



Binghamton University Rugby Alumni (BURA) Undergraduate Rugby Fund Charter

Document Objective: Provide details on how the BURA Undergraduate Rugby Fund will be administered.

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Document Version History

Version	Date	Originator	Comments
Draft	2/21/2011	Michael “Elmo” Geller, Matt “Hampton” Fromm	Initial draft consolidated from discussion in Yahoo Group forum.
Draft	3/7/2011	Michael “Elmo” Geller	Updated after reviewing feedback together with Lee Nesser, Matt Fromm, Alex Willen, and Brian Bartholomew; and in consideration of views expressed by various Alumni in the Yahoo Group forum.
Draft	3/14/2011	Matt “Gilbert” O’Connor	At the request of the interim Advisory Board, updated language in all sections related to voting procedures.
1.0	4/4/2011	Matt “Hampton” Fromm	Updated to include results of vote on minimum amount the Undergraduate Rugby Club must raise on their own before qualifying for funds from the BURA account (\$500) and frequency of votes on amendments to the Charter (every 6 months). Updated to reflect that no clear consensus was reached on the minimum amount that must be donated in order to be considered a Donating Member thus for now any donation qualifies. Updated to specify that elections for the 5 positions on the Advisory Board will alternate so as to avoid all 5 members turning over in a given year. Updated frequency of Advisory Board meetings from a minimum of monthly to a minimum of quarterly.



Binghamton University Rugby Alumni (BURA) Undergraduate Rugby Fund Charter

Article 1 – Mandate & Goals

1. The mandate of the BURA Undergraduate Rugby Fund is to provide direct financial support related to the on-field performance of the Binghamton University Rugby Club.

Examples of acceptable expenses are:

- Rugby balls
- Rugby training equipment (e.g. scrum sled, tackling pads)
- Jerseys
- Tournament entry fees
- Travel expenses
- Coaching expenses
- Rugby clinics and camps

The specific goals for the BURA Undergraduate Rugby Fund for a given semester will be determined by a dialog among the Binghamton University Rugby Club Officers, the Binghamton University Club Sports Director, the BURA Donating Members, and the BURA Undergraduate Rugby Fund Advisory Board.

The fund is explicitly NOT intended to pay for:

- Social activities
- Subsidizing the life style of any player or anyone else (e.g. no loans to players, no giving money to anyone to pay the rent or any other personal expense, etc.)

Article 2 – Fiscal Year

1. The fiscal year of the BURA Undergraduate Rugby Fund shall run from May 1st through April 30th.
 - a. The fiscal year is purposely coordinated with the approximate time of Alumni Weekend so as to afford all BURA Members who attend an opportunity to meet in person to help shape direction of the BURA Undergraduate Rugby Fund in the coming year.

Article 3 – BURA Undergraduate Rugby Fund Stakeholders

1. Binghamton University Rugby Club Officers
2. Binghamton University Club Sports Director
3. BURA Members
4. BURA Donating Members
5. BURA Undergraduate Rugby Fund Advisory Board



Article 4 – Binghamton University Rugby Club Officers

1. Binghamton University Rugby Club Officers shall be deemed as any member of the current Binghamton University Rugby Club who was elected by his peers to represent the interests of the Club.
2. The rights and duties of the Binghamton University Rugby Club Officers shall be the following:
 - a. to submit funding requests from the BURA Undergraduate Rugby Fund to the BURA Advisory Board at BURAA_Advisory_Board@yahoo.com
 - b. to report feedback to the BURA Advisory Board at BURAA_Advisory_Board@yahoo.com on funding requests approved from the BURA Undergraduate Rugby Fund account
 - c. to attend the BURA Undergraduate Rugby Fund quarterly meetings and if unable to attend to review the quarterly meeting agendas and meeting minutes
 - d. to attend the BURA Undergraduate Rugby Fund annual meeting at Alumni Weekend and if unable to attend to review the annual meeting agenda and meeting minutes
 - e. to drive undergraduate team fundraising efforts aside from soliciting donations from BURA. The undergraduate team must raise \$500 per semester independent of alumni efforts in order to be eligible for monies from the BURA Undergraduate Rugby Fund.

Article 5 – Binghamton University Club Sports Director

1. Binghamton University Club Sports Director shall be deemed as the individual appointed by Binghamton University to administer the Club Sports program.
2. The rights and duties of the Binghamton University Club Sports Director shall be the following:
 - a. to exhaust all monies allocated by Binghamton University to the Club Sports Men's Rugby Account for all qualifying expenses (e.g. rugby balls, jerseys, tournament entry fees, etc...) before utilizing any monies in the BURA Undergraduate Rugby Fund account
 - b. to provide the BURA Undergraduate Rugby Fund Advisory Board with a monthly account statement depicting all credits and debits
 - c. to work with the BURA Undergraduate Rugby Fund Advisory Board in approving the disbursement of monies from the BURA Undergraduate Rugby Fund account

Article 6 – BURA Members

1. BURA Members shall be deemed as any individual who played on the Binghamton University Rugby Club, regardless of whether they actually received a degree from Binghamton University, who is a member of the BURA Yahoo Group.
2. The rights and duties of the BURA Members shall be the following:



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- a. to recommend items to be considered by the BURA via the Yahoo Group or via the BURA Undergraduate Rugby Fund Advisory Board at [BURAA Advisory Board@yahoo.com](mailto:BURAA_Advisory_Board@yahoo.com)
- b. to recommend items to be put to a vote by the BURA via the Yahoo Group or via the BURA Undergraduate Rugby Fund Advisory Board at [BURAA Advisory Board@yahoo.com](mailto:BURAA_Advisory_Board@yahoo.com)
- c. to attend in BURA Undergraduate Rugby Fund quarterly meetings and if unable to attend to review the quarterly meeting agendas and meeting minutes
- d. to attend the BURA Undergraduate Rugby Fund annual meeting at Alumni Weekend and if unable to attend to review the annual meeting agenda and meeting minutes
- e. to review the annual BURA Undergraduate Rugby Fund report and financial statements prepared by the BURA Undergraduate Rugby Fund Advisory Board
- f. unless a member has made the minimum donation (see Article 7), his views are considered advisory and he is not able to vote on matters pertaining to the BURA Undergraduate Rugby Fund.

Article 7 – BURA Donating Members

1. BURA Donating Members shall be deemed as any BURA Member who has made a donation of any monetary amount in the current fiscal year to the “Men’s Rugby Club” via the Binghamton University Foundation.
2. Each BURA Member who would like to be considered a BURA Donating Member must provide evidence of their donation to the BURA Undergraduate Rugby Fund s Advisory Board at [BURAA Advisory Board@yahoo.com](mailto:BURAA_Advisory_Board@yahoo.com).
 - a. Evidence can be provided in the form of an emailed or postal mailed Binghamton University Foundation receipt, a copy of a cancelled check, a copy of a credit card statement, etc...
3. A list of BURA Donating Members for each fiscal year shall be maintained by the BURA Undergraduate Rugby Fund Advisory Board and published to the BURA Yahoo Group. The specific amount donated by a given member will not be disclosed.
4. The rights and duties of the BURA Donating Members shall be the following:
 - a. to recommend items to be considered by the BURA via the Yahoo Group or via the BURA Undergraduate Rugby Fund Advisory Board at [BURAA Advisory Board@yahoo.com](mailto:BURAA_Advisory_Board@yahoo.com)
 - b. to call for items to be put to a vote by the BURA via the Yahoo Group or via the BURA Undergraduate Rugby Fund Advisory Board at [BURAA Advisory Board@yahoo.com](mailto:BURAA_Advisory_Board@yahoo.com)
 - c. to attend in BURA Undergraduate Rugby Fund quarterly meetings and if unable to attend to review the quarterly meeting agendas and meeting minutes



- d. to attend the BURA Undergraduate Rugby Fund annual meeting at Alumni Weekend and if unable to attend to review the annual meeting agenda and meeting minutes
- e. to review the annual BURA Undergraduate Rugby Fund report and financial statements prepared by the BURA Undergraduate Rugby Fund Advisory Board
- f. to vote:
 1. for BURA Undergraduate Rugby Fund Advisory Board members
 2. on BURA Undergraduate Rugby Fund Charter amendments in accordance with the rules spelled out in other sections
 3. to approve the dispersal of funds from the BURA Undergraduate Rugby Fund for expenses over the limit for which the BURA Undergraduate Rugby Fund Advisory is authorized to approve without a vote (see Article 9 for specifics on limits)

Article 8 – BURA Undergraduate Rugby Fund Advisory Board

1. The BURA Undergraduate Rugby Fund Advisory Board shall consist of five (5) BURA Donating Members.
 - a. We encourage donating members across all generations of alumni to run for the board though there is no specific quota on representation for any given time period.
2. Only BURA Donating Members who donate at least \$100 during the current fiscal year are eligible to serve on the BURA Undergraduate Rugby Fund Advisory Board.
3. BURA Undergraduate Rugby Fund Advisory Board members shall serve a two (2) year term from May 1st through April 30th.
 - a. The term is purposely coordinated with the fiscal year and the approximate time of Alumni Weekend so as to afford all BURA Members who attend an opportunity to meet in person to help shape direction of the BURA Undergraduate Rugby Fund in the coming year.
 - b. The two (2) year terms of the Advisory Board members should alternate so as to avoid a complete turn-over Advisory Board in a given year.
 - c. In order to establish alternating terms, in 2011 three (3) seats on the Advisory Board should be for two (2) year terms and two seats should be for one (1) year terms. In each year thereafter the seats on the Advisory Board up for election shall be for two (2) year terms.
4. Nominations for the BURA Undergraduate Rugby Fund Advisory Board shall be held between April 1st and April 15th of each year and conducted on-line via the BURA Yahoo Group.
 - a. The exact dates for the nomination period shall be set by the current BURA Undergraduate Rugby Fund Advisory Board and communicated to all BURA Members via the BURA Yahoo Group
 - b. The nomination period shall be no shorter than seven (7) days.



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- c. Donating members can nominate themselves.
 - d. Any 3rd party nomination must be accepted by the nominee in order for that nominee to be placed on the ballot.
 - e. The nominees shall be consolidated by an impartial BURA Member and communicated to all BURA Members via the BURA Yahoo Group.
5. Elections for the BURA Undergraduate Rugby Fund Advisory Board shall be held between April 16th and April 30th of each year and conducted on-line via a voting tool.
- a. The exact dates for the election period shall be set by the current BURA Undergraduate Rugby Fund Advisory Board and communicated to all BURA Members via the BURA Yahoo Group
 - b. The election period shall be no shorter than seven (7) days.
 - c. Each BURA Donating Member may cast one (1) vote per open seat on the BURA Undergraduate Rugby Fund Advisory Board, for a total of five (5) votes per Donating Member.
 - d. Cumulative voting is not permitted meaning that Donating Members may not cast multiple votes for the same individual.
 - e. The five (5) nominees receiving the most votes will be elected to the Undergraduate Rugby Fund Advisory Board.
 - f. The election results shall be tallied by an impartial BURA Member and communicated to all BURA Members via the BURA Yahoo Group.
6. A BURA Undergraduate Rugby Fund Advisory Board member can be removed with approval from at least two-thirds (66+%) of voting BURA Donating Members.
- a. All votes to remove a member from the BURA Undergraduate Rugby Fund Advisory Board shall be conducted on-line via a voting tool.
 - b. The exact dates for the removal vote shall be set by the current BURA Undergraduate Rugby Fund Advisory Board and communicated to all BURA Members via the BURA Yahoo Group.
 - c. The voting period to remove a member of the Undergraduate Rugby Fund Advisory Board shall be no shorter than seven (7) days.
 - d. The results of the removal vote shall be tallied by an impartial BURA Member and communicated to all BURA Members via the BURA Yahoo Group.
7. A member of the BURA Undergraduate Rugby Fund Advisory Board who misses two (2) consecutive board meetings shall be notified that he may be deemed to have resigned. In such an instance, the Advisory Board shall review the circumstances and vote on the removal or retention of the member from the BURA Undergraduate Rugby Fund Advisory Board.
8. If any member of the BURA Undergraduate Rugby Fund Advisory Board is removed or resigns before the end of his term, a special nomination and election period shall be called within two (2) weeks.



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9. In the event the BURA Undergraduate Rugby Fund Advisory Board is operating with less than five (5) members, all funds are frozen and any proposed expenses shall require the approval from at least two-thirds (66+%) of voting BURA Donating Members.
10. All BURA Undergraduate Rugby Fund Advisory Board votes shall be decided by a simple majority (i.e.: 3 of 5 votes).
11. The BURA Undergraduate Rugby Fund Advisory Board shall meet at least one (1) time each quarter.
 - a. The exact time and format of the meeting (e.g.: conference call, in person, on-line chat, etc...) shall be determined by the BURA Undergraduate Rugby Fund Advisory Board.
 - b. The agenda for each BURA Undergraduate Rugby Fund Advisory Board meeting shall be published at least two days (2) days prior to each meeting to the BURA Yahoo Group.
 - c. The meeting minutes from each BURA Undergraduate Rugby Fund Advisory Board meeting shall be published no more than five (5) days after each meeting to the BURA Yahoo Group.
12. The BURA Undergraduate Rugby Fund Advisory Board shall facilitate a quarterly meeting of the BURA Undergraduate Rugby Fund stakeholders.
 - a. The exact time and format of the meeting (e.g.: conference call, in person, on-line chat, etc...) shall be determined by the BURA Undergraduate Rugby Fund Advisory Board.
 - b. The agenda for each BURA Undergraduate Rugby Fund stakeholder quarterly meeting shall be published at least two (2) days prior to each quarterly meeting to the BURA Yahoo Group.
 - c. The meeting minutes from each BURA Undergraduate Rugby Fund stakeholder quarterly meeting shall be published no more than five (5) days after of each quarterly meeting to the BURA Yahoo Group.
13. The BURA Undergraduate Rugby Fund Advisory Board shall facilitate an annual meeting of BURA Undergraduate Rugby Fund stakeholders in person during the annual Alumni Weekend held the same Saturday in May as the Kentucky Derby.
 - a. The exact time and location of the annual meeting shall be determined by the BURA Undergraduate Rugby Fund Advisory Board.
 - b. The annual meeting shall be facilitated by the Advisory Board members whose terms end on April 30th of that same year.
 - c. The agenda for each BURA Undergraduate Rugby Fund stakeholder annual meeting shall be published at least five (5) days prior to each annual meeting to the BURA Yahoo Group.
 - d. The meeting minutes from each BURA Undergraduate Rugby Fund stakeholder annual meeting shall be published no more than five (5) days after of each annual meeting to the BURA Yahoo Group.



14. The rights and duties of the BURA Undergraduate Rugby Fund Advisory Board shall be the following:
 - a. to support and develop the objectives of the BURA Undergraduate Rugby Fund
 - b. to perform the activities of the BURA according to the provisions of the BURA Undergraduate Rugby Fund Charter and the decisions of the BURA Donating Members
 - c. to foster dialogue and provide guidance and support for the goals of the BURA Undergraduate Rugby Fund with the BURA Undergraduate Rugby Fund stakeholders

Article 9 – BURA Undergraduate Rugby Fund Finances

1. The BURA Undergraduate Rugby Fund Advisory Board shall work with the Binghamton University Club Sports Director to ensure that all monies allocated by Binghamton University to the Club Sports Men’s Rugby Account for all qualifying expenses (e.g. rugby balls, jerseys, tournament entry fees, etc…) are exhausted before utilizing any monies in the BURA Undergraduate Rugby Fund.
2. The BURA Undergraduate Rugby Fund Advisory Board is only authorized to spend in accordance with the mandate and goals of the BURA Undergraduate Rugby Fund Charter.
3. The BURA Undergraduate Rugby Fund Advisory Board is authorized to spend up to \$1,000 per quarter by virtue of a simple majority vote of the members of the BURA Undergraduate Rugby Fund Advisory Board (i.e.: 3 of 5 votes).
4. Any expenditure exceeding the \$1,000 per quarter limit must be put to a vote of the BURA Donating Members, requiring approval by at least two-thirds (66+%) of voting BURA Donating Members.
 - a. The vote shall be conducted on-line via a voting tool.
 - b. The voting period shall be no shorter than seven (7) days.
 - c. The results of the vote shall be consolidated by the BURA Undergraduate Rugby Fund Advisory Board and communicated to all BURA Members via the BURA Yahoo Group.
5. All BURA Undergraduate Rugby Fund expenditures, regardless of amount, must be immediately communicated to all BURA Members via the BURA Yahoo Group.
6. The BURA Undergraduate Rugby Fund Advisory Board shall produce an annual report and financial statement that includes:
 - a. Current account balance
 - b. Previous fiscal end of year balance
 - c. Itemized list of monies collected during the past year
 - d. Itemized expense list from the past year



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The report shall be delivered to the BURA Members no later than the last day of the current fiscal year via the BURA Yahoo Group.

7. Donations to the BURA Undergraduate Rugby Fund are made via the Binghamton University Foundation and must be explicitly directed to the “Men’s Rugby Club.”
 - a. A document providing step by step directions on how to donate is available on the BURA Yahoo Group. It can be found from the BURA Yahoo Group Home page by navigating to Files > Fund-raising > Donations >



Article 10 – BURA Undergraduate Rugby Fund Charter Amendments

1. Suggestions for amendments to the BURA Undergraduate Rugby Fund Charter may be made at any time via the BURA Yahoo Group or via email to the BURA Undergraduate Rugby Fund Advisory Board at BURAA_Advisory_Board@yahoo.com.
2. Amendments for the BURA Undergraduate Rugby Fund Charter shall be put to a vote every six (6) months conducted on-line via the BURA Yahoo Group.
 - a. The exact dates for amendment votes will be set by the current BURA Undergraduate Rugby Fund Advisory Board and communicated to all BURA Members via the BURA Yahoo Group
 - b. The amendment voting period shall be no shorter than seven (7) days.
 - c. The amendment vote results shall be consolidated by an impartial BURA Member and communicated to all BURA Members via the BURA Yahoo Group.