

SHOREHAM RUGBY FOOTBALL CLUB

CONSTITUTION & RULES



Club Statement

At Shoreham Rugby Football Club we are committed to: -

Provide coaching and player development opportunities in Rugby Union

Provide a safe and welcoming environment.

Provide all the Club's facilities to all regardless of ethnic, creed, gender, social background or ability.

Manage the facility and ensure continuity for Future Generations.

Ensure that all Members receive fair and equal treatment.

Maintain a Duty of Care to all Members and Guests of the Club at all times.

Promote the Club and its facilities within the community for the benefit of all.

1. NAME

That this Club be called Shoreham Rugby Football Club.

2. OBJECT

The object of the Club is the playing of football strictly in accordance with the Laws and Bye Laws of the Rugby Football Union.

3. COLOURS

The colours of the Club will be: any combination of Bottle Green, Gold and Black jersey with SFC monogram in one of the colours. The design and combination of colours in the jersey to be decided and agreed by the Club General Committee. Black shorts and Bottle Green and Gold hooped stockings.

4. PATRON

Members at the Annual General Meeting may appoint one of their number who has given long outstanding and distinguished service to the Club, as Sole Patron, the position to be for life, a majority of Members present and voting being sufficient to appoint such Patron.

5. OFFICERS

- a) The Officers of the Club shall be President, Club Chairman, 2 Vice Chairman for the senior section, 2 Vice Chairman for the junior section, Honorary Secretary, Honorary Treasurer and Director of Rugby.
- b) Vice President – Members in Annual General Meeting from time to time may appoint one or more Members of good standing as Vice President. Members so appointed to hold office until death or removal, a majority of members present and voting at the Annual General Meeting being sufficient to appoint or remove such Vice Presidents. Nominations for Vice President, duly proposed and seconded shall be submitted to the Honorary Secretary for consideration by the Committee. Nominations not approved by the Committee after due consideration shall not be submitted to the Annual General Meeting for consideration. The committee shall not be obliged to give reasons for their decisions.

6. MANAGEMENT

- a) The day to day management of the Club shall be in the hands of an Executive Committee consisting of the following Officers of the Club: Chairman, 2 Vice Chairman for the senior section, 2 Vice Chairman for the junior section, Honorary Secretary, Honorary Treasurer, and the Director of Rugby, 3 to form a quorum. This committee will report to a General Committee consisting of the Executive Committee plus the President, Team managers and the Club Safeguarding Officer, 5 to form a quorum.
- b) The General Committee may appoint subcommittees to which it may delegate such duties as it may think fit.
- c) General Committee Members may appoint a replacement, with full voting rights, if they are unable to attend a committee meeting. The Honorary Secretary must be informed prior to the meeting.
- d) Members of the Executive Committee may appoint co-opted members to either the Executive or General Committee as appropriate.

7. ELECTION OF OFFICERS

- a) All Officers and Committee Members will be elected at an Annual General Meeting. Nominations for such Officers, Members of Committee and representatives, duly proposed

and seconded, shall be delivered in writing to the Honorary Secretary not less than seven days before the date of the Annual General Meeting.

- b) If a vacancy occurs in the position of an Officer of the Club, Committee Member, Sub Committee
- c) Chairman or Non Elected Official General Committee shall have power to nominate a substitute who will hold office until the next Annual General Meeting.

8. MEMBERS

Membership of the Club shall be open to all irrespective of age, gender, disability, race, ethnic origin, creed, colour, social status or sexual orientation and shall consist of seven classes, namely:

- a) Senior Player Members – a playing members who have been accepted into membership of the Club and who are over 18 years of age and have paid their annual subscription in full for the current year.
- b) Junior Player Members (Mini or Youth) - a playing members who have been accepted into membership of the Club and who are under over 18 years of age and have paid their annual subscription in full for the current year.
- c) Player Family Membership – this will be a senior player, their spouse and their child(ren) named on the membership application form. The named senior player and their spouse is entitled to all the privileges of Full Membership providing the Player Family membership annual subscription has been paid in full for the current year.
- d) Non Player Family Membership – this will be one or more parent(s)/guardian(s) and their child(ren) named on the membership application form. The named parent(s)/guardian(s) are entitled to all the privileges of Full Membership providing the Family membership annual subscription has been paid in full for the current year.
- e) Occasional Senior Player Membership – a playing members playing no more than 10 games in a season who have been accepted into membership of the Club and who are over 18 years of age and have paid their annual subscription in full for the current year.
- f) Student/Unemployed Player membership – a playing members in full time education or who is unemployed, who have been accepted into membership of the Club and who are over 18 years of age and have paid their annual subscription in full for the current year.
- g) Social membership - a non-playing members who have been accepted into membership of the Club and who are over 18 years of age and have paid their annual subscription in full for the current year.

At the General Meeting, each member is entitled to one vote. In the case of Junior and Family membership it is the named parent/carer and first named family member.

Note: Family membership only entitles the members to one vote per family.

9. MEMBERSHIP APPLICATIONS

- a) Persons may not be admitted to Membership or be allowed any of the privileges of Membership, until their application for Membership has been received, registered and the annual subscription paid.
- b) Applications for Membership must be made on the Club Membership Application form and submitted to the Honorary Membership Secretary or Honorary Secretary.

- c) The club can refuse or revoke membership, on non discriminatory grounds, where the membership, or continued membership for the person concerned would be likely to be contrary to the best interests of sport or the good conduct and interests of the Club.

10. EXPULSION

The Executive Committee shall have the power to terminate or suspend for such period as it thinks fit the membership of or to reprimand a Member for any infringement of the Club Rules, Regulations or Procedures, the Rules or Regulations of the Sports Club, The Rugby Football Union, the Laws of the Game or the IRB Regulations or for any conduct prejudicial to the interests of the Club or the game.

Any member who has their membership terminated or suspended shall be informed in writing and have the right to appeal to the General Committee.

11. SUBSCRIPTIONS

Entrance fees and Subscriptions shall be determined from time to time at the Annual General Meeting and printed in the Club Handbook.

The Executive Committee may at its discretion waive any member's subscription in whole or part.

12. COMMITTEE MEETINGS

- a) The Executive Committee shall meet at such times and places as the Honorary Secretary shall determine but shall meet at least once every month.
- b) The General Committee shall meet a minimum of once every three months and more frequently if determined by the Executive Committee.
- c) The Honorary Secretary shall summon a meeting of the General Committee within 7 days after receiving a request signed by three members of the General Committee.
- d) At least four days notice of a meeting of the Executive or General Committee shall be given to all members of that Committee by the Honorary Secretary.

13. GENERAL MEETINGS

- a) The Honorary Secretary shall upon a request signed by 20 members call an Extraordinary General Meeting within three weeks of the receipt of such requisition. The business of such meeting to be confined to that mentioned in the requisition, 20 members to form a quorum.
- b) The Annual General Meeting of the club shall be held each year at such time and place as the General Committee shall determine, 20 members to form a quorum.
- c) The following business shall be transacted at that meeting.
 - i. Consideration of the minutes of the previous Annual General Meeting and any other General Meeting since the last Annual General Meeting and any matters arising therefore.
 - ii. Consideration of the report of the committee for the previous year.
 - iii. Consideration of the accounts of the Club for the year ending on the last day of June preceding the meeting, such accounts to either, have been reviewed and approved by the Club's Executive Committee or have been subject to a financial review by an independent firm of accountants.
 - iv. Election of Patron, Officers, Members of Committees and representatives.

- d) Minutes of previous Annual General Meeting and those of any other General Meeting since the last Annual General Meeting shall accompany the notice sent out to all members.
- e) Only items which have been included in the Notice of the Annual General Meeting may be voted on at the General Meeting.
- f) At least 21 days notice of the holding of any General Meeting of the Club shall be given to the members of the Club by the Honorary Secretary.
- g) Notice of any General Meeting may be given in any one of the following ways, each of which individually shall be deemed to be sufficient notice of such meeting for the purpose of this rule.
 - i. Notice advertised on the club website four (4) weeks prior to the date advertised in the Club Fixture List & Handbook; or
 - ii. Where a member has notified the Club of his or her email address, email notification sent to the last known valid email address of such member; or
 - iii. Postal notification to the last known postal address of each member.

Any member may at any time request in writing to the Honorary Secretary that such member be notified in writing to the last known postal address of that member of the holding of any General Meeting. Such request will not be effective for any General Meeting falling within 21 days of the date of receipt by the Honorary Secretary of the request but will be effective for all future General Meetings.

14. SELECTION POLICY

During the course of a playing season the Club is invited to field teams in varying competitions at various levels of the Game. The selection of players made for each of these games will be governed by the selection policy below:

For all games

Where a team is fielded to represent Shoreham RFC all members of the selected team must:

- i. Hold a current playing membership with Shoreham RFC in the correct category.
- ii. Have discharged all duties with regard to registration for Shoreham RFC with the Governing bodies of the sport.
- iii. Will be selected by player ability and player availability.
- iv. Team selection will be by a selection committee consisting of 1st XV Team Captain, 2nd XV Captain*, coaches of the relevant teams and chaired by the Director of Rugby. The Director of Rugby will have the final say on all selection issues for the 1st XV and the 2nd XV.

*Only required when there is a 2nd XV game the following weekend

In addition, the team fielded must at all times behave in accordance with the rules of the competition for which it is entered.

Under certain circumstances it may be necessary for the Club to play non-members, however a non-member must not be selected to the detriment of a playing member if he/she is available to play, unless it is for a specialist playing position which could lead to an injury to the playing member.

A player-member not selected may approach a selector and ask why he/she was not selected.

15. INTERNATIONAL TICKET AND GENERAL TICKET ALLOCATION

From time to time the R.F.U. invites Clubs, Schools, and Constituent bodies to apply for tickets for Twickenham and other grounds for varying events. The final allocation to Clubs is often below demand and although the Club is keen to ensure all members are given the opportunity to receive the allocation of their choice, this is not always possible. The Officers of the Club will decide upon allocation of the tickets, to ensure transparency of this decision the minutes of the meeting will be available for all members to read. Unwanted tickets must not be sold to non-Club members but must be returned to the Committee or distributed to another member with the knowledge of the Committee.

16. FINANCIAL CONTROL PROCESS

- a) Authorisation for expenditure must be approved in one of the following ways
 - i. By the Club Treasurer
 - ii. By an 'Elected' Committee member, who has consulted with the Club Treasurer

No non-elected Committee member or non-Committee member will be permitted to authorise Club expenditure without seeking prior approval as above. In the event of the absence of the Club Treasurer, authority for expenditure must be given by the Club Chairman only.

- b) Cheque signing authorities will be set by the Committee and the appropriate authorities lodged with the relevant Banks & Building Societies. All accounts are to require a minimum of 2 signatories for all cheques. Authorised signatories will be as follows:
 - i. Treasurer
 - ii. Chairman
 - iii. Vice-Chairman
 - iv. Other 'Elected' member/s of the Committee as determined by the committee.

Cheques to be made payable to one of the authorised signatories, must not be signed by the payee

- c) The Treasurer is to produce a 'un-audited' annual report for the clubs AGM. The report should be circulated with the Notice of AGM to enable Club members the opportunity to study the reports prior to the AGM. The report is to include the following contents
 - i. Income & Expenditure Account
 - ii. Cash Flow Statement
 - iii. Balance Sheet
- d) The Treasurer is to present a quarterly report to the Committee. This report is to contain the following:
 - i. Balance sheet
 - ii. Performance against budget to date
 - iii. Highlight any areas of concern or discrepancies in the accounts
- e) The Treasurer is to produce final accounts as at 31st May each year and forward these to the Sussex RFU as soon as practicable after that date. The report is to include the following contents:
 - i. Income & Expenditure Account
 - ii. Cash Flow Statement
 - iii. Balance Sheet

- f) Only persons authorised by the Committee are to be permitted to handle cash and cheques on behalf of the Club. Authorised persons (as detailed below) to be issued with a paying in book to ensure that funds are credited to Club accounts without undue delay:
- i. Club Treasurer
 - ii. Youth registrar

All authorised persons to be issued with a receipts book and a receipt issued to the person paying. A record of all cash and cheques received on behalf of the Club should be forwarded to the Club Treasurer at the earliest possible opportunity.

17. DISSOLUTION

If at an Extraordinary General Meeting called by the General Committee of which 28 days notice specifying the intention to consider a resolution to dissolve the club shall have been given to members of the club and been advertised with a statement of such intent at least 14 days before such meeting in a local newspaper circulating in Shoreham. A resolution for dissolution of the club shall be passed by two thirds majority of those members present and entitled to vote. The General Committee shall thereupon or at such future date as shall be specified in such resolution proceed to realise the assets of the Club and after discharge of all liabilities a commission shall be appointed by the President of the Club to either:

Hold in trust any assets for future investment in a new Rugby Football Club.

Amalgamate with another Rugby Football Club and incorporate the net assets into that club's finances.

The reasonable expenses of such commission shall be a charge on the Club funds and on completion of the commission the Club shall be dissolved.

18. CHANGE OF AND RULES

That these Rules may not be altered except at any General Meeting. Notice of any alterations to be given to the Honorary Secretary not less than twenty eight days before such Meeting, who shall embody same in the notice convening the Meeting.

This Constitution rules are effective from 19th May 2010 and incorporate all amendments duly authorised up to and including that date

A. Kipling
Honorary Secretary
19th May 2010