



## **Club Constitution Season 2020 / 21**

### **Club Officers & Management Committee (RFU Golden Roles)**

Club Chair Person:	Eleanor Stentiford
Head Coach:	Andrew Pine
Hon Club Treasurer:	Robert Lowe
Hon Club Secretary:	Paul Stentiford
Safeguarding Officer:	Janice Ryder
Club Youth Chair:	Robert Ryder
Rugby Safe Lead Officer:	Jasmine Purdy

### **The Club Committee**

Mens Manager:	Daniel Newsome
Womens Rep:	Lisa Webster
Team Captain:	Tom Ryan
Bar Manager:	Samantha Baker
Social Secretary:	Chris Morris

### **1. The Club Name**

The club will be called St.Columba & Torpoint Rugby Football Club and will be affiliated to the Rugby Football Union (RFU), Devon Rugby Football Union and Plymouth & District Rugby Combination.

### **2. Aims and objectives**

The aims and objectives of the club will be:

- To promote Rugby Football for all members of all ages grades following the safe laws of rugby as laid down by the Rugby Football Union.
- To offer coaching and competitive opportunities in Rugby Union.

- To promote the club within the local community and Rugby Union.
- To develop safe training programmes as and when required to assist members in improving their abilities.
- To ensure a duty of care to all members of the club.
- To provide all its services in a way that is fair to everyone.

### **3. Club Colours**

Will be red and blue shirts and shorts, socks red and blue hoops.

### **4. Membership**

The Membership of the club will consist of officers, committee members and members of the club. All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes as adopted by the club.

Members will be enrolled in one of the following categories:

- Adult member
- Youth member (Parent or Guardian x 1 vote at AGM)
- Coach member
- Committee (including youth) member
- Social member
- VIP member

All members, are eligible to vote at the Annual General Meetings.

All Members are required to be fully paid up members of the St.Columba & Torpoint Rugby Football Club. New Senior Players will be permitted to represent the Club on three occasions and all Junior members will be permitted to attend on three occasions, whether games or training, after which they will be required to join St.Columba & Torpoint Rugby Football Club.

Members will be expected to conduct themselves in a manner befitting the status of the club and the respective affiliate bodies, both on and off the field. Any Member who, in the opinion of the Management Committee,

is found guilty of misconduct prejudicial to both the good name and interests of the

club and RFU, could have their membership terminated, subject to a disciplinary hearing.

## **5. Membership Fees**

Membership fees will be set annually and agreed by the management committee or determined at the Annual General Meeting. All subscriptions and match fees will be determined by the management committee at the beginning of each playing season. All subscriptions shall be paid up in full by 1st September each year. Any member in default with their subscriptions by that date shall be ineligible for selection for any team or participation in any club activity until such subscription is paid in full. All players shall pay their match fees either directly before or immediately after each match. The payment shall only be to the Team Captain or his authorised representative.

If membership fees are not paid in full by 1st January of each season the club member will lose their right to vote at the Annual General Meeting. Any new member or returning player who joins the club after the 1st January will also not be eligible to vote at the Annual General Meeting.

The club treasurer is to ensure that if a member is having difficulty in paying for his or her membership the club will have a signed payment plan and agreement in place to ensure the member can still be part of the club and remain registered following RFU and club guidelines.

## **6. General Meetings**

The Annual General Meeting will be held in May, date, time and place to be decided by the management committee. The club secretary will notify all members twenty-one days prior to the date. The meeting will receive and consider minutes of the previous Annual General Meeting, The Club Chair Report, The Club Treasurer Report, The Club Secretary's Report, The Head Coach Report, The Youth Chair Report and The Safeguarding Officers Report.

These officers shall present to the meeting an accurate account of the annual year / season statement. The election of officers and management committee members for the following club year will then take place.

Any amendments to the club constitution and any other business, received in writing to the club secretary at least fourteen days prior to the Annual General Meeting, will also be considered and dealt with appropriately.

Any decision or amendments to the club constitution shall be decided by no less than a 51% of those attending the meeting. The club secretary shall be empowered to call an Extraordinary General Meeting upon receiving a request to do so, in writing, from a minimum of ten members, or, at the request of the management committee. In the event of a tied vote The Club Chair shall have the casting vote.

#### **7. The Club Officers and Management Committee will consist of:**

- The Chair
- The Head Coach
- Hon Club Treasurer
- Hon Club Secretary
- Safeguarding Officer
- Club Youth Chair
- Rugby Safe Lead Officer

**(Officers will be elected annually at the Annual General Meeting. All officers will retire each year but will be eligible for re-appointment.)**

#### **8. The Club Committee:**

The club committee will be appointed by the officers and management committee to help run the day to day business of the club. The club committee will consist of:

- Mens Manager
- Womens Rep
- Team Captain
- Bar Manager

- Social Secretary
- And any other positions that the officers and management committee see fit to help the club function.

**(The club committee positions, can be appointed at anytime of the season or reappointed if required by the officers and management committee to assist in the running of the club. This also includes removing positions if no longer required).**

The officers & management committee will be convened by The club secretary and hold no less than eight meetings per year. The quorum required for business to be agreed at management committee meetings will be no less than four. (If youth chair not available the youth can send one representative from the youth committee). The management committee will be responsible for adopting new policy, codes of conduct, rules and laws that affect the organisation of the club. The management committee will have powers to appoint sub-committees as necessary and appoint advisers to the management committee as necessary to fulfil its business. The officers and management committee will be responsible for disciplinary hearings of members who infringe the club rules / laws / regulations constitution. The officers and management committee will be responsible for taking any action of suspension or discipline following such hearings.

The management of the club shall be vested in the officers and management committee who will have full control over the administrative and financial matters and running of the club with the final authority coming from The club treasurer.

The officers and management committee shall meet once month and keep an accurate statement of the agenda & minutes of each meeting. This is to be kept by the club secretary. This is also to be signed and handed over at each AGM to the new club secretary if required.

A accurate set of accounts shall also be kept by the club treasurer and give a fair and true view of the financial affairs of the club and shall be available for inspection by any fully paid up member of the St.Columba & Torpoint Rugby Club, by application to the secretary in writing.

## **9. Finance**

All club monies will be banked in an account held in the name of the club. The club treasurer will be responsible for the finances of the club. The financial year of the club will end on 30th April. A statement of annual accounts will be provided by the club treasurer at the Annual General Meeting. Any cheques / BACS drawn against club funds should hold two authorised signatures and need to have approval of the officers and management committee.

## **10. Discipline and Appeals**

The management committee & officers shall appoint a Disciplinary & Appeals Sub-Committee comprising of three members one of which shall be The Safeguarding Officer, prior to any discipline hearing commencement.

This Sub-Committee will be responsible for dealing with the disciplinary hearing and including any charges that need to be brought against any member of the club, who may have brought the good name of the club or game into disrepute.

The sub-committee will meet to hear complaints within seven days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership. All club and sub-committee hearings are to be conducted and concluded within fourteen days.

Any person called before the sub-committee to explain their conduct shall be permitted to call two persons to give support on their behalf to the sub-committee. The sub-committee may also wish to call its own witnesses.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within five days of the final hearing.

The right to appeal can be made to The officers & management committee following a disciplinary hearing. This will need to be made in writing to the club secretary within five days of action being announced. The officers & management committee should consider the appeal within five days of the club secretary receiving the appeal.

## 11. Liability

In the event of the club being dissolved due to financial difficulties, each full member shall be deemed equally liable for any outstanding debts. The officers and management committee is deputed to apply for "Limited Liability Status" as and when they deem it applicable. The club disclaims responsibility for damage to the person or property of anyone using the club facilities or the loss of property brought on to the St.Columba & Torpoint Rugby Football Club premises. Anyone making use of the facilities does so at their own risk.

## 12. Dissolution

A resolution to dissolve the club can only be passed at an AGM or EGM subject to a two-thirds majority in favour. In the event of the dissolution of the St.Columba & Torpoint Rugby Football Club the officers & management committee is empowered to dispose of the assets belonging to the club as they see fit, if a two-thirds majority cannot agree.

## 13. Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

## 14. Declaration

St.Columba & Torpoint Rugby Football Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members. This constitution is to be up-dated and ratified at each AGM.

### Signed (In Black Ink)

<b>The Club Chair:</b>	<b>Date:</b>
<b>Head Coach:</b>	<b>Date:</b>
<b>The Club Treasurer:</b>	<b>Date:</b>
<b>The Club Secretary:</b>	<b>Date:</b>
<b>The Club Safeguarding Officer:</b>	<b>Date:</b>
<b>The Club Youth Chair:</b>	<b>Date:</b>
<b>Rugby Safe Lead:</b>	<b>Date:</b>

