughters Fund (SDF) is a Club program, which provides financial assistance to players who wish to play rugby at the Club for the season, but who may not have the financial resources to do so and would suffer undue hardship as a result of the Rugby Canada, Rugby Ontario and BSRFC registration dues. Potential applicants are first required to apply to current established corporate programs (e.g. Jumpstart, Kidsport, Their Opportunity) and provide evidence of doing so and if further financial assistance is required, they may apply to the SDF.

20.2 The primary income for the SDF will be a set levy of Five Dollars included in every Club Member's annual dues, payable at the time their Club dues are due.

20.3 Before the fiscal year end of the Club, the full amount collected for that year will be transferred to a restricted fund account created for the SDF.

20.4 This account will be under the Club's name and will have three members of the Club Executive as signatories, one of which shall be the Vice President Finance.

20.5 The Director Registration will decide on the distribution of the SDF, in consultation with the Club Executive Board. The distribution of the funds will not exceed the combined total of all applicable Rugby Canada, Rugby Ontario and BSRFC registration dues for the current year, per applicant.

20.6 The cumulative distribution of funds will also not exceed the current balance in the SDF account.

Original date at Ottawa this 1st day of December, 2005

Revision dates:

17 November, 2012 - incorporating Section 19 - Legacy Fund and edits to Sections 3, 4, 6, 9, 14, 15 and 17, , as approved at the 2012 AGM

23 October, 2014 - incorporating changes to Section 4 and 7, as approved at the 2014 AGM

15 October, 2015 - incorporating changes to Sections 3 and 4 and edits to references of Club Executive, as approved at the 2015 AGM.

2 December, 2018 - incorporating changes to Sections 3, 4, 7 and 14, as approved at the 2018 AGM.

22 November, 2020 - incorporating Section 20 - Sons & Daughters Fund and edits to Sections 4, 7 and 19.

15 January, 2023 - incorporating changes to section 9 and 14.1 as approved at the 2022 AGM.

28 January, 2024 - incorporating changes to sections 4, 5, and 7, 19 and edits to sections 8, 10 and 14 as approved at 2023 AGM

APPENDIX A - CLUB LOGO



APPENDIX B - AGM PROXY VOTE

ANNUAL GENERAL MEETING PROXY VOTE

Every member in good standing may, by means of proxy, appoint a person (not necessarily a member of the Club), as his/her nominee to attend and act at the annual general meeting in the manner and to the extent and with the power conferred by the proxy. The proxy shall be in writing under the hand of the member, authorized in writing, and shall cease to be valid after the expiration of one (1) day from the date thereof.

Proxy votes must be approved by the Executive no less than one (1) week prior to the meeting. Proxy votes must be given to the Chairman before the commencement of the general meeting.

The following shall be sufficient form of proxy:

I, _____, of _____
Print your name Address

an active member in good standing with the Barrhaven Scottish Rugby Football Club hereby appoint

I, _____, of _____
Print your name Address

or failing him/her

I, _____, of _____
Print your name Address

as my proxy to vote for me and on my behalf at the meeting of members of the Club to be held on _____, and at the adjournment thereof.

Date

Dated at _____, this _____ day of _____, 20____

Signature of Member: _____

APPENDIX C - LEGACY FUND APPLICATION FORM

**LEGACY FUND APPLICATION FORM
ELITE ATHLETE DEVELOPMENT FUND - SEASON (YEAR)**

Player Name: _____

Program _____
(example: Snr Women/ Snr Men, U18/U16 Boys, U18/ U16 Girls)

Rugby Canada Registration Number: _____

Please list all instances in which you attended a Regional and/or Provincial and/or National training camp and/or matches(s) in the 2019 season (in chronological order).

Date (DD/MMM/YYYY)	Program Level: Regional/ Provincial/ National	Training Camp/ Match	Opposition, if Match	Location

Please list your objectives for the upcoming rugby season:

If you should receive Barrhaven Scottish RFC Elite Athlete Development Funding would you like it to be applied to your current season's Club Membership fees OR towards expenses incurred by continued representation at National, Provincial or Regional programs

Declaration:

I _____ (name) acknowledge that the Barrhaven Scottish RFC Elite Athlete Development Funding is only for Club Members in good standing. I also acknowledge that the amount of the funding may vary year to year based on a number of factors including the number of Club members requesting assistance.

Signature: _____ **Date (yyyy-mm-dd):** _____

Telephone/ Mobile Number: _____

Address: _____