

Norton Rugby Football Club

Norton RFC Constitution

Version 1.0 | May 2011

5/23/2011

Contents

1	INTRODUCTION.....	4
2	NAME.....	4
3	AIMS.....	4
4	CLUB COLOURS.....	6
5	MEMBERSHIP.....	6
5.1	Description of Members.....	6
5.2	Termination of Membership.....	7
6	SUBSCRIPTIONS.....	8
6.1	Subscription rates.....	8
6.2	Arrears.....	9
6.3	Members Privileges.....	10
7	ADMINISTRATION OF THE CLUB.....	10
7.1	Committee Vacancies.....	12
7.2	Committee Meetings.....	12
7.3	Committee Quorums.....	13
7.4	Chairing Meetings.....	13
7.5	Powers.....	14
8	MEETINGS OF THE CLUB.....	14
8.1	Annual General Meeting.....	14
8.2	Executive Committee.....	15
8.3	Election.....	15
8.4	Extraordinary General Meetings.....	16
8.5	General Meeting Quorums.....	16
9	FINANCIAL MATTERS.....	16
9.1	Commission.....	16
9.2	Application of Profit.....	16
9.3	Control of Club Funds.....	17
9.4	Accounts.....	17
10	GUESTS.....	18
10.1	Introduction of Guests.....	18
10.2	Visitors Book.....	18
11	SELECTION OF TEAMS.....	18
12	CODE OF CONDUCT.....	19

13	BYELAWS	20
14	NOTIFICATION AND MODIFICATION OF THE CONSTITUTION	20
15	DISSOLUTION	21
16	CHILD WELFARE.....	21
17	DATA PROTECTION.....	22

1 INTRODUCTION

The outline of this document is to provide an overview into the constitution and aims of Norton Rugby Club.

Norton is a new start-up Rugby Club that has formed out of an invitational side which is called the 'farmer fifteen'.

Based in rural Gloucester the core membership of Norton is made up of farmers, farmer sons and agricultural workers.

The base idea of the club is to form a rural based rugby club that will work in conjunction with the local community to provide Rugby for all ages

2 NAME

The name of the club shall be: **Norton Rugby Club** (Hereinafter referred to as the "club")

3 AIMS

The aims of the club shall be to:

- one of the main objectives of the Club is the playing of Rugby Union Football in accordance with the Laws of the Game, the IRB Regulations relating to the Game and the RFU Rules and Regulations

- Provide a club ground situated at Norton Parish playing fields,
- Provide facilities for and to promote the playing of the game of Rugby Union Football within the local Community for adult men and children,
- Develop teams for adults and junior above the age of 17,
- Provide sufficient rugby pitches and training areas maintained to a good standard at all times,
- Provide a clubhouse premises to include clubroom, bar, toilet facilities, players and referees changing accommodation with shower/washroom facilities, storage for club equipment and stock,
- Provide a designated car parking area,
- Play at the highest possible level whilst maintaining the integrity of the club,
- Give every player the best coaching available and to encourage all players to reach their full potential,
- Provide children with a safe and caring environment in which to learn the game,
- Promote the teaching and playing of the game of Rugby Union football in accordance with the rules of the RFU Continuum (Under 7 through Under 12 age groups), the RFU Youth Structured Season and IRB Laws of the Game (all age groups),
- Provide an enjoyable, safe, suitably resourced, welcoming environment for all children wishing to learn and play the game of Rugby Union football,
- Promote the 'spirit of rugby' which recognises and rewards effort as much as achievement and encourages enjoyment, teamwork and respecting the efforts of others,
- Organise recreational and social events for the benefit of its members,
- Ensure the execution of a duty of care to all members of the club,
- Foster the best possible relations, at all times, with other clubs, all members of the general public and any other interested parties,
- Ensure that affiliation is maintained to appropriate bodies in pursuance of the club's aims, including to the:

- Rugby Football Union (RFU),
 - Gloucestershire Rugby Football Union (GRFU),
 - Gloucestershire Society of Rugby Union Referees,
- Adhere to all policies and procedures that are mandated or recommended by the RFU, Gloucestershire RFU or other appropriate governing bodies,
- Adopt the RFU Equal Opportunity/Sports Equity Policy,
- Provide any other necessities for the efficient running of the club

4 CLUB COLOURS

The club colours shall be alternate dark green with gold hoops, green shorts and green socks.

5 MEMBERSHIP

- Each applicant for club membership shall communicate his/her full name, address and occupation (if applicable) to the club Honorary Secretary in writing.
- Each application shall then be considered by the club.
- Membership of the club will be open to anyone, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities may occur on a non-discriminatory basis.
- The club shall have different classes of membership and subscription on a non-discriminatory and fair basis
- The club shall aim to keep subscriptions at levels that will not pose a significant obstacle to people participating.

5.1 Description of Members

Membership of the club shall be for a period of one year – renewable annually (except in the case of Honorary Members and Honorary Life Members) on the first day of September. Membership categories shall be as follows:

- Honorary Life Members,
- Honorary Members,
- Full Playing Members,
- Full Non-playing Members,
- Student Playing Members,
- Family Members,

Honorary Life Members, Honorary Members, Full Playing Members and Full Non-playing Members shall have the privilege of casting one vote at all General Meetings.

A limit on the number of Life Members shall be imposed – this shall be one hundred. Upon the death or resignation of a Life Member the vacancy shall not be filled without the approval of the club Executive Committee.

Junior members shall be under eighteen years of age on the first day of September in any year.

Student Members shall be required to furnish proof of their current full time education.

5.2 Termination of Membership

The club Executive Committee shall be empowered to expel, suspend for a specified period, or refuse the annual renewal of membership of any club member who offends against the Memorandum of Association and the Articles of Association, or the Constitution, of the club or whose conduct (in the opinion of the Executive Committee) shall render him/her unfit to continue in membership of the club.

The following actions shall take place before such termination of membership is effective. The Honorary Secretary shall give the member seven days written notice to attend a meeting of the Executive Committee, at the same time informing the member of the complaint made against him/her.

No termination of membership shall be valid without the member's opportunity to appear before the Executive Committee.

Any member shall cease to be a member of the club whenever a minimum of two-thirds of the Executive Committee members attending that hearing shall so decide.

There will be a right of appeal following any disciplinary action. The appeal must be made within 7 days of any disciplinary judgment and the Club Executive Committee should consider any appeal within 14 days of it being lodged.

6 SUBSCRIPTIONS

On commencement of membership, and then annually at the start of each season, every member shall pay to the Honorary Treasurer the appropriate annual subscription as follows:

6.1 Subscription rates

The following shall pay subscriptions at the rate prescribed by the previous Annual General Meeting (AGM) (or a Financial General Meeting (FGM) held shortly after the previous AGM):

- I. Full Playing Members
- II. Full Non-playing Members,

III. Student Playing Members,

For new senior players joining after 1st January of a given season a reduced rate may be made available at the discretion of the club Financial Director and as approved by the club Executive Committee.

All annual subscriptions and donations shall be due on the first day of September every year. Playing members, only, shall be offered the choice of making a one-off payment or to complete and sign a Bank Standing Order mandate to enable the Club to withdraw the subscription according to a schedule of agreed monthly payments between the start and the mid-point of the playing season. In the case of financial hardship, any playing member is encouraged to discuss and agree other possibilities for scheduled payments with the Honorary Financial Director or Honorary Treasurer of the Club but the intention must always be payment of the complete sum due by the mid-point of the playing season.

6.2 Arrears

On the thirtieth day of September every year all members who have failed to pay the appropriate annual subscription (except for those playing members who have opted to make scheduled payments) shall be deemed to be in arrears. Similarly, any playing member who defaults on scheduled payments, without discussing and agreeing alternative options with the Honorary Financial Director or Honorary Treasurer, will be deemed to be in arrears.

The Honorary Secretary shall then deliver written notice immediately to any such member, allowing seven days in which to pay the outstanding subscription. Failure to do so entitles the club Executive Committee to terminate the offender's membership after a further short period of "grace", not exceeding twenty one days has elapsed. The club Executive Committee may also decide to make additional levies to match fees, if the offender is a player, in an attempt to recover

the debt. Any playing member who fails to pay match fees after 2 weeks following a match shall similarly be deemed to be in arrears and subject to the same process as described above.

Any members being in arrears with their fees for more than one season shall definitely cease to be a member of the club.

6.3 Members Privileges

In addition to enjoying all the benefits and amenities which the club shall offer, all club members, with the exception of Social (Associate) Members, Student Playing Members and Min Members, shall have one vote to be cast at any General meeting of the club.

7 ADMINISTRATION OF THE CLUB

The Administration of the club and its affairs shall be entrusted to the club Executive Committee.

The club Executive Committee shall consist of the following members:

- Chairman of the Club,
- Vice Chairman of the Club,
- Secretary,
- Treasurer,
- Communication Officer

(Other club officials may be co-opted depending on the business to be discussed by the club Executive Committee (business which will include major matters brought to the attention of the club Executive Committee by the club General Committee).

The club Executive Committee shall meet at least monthly. The club General Committee, reporting directly to the club Executive Committee, shall consist of the members of the club Executive Committee, plus the following other club officials:

- Captain of the Club,
- Honorary Clubhouse Manager,
- Honorary Grounds Manager,
- Honorary Match Secretary,
- Honorary Fixture Secretary,
- Club Coach (appointed *),
- Club Publicity Officer,
- Club Entertainment Officer,
- Fund Raising Officer (Chairman of the club Sponsorship Group),
- Health and Safety Manager,
- Child Welfare Officer.

(*The Club shall only appoint a qualified Club Coach for the senior XV's with RFU or other Union recognized qualifications. Such qualifications shall be checked and proven by the Executive Committee before an appointment.)

The club General Committee shall meet every other month.

Other officials of the club who may be co-opted depending on the business to be discussed by the club.

General Committee are:

- Club Vice Captain,
- 1st XV Manager,

- 2nd XV Manager,
- Discipline Officer,
- Volunteer Co-ordinator,

In addition, the Honorary Assistant Secretary shall provide assistance as required to the Honorary Secretary, including attending Executive and General Committee meetings in a co-opted role.

A Terms of Reference (TORs) document, listing the responsibilities of all club committee members and other officials, shall be maintained and kept up to date.

Period of Office Members of the club Executive Committee and the club General Committee shall be elected (or, as relevant, appointed) at every AGM, and their period of office shall be for one year until the following AGM.

7.1 Committee Vacancies

Should any of the club Executive Committee and General Committee membership posts become vacant at any time, the club Executive Committee shall be empowered to fill that vacancy and the newly appointed

Committee member shall continue in office until the following AGM, and then be eligible for re-election.

Some officials may be appointed rather than be elected. Currently this is the case for the Club Coach.

7.2 Committee Meetings

The club Executive Committee shall meet on the first Tuesday of each month and at other such times as they shall decide.

At these meetings each Committee member shall have one vote to cast – in the event of the votes “for” and “against” being equal, the member acting as Chairman of the meeting shall have one extra vote to resolve the tie.

All meetings shall be open to attendance by any member of the club who wishes to attend and observe (with no voting rights).

Agenda of all meetings should be distributed to the relevant committee members, and posted on the club notice board.

Minutes of all meetings will be taken and subsequently distributed to the relevant committee members, and posted on the club notice board.

7.3 Committee Quorums

For the club Executive Committee the presence of three Committee Members at a meeting shall constitute a “quorum”. For the club General Committee the presence of eight Committee Members at a meeting shall constitute a “quorum”.

7.4 Chairing Meetings

The Chairman of the club shall preside over all meetings of the club Executive Committee and the club General Committee. In his absence the Vice chairman shall preside. In his absence then a member will be chosen by those present to act as chairman of the meeting, and the rule in the

event of any votes "for" and "against" being equal, as described in 'Committee Quorums' above, shall apply.

7.5 Powers

The club Executive Committee shall exercise the widest powers to control the efficient running of the club's affairs. These powers shall include:

- the authority to co-opt members to club Executive Committee and club General Committee duties,
- expulsion or suspension of members,
- convene General Meetings at any time,
- create other subsidiary committees to undertake special tasks,
- determine the hours during which the club premises shall be open,
- responsibilities over the Clubs finances and the power to borrow at its discretion

8 MEETINGS OF THE CLUB

8.1 Annual General Meeting

The Annual General Meeting (AGM) of the club shall be held during the month of June every year and at that meeting the following business shall be transacted:

- approval of the minutes of the previous AGM,
- appointment of President, Vice Presidents and Honorary Members,
- election of Chairman and Vice Chairman,
- election of other members of the club Executive Committee,
- election (or, as relevant, appointment²) of other members of the club General Committee,

- presentation of statement of the club's accounts for the current financial year, properly signed and audited for approval, and presentation of the budget for the following season. (Accounts and budgets must be presented in the formats and under the headings and sub-headings as agreed by the club

8.2 Executive Committee

If audited and signed accounts and/or the budget for the upcoming year are not ready at the commencement of AGM then a FGM shall be arranged for members to attend and this is to be no later than the beginning of September (following the AGM),

Confirmation of the annual subscriptions for all categories of member, and the match fees for all categories of playing member, that shall be applicable for the forthcoming season (unless to be dealt with at an FGM to be no later than the beginning of September (following the AGM),

Consideration of any other business, the content of which shall have been forwarded in writing to the Honorary Secretary at least fourteen days prior to the meeting.

8.3 Election

Members seeking election to the club Committee posts shall ensure that their nomination, duly proposed and seconded in writing, shall have been received by the Hon. Secretary at least fourteen days prior to the AGM.

A request for nominations shall be posted on the club notice board at least one month prior to the AGM.

8.4 Extraordinary General Meetings

Extraordinary General Meetings (EGMs) may be held at any time as requested by the Chairman of the club, or written notice from one fifth (or thirty members if less) of the total club voting membership requiring such a meeting – in both cases the meeting shall be convened by the Hon. Secretary within twenty one days of such request or notice.

The purpose of the meeting and its agenda shall be stated in order that all club members can be advised in writing seven days before such a meeting specifying the venue, time and business to be transacted.

8.5 General Meeting Quorums

At all General meetings of the club, a quorum shall be formed by the presence of one tenth (or twenty members if less) of the total club voting membership.

9 FINANCIAL MATTERS

9.1 Commission

No person shall at any time be entitled to receive at the expense of the club or any club member, any commission, percentage or similar proceeds from the purchase of intoxicating liquor by the club. Nor shall any person derive any pecuniary benefit from the supply of intoxicating liquor by, or on behalf of, the club to members or guests apart from any benefit accruing to the club as a whole and apart also from any benefit which a person derives indirectly by reason of the supply giving rise to, or contributing to a general gain from the carrying on of the club.

9.2 Application of Profit

No money or property of the club or any gain arising from the carrying on of the club shall be applied otherwise than for the benefit of the club as a whole or for some charitable or benevolent purpose or purposes decided by resolution of a General Meeting of the club.

9.3 Control of Club Funds

Control over the Club funds shall be exercised by the club Executive Committee.

Responsibilities shall include the oversight of administration of the Club's banking accounts.

The club Executive Committee shall have power to borrow money for the purposes of the club, upon such terms as it shall think fit, and may appoint any of its members to give such security as shall be specified in the resolution and to enter into such agreements as shall be necessary in relation thereto.

9.4 Accounts

Full accounts of the financial affairs of the club, duly audited by the auditors, and the budget for the following year, shall if at all possible be made available to every club member prior to the convening of, and at, the AGM of the club. If the audited accounts, and/or the budget for the following year, are not available at the AGM then they are to be made available to every club member prior to or at a Financial General Meeting to be held by the beginning of September (following the AGM).

Accounts (and budgets) shall be presented in the format and under the headings promulgated by the Honorary Financial Director. Under the financial management system in place for the club there shall be nominated persons responsible for each of the main accounting headings for the initial monitoring of progress of accounts against agreed budgets and reporting on progress to the Honorary Financial Director.

10 GUESTS

10.1 Introduction of Guests

Any club member shall be entitled to introduce guests to the club provided that no person whose application for club membership has been declined or who has been expelled or suspended from club membership shall be introduced as a guest. No guest can be signed in more than twice in any one month.

10.2 Visitors Book

The member introducing guests shall enter the name and address of such guests, together with his/her own name, in the visitors books supplied for that purpose and kept in the clubhouse. In the case of visiting teams or referees, it shall be sufficient to record the name of the team and Rugby Club or Referees Society and there shall be no necessity to enter individual names and addresses. In the case of organizations that with the agreement of the club have organized corporate events at the club's premises, it shall be sufficient to record the name of the organization and there shall be no necessity to enter individual names and addresses.

The maintenance of the visitor's book shall be the Honorary Secretary's responsibility.

11 SELECTION OF TEAMS

The selection of senior club teams shall be the sole function of a selection committee which shall consist of:

- Honorary Rugby Co-ordinator,
- Club Coach,
- Club Captain,

- Club Vice Captain,
- Team Managers,
- Team Secretary.

The Team Secretary shall act as secretary for the selection committee. The selection of each team shall be the responsibility of the Honorary Rugby Co-ordinator, Club Coach, Club Captain or Vice Captain or the Playing Captain of the team concerned, and the relevant Team Manager. The Selection Committee shall have power to elect its own chairman and to co-opt further non-voting members at its discretion.

12 CODE OF CONDUCT

All members of the club are expected to play, or support the playing of, the game of rugby football in accordance with the spirit of good sportsmanship and fair play.

In particular, members should ensure that in their playing of the game, and also in their general behaviour, they at no time indulge in actions which could blemish the good name of the club or bring the reputation of the game into disrepute, including: insulting opponents; making offensive remarks or gestures to the referee/touch judges or opposition supporters; deliberately feigning injury; taking property belonging to opponents or their club; publicly criticizing the referee; playing under the influence of excessive alcohol or the influence of drugs; making racist or sexist remarks; or behaving in any way likely to cause offence.

The Club shall publish Codes of Conduct for all coaches, officials and volunteers working with young people, players and spectators. Any breach of the respective Codes of Conduct shall result in appropriate disciplinary action being taken by the club disciplinary sub-committee.

Members should understand that the club could be held responsible/answerable to the RFU and/or the Gloucestershire RFU for the actions of its members in respect of any misconduct.

The club will discourage from selection any player who repeatedly infringes this code, and in respect of any such player or member may hold an inquiry into alleged breach and suspend or expel from membership any serious offender.

Any action taken by the club in respect of the above shall be without prejudice to any sanctions imposed on the club or any of its members by the disciplinary sub-committee of the RFU and/or the Gloucestershire RFU.

The club Disciplinary Committee shall consist of the Chairman of the Club, the Vice Chairman of the Club, and the Honorary Secretary. This Committee shall deal with alleged misconduct by players and non-playing members. Anyone sent off (given a red card) by the referee during a game of rugby football will be given an automatic four (4) week suspension from playing.

13 BYELAWS

The club Executive Committee shall have power to make byelaws for regulating the conduct and affairs of the club provided the same are not inconsistent with the rules set out in this club Constitution. Such byelaws shall be posted in some conspicuous part of the club premises and shall be binding on all members.

14 NOTIFICATION AND MODIFICATION OF THE CONSTITUTION

This Constitution shall be prominently displayed in the clubhouse, and individual members may receive their own copy if requested. No alteration, additions to or deletions from this Constitution

shall be made except by a resolution carried by a majority of the members present at a club Executive Committee meeting. Members of the club with voting rights can propose changes to this Constitution; proposed changes shall be submitted in writing to the Honorary Secretary.

The Honorary Secretary shall, as soon as possible and in any case within twenty eight days of the making of any alteration or addition to, and/or deletion from, this Constitution, give written notice of such alteration, addition and/or deletion from this Constitution to the Chief Officer of Police and to the Clerk of the Local Authority of the district in which the club is situated.

15 DISSOLUTION

If upon the winding up or dissolution of the club there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall be paid to or distributed to another registered community amateur sports club for rugby union, to the RFU for use in community related rugby union initiatives, or to a charitable organisation.

16 CHILD WELFARE

The club will adhere to any Child Welfare guidelines prescribed by the RFU, or other appropriate Child Welfare guidelines.

At least two members of the club, one of whom shall be a qualified RFU coach, shall have attended formal child welfare training.

The club shall have a Child Welfare Policy document which is displayed on the club notice board, and is freely available to all parents and children, members at registration, all coaches, helpers and club officials that have contact with children as part of club activities shall be CRB

(Criminal Records Bureau) checked. Disclosure forms shall be submitted through the RFU.)

17 DATA PROTECTION

The club is committed to the principles and practices of data protection as laid out in the Data Protection Act 1998, subordinate and related legislation and codes of practice and other official guidance. This will be achieved through appropriate management, and the strict application of criteria and controls. All persons having access to any personal material will follow good data protection practice and must handle personal data responsibly. More detail can be found in the club's Data Protection Policy, V1.0, of 31th May 2011.

This document was last updated on 23rd May 2011 (Version 1.0) and was approved (the Executive Committee on 23rd May 2011.

Signed: Date: 23rd May 2011



Jeremy Chandler

Chairman