

Maldon Rugby Union Football Club
Constitution v2.5



Maldon Rugby Union Football Club

Constitution

v2.5

Maldon Rugby Union Football Club
Constitution v2.5

Version History

Version	Date	Updated by	Changes
2.0	08/05/2009	Simon Peacock	Rewritten from RFU template and Chelmsford RFC constitution
2.1	10/05/2009	Simon Peacock	Updated after review by Jerry Wood
2.2	10/05/2009	Simon Peacock	Updated after review by committee
2.3	11/05/2009	Simon Peacock	Final version for approval at AGM
2.4	13/05/2009	Simon Peacock	Final amendment to "Objects of Club" to bring in line with CASC requirements
2.5	08/03/2010	Simon Peacock	Update to clause 6ai) to make VP membership open to anyone who supports the objects of the Club. Update clause 6c) to remove reference to Honorary Life Members

Maldon Rugby Union Football Club
Constitution v2.5

Table of Contents

1. Club Name
2. Club Colours
3. Club Year
4. Objects of the Club
5. Proposal for Membership
6. Membership and Subscriptions
 - a) Classes of Membership
 - b) The President
 - c) Honorary Members
 - d) Payment of Subscriptions
 - e) Resignation of Membership
 - f) Temporary Members
7. Officers of the Club
8. Committee Members
 - a) The Management Committee
 - b) The Five Sub-Committees
 - i. Playing Committee
 - ii. Youth Committee
 - iii. Finance Committee
 - iv. Development and Fund Raising Committee
 - v. Social Committee
9. Committee Meetings
 - a) Management Committee
 - b) Sub-Committees
10. Powers of the Management Committee
11. Management of the Club
12. Duties of the Honorary Treasurer
13. Borrowing Money
14. Trustees
15. Persons Entitled to Admission to the Club's Premises
16. Dress
17. Conduct and Expulsion of Members
18. Opening and Closing of the Club House
19. Bar Opening Times
20. Permitted Drinking Age
21. Meeting of Members
 - a) Convening a Meeting of Members
 - b) Notice of a Meeting of Members
 - c) Quorum at a Meeting of Members
 - d) Voting at a Meeting of Members
 - e) Business at an Annual General Meeting
22. Audit
23. Team Captains
24. Alteration of the Club Constitution
25. Dissolution of the Club

Maldon Rugby Union Football Club

Constitution v2.5

1. Club Name

The name of the club shall be "Maldon Rugby Union Football Club" (hereinafter called "the Club").

2. Club Colours

The colours of the Club shall be royal blue and white hooped jerseys and socks, and navy blue shorts. The alternative strip shall be yellow and white quartered shirts with navy shorts and royal blue and white hooped socks.

3. Club Year

For all purposes unless otherwise stated, the year of the Club shall commence on 1st August and terminate on the following 31st July.

4. Objects of the Club

The objects of the Club shall be: -

- a) the playing, provision of facilities, promotion and development of the game of Rugby Football in accordance with the Laws and Bye-laws of the Rugby Football;
- b) the provision of opportunity for recreation, social activity and refreshment for the benefit of its Members;
- c) the maintenance, upkeep and administration of a Social and Sports Club with clubhouse and rugby playing areas (in conjunction with Draper's Farm Sport Club) on public land provided by Maldon District Council at Draper's Chase, Goldhanger Road, Heybridge, Maldon, Essex, CM9 4QT for the benefit of the public in and around Maldon;
- d) to affiliate to the Rugby Football Union and any constituent or affiliated bodies deemed appropriate by the Management Committee.

5. Proposal for Membership

Membership is inclusive and open to everyone upon presentation of a completed application form and payment to the Club Membership Secretary. All Members shall abide by the requirements of this Constitution and any Rules and Regulations of the Club.

6. Membership and Subscriptions

The following classes of membership shall exist. The Members in General Meeting shall decide the subscription payable by Senior Playing Members and the Management Committee shall decide the subscription payable by all other classes of membership.

a) Classes of Membership

i) Vice-President

Nominated and seconded by Members and endorsed by the Management Committee, this membership is open to any person who supports the objects of the Club.

ii) Life

Endorsed by the Management Committee, this membership is only available to non-players over the age of 40. This membership subscription shall be based on the age of the member and the VP subscription at the date of application as follows; over 40 (VPx40); over 50 (VPx30); over 60 (VPx20); over 70 (VPx10).

iii) Associate

Endorsed by the Management Committee, this membership is only available to non-players.

iv) Senior Player and Ladies Senior Player

Maldon Rugby Union Football Club
Constitution v2.5

All Members who play and are nineteen or over at midnight on 31st August of the current season unless qualifying as a Student.

v) **Youth**

All Members aged twelve and under nineteen at midnight on the 31st August of the current season.

vi) **Mini**

All Members under the age of twelve at midnight on the 31st August of the current season.

vii) **Non-playing Coach**

As approved by the Youth Committee for coaches of youth and minis and by the Management Committee in all cases. This category is for volunteers and shall not be available to employees of the Club, which shall include the Director of Coaching.

viii) **Student**

Senior and Ladies Senior players attending Further/Higher Education on a full-time basis.

ix) **Corporate**

To be endorsed by the Management Committee.

x) **Family**

This category permits two adults and children under the age of 19 years from one family to be Members of the Club in the following categories: Senior Player, Associate, Youth and Mini.

b) **The President** shall be an Honorary Member, invited by the Management Committee for an indefinite period and until either party wishes the position to be terminated.

c) **Honorary Members**

At its discretion, the Management Committee of the Club may invite any person of distinction or any person who has rendered good service to the Club to become an Honorary Vice-President of the Club with an entitlement to all the benefits and privileges of Membership for life.

d) **Payment of Subscriptions**

Annual subscriptions are due on the 1st of September. If any Member shall fail to pay their subscription, the Honorary Membership Secretary shall send a notice to their address in the records of the Club, calling upon them to pay the same within seven days. If they fail to pay their subscription, the Management Committee may terminate their membership without further notice.

e) **Resignation of Membership**

Any Member desirous of resigning from the Club shall send notice in writing thereof to reach the Membership Secretary before 1 of the month they wish to resign. Upon resignation, a Member shall cease forthwith to have any rights and privileges in connection with the Club or the assets of the Club.

f) **Temporary Members**

By resolution, the Management Committee shall be empowered to elect temporary Members of the Club on such terms and at such subscriptions as it may decide but no such temporary Member shall be admitted to the privileges of membership until at least two days after their election nor shall any temporary Member be elected or re-elected for a period that shall exceed in all one month. A temporary Member shall have no right to attend any General or Special Meeting of Members.

7. Officers of the Club shall comprise: -

Chairman

Vice-Chairman

Maldon Rugby Union Football Club
Constitution v2.5

Club Captain	Honorary Secretary
Honorary Fixture Secretary	Honorary Match Secretary
Honorary Treasurer	Honorary Youth Treasurer
Honorary Membership Secretary	Honorary Publicity Officer
Chairman of Social Committee	Chairman of Development & Fund Raising
Sponsorship Secretary	Lottery Secretary
Chairman of Youth	Secretary to Youth Committee
Director of Coaching Player	Club Development Officer
Coach Co-ordinator	Volunteer Officer
Equipment Secretary	Club Welfare Officer
Captains of Senior teams	Draper's Farm Sports Club Representatives

Officers shall be elected at the Annual General Meeting of the Club and shall remain in office until the following Annual General Meeting, when they shall retire but shall individually remain eligible for re-election.

8. Committee Members

- a) **The Management Committee** shall consist of the following Members, together with any persons co-opted under the provisions of Rule 10.

- Chairman
- Vice Chairman
- Honorary Secretary
- Honorary Treasurer
- Honorary Membership Secretary
- Chairman of Youth Committee
- Chairman of Development and Fund Raising Committee
- Coach Co-ordinator;
- Club Captain
- President of the Club
- Three invited Members, who need not be Officers of the Club

The Management Committee may fill any casual vacancy for the remainder of the year in which it occurs.

A member of the Management Committee shall be appointed to each of the five Sub-Committees described in Rule 8 b).

- b) **The Five Sub-Committees** shall consist of the following Members.

- i) **Playing Committee**
 - Appointed member of the Management Committee
 - Honorary Match Secretary
 - Honorary Fixture Secretary
 - Honorary Publicity Officer
 - Club Captain
 - Captains of Senior Teams
 - Director of Coaching
 - Equipment Secretary

- ii) **Youth Committee**

Maldon Rugby Union Football Club Constitution v2.5

Appointed member of the Management Committee

Chairman of Youth

Secretary to Youth Committee

Honorary Youth Treasurer

Club Welfare Officer

iii) **Finance Committee**

Appointed member of the Management Committee

Honorary Treasurer

Honorary Youth Treasurer

Honorary Membership Secretary

Lottery Secretary

Sponsorship Secretary

iv) **Development and Fund Raising Committee**

Appointed member of the Management Committee

Chairman of Development and Fundraising

Honorary Treasurer

Club Development Officer

v) **Social Committee**

Appointed member of the Management Committee

Honorary Secretary

Chairman of Social Committee

Honorary Publicity Officer

Each Sub-Committee may co-opt other Members of the Club, who need not be members of the Management Committee, onto the Sub-Committee for any specific purpose.

9. Committee Meetings

a) **Management Committee**

The Management Committee shall meet monthly and at such time or times as the Chairman shall decide and **four** shall form a quorum. The Vice-Chairman of the Club shall chair the Management Committee if the Chairman is unable to be present.

b) **Sub-Committees**

The five Sub-Committees shall meet at such frequency and times as the Chairman of each Sub-Committee shall decide and **three** shall form a quorum. Each Sub-Committee shall elect their Chairman and in the event of that person being unable to be present then the Sub-Committee must appoint another member of the Sub Committee to chair the meeting.

Each Committee member present is entitled to one vote only. If an equality of votes on any matter arises at a committee meeting then the Chairman of that meeting shall be entitled to a second or casting vote.

10. Powers of the Management Committee

The management of the Club may be exercised by the Management Committee or delegated to Sub-Committees appointed by the Management Committee in such manner and to the extent the Management Committee shall consider advisable.

In addition to all other powers vested in it by these rules, the Management Committee shall have the power by resolution:-

Maldon Rugby Union Football Club Constitution v2.5

- a) to endorse candidate membership to the Club;
- b) to co-opt other Members of the Club onto the Management Committee for any specific purpose;
- c) to appoint Sub-Committees to facilitate the business of the Club, provided all the decisions of such Sub-Committees shall be ratified by the Management Committee; (each Sub-Committee shall elect its own Chairman);
- d) to appoint the Chairman, Vice Chairman, Honorary Treasurer, Honorary Secretary and Chairman of Youth to sit on any or all Sub-Committees, ex-officio;
- e) to make regulations and byelaws in accordance with these rules and settle any disputes arising there from.

11. Management of the Club

The Management of the Club, including matters relating to salaried staff, grounds, social and sporting activities shall be vested solely in the Management Committee and its decision on all matters relating to the Club and arising out of or under these Rules or the interpretation of these Rules or matters not provided for in these Rules, shall be final. The Club is a non-profit distributing body. Any surplus accumulated funds at the end of a financial year shall be reinvested in the Club and for the Club. No monies or benefits received from landfill operators or third party contributors or their associated bodies will in any way be applied to their benefit but shall solely benefit the Club.

Director of Coaching:

The Management Committee will appoint a Director of Coaching and enter into a fixed term contract with agreed conditions, which they will review annually and renew by agreement with the Director of Coaching.

12. Duties of the Honorary Treasurer

The Honorary Treasurer shall lodge all monies received by the Club in a bank account in the name of the Club and sign all cheques drawn on the account, which shall be countersigned by one other member of the Management Committee duly authorised by the Management Committee so to do. The Honorary Treasurer shall keep a true record in appropriate books of all monies received and paid on behalf of the Club and in accordance with Rule 22 e) every year shall prepare and submit for approval at the Annual General Meeting an Income and Expenditure Account and Balance Sheet after audit by an approved member of an accountancy body agreed at the previous Annual General Meeting by the Members.

13. Borrowing Money

If at any time the Members of the Club in General Meeting shall pass a resolution authorising the Management Committee to borrow money then the Management Committee shall thereupon be empowered to borrow money for the purposes of the Club in the amount either at one time or from time to time and at such rate of interest and in such form and manner and upon such security as shall be specified in such resolution.

14. Trustees

The Management Committee shall have the power by resolution to appoint Trustees (Private or Corporate) to be Trustees of all or any of the property, equipment or investment of the Club on such terms and in such manner as the Management Committee may from time to time resolve. A copy of any such resolution signed by the Chairman and the Secretary of the meeting at which the same was passed shall be sufficient evidence for all purposes of the due appointment of the Trustees to act in conformity therewith. The Trustees shall be free from all responsibility for any negligence, acts and things done, in so doing.

15. Persons Entitled to Admission to the Club's Premises

Subject to any restrictions, which the Management Committee may from time to time impose, the following

Maldon Rugby Union Football Club Constitution v2.5

persons shall be entitled to admission to the Club premises and to purchase intoxicating liquor for consumption on the premises, in accordance with Rule 20.

Club Members

Club employees

Admission of non-members as specified below: -

In addition to Club Members and employees, there may be admitted to the Club premises at the discretion of the Management Committee: -

- a) persons who on the day of their admission to the Club premises have played or have been selected to play or have acted or have been selected to act as reserve players, referees, touch judges or other officials in any Rugby Football match organised or sponsored by the Club;
- b) persons who are members of any other club affiliated to the Rugby Football Union and with which, the Club customarily plays Rugby Football matches;
- c) former Playing Members of the Club;
- d) the guests of Members and any such persons referred to in sub-paragraph (a), (b) and (c) of this Rule provided that such person may not introduce more than four guests at any one time;
- e) persons attending functions authorised and supervised by the Club for the purpose of raising money for the Club;
- f) persons attending functions authorised and supervised by Draper's Farm Sports Club.

16. Dress

All Members and guests are required to conform to a reasonable standard of dress at all times when in the Clubhouse.

For senior league, cup and merit table fixtures all players should fully conform to the Senior Players Dress Code of black shoes, socks and trousers, club shirt and tie and optional blazer.

17. The Conduct and Expulsion of Members

- a) Any Member whose conduct shall be deemed to be contrary to the welfare and best interests of the Club may be requested in writing to attend before the Management Committee at such time and place as the Management Committee may appoint to give such explanation as may be required. Failing such attendance or if any such explanation shall, in the opinion of the Management Committee, be unsatisfactory then the Management Committee shall have the power by resolution to suspend or expel the Member from the Club.
- b) Before the expulsion of a Member, the Honorary Secretary shall give the Member seven days written notice to attend a meeting of the Management Committee, which notice shall contain particulars of the complaints made against the Member. No Member shall be expelled without first having an opportunity to appear before the Management Committee and answer the complaints made against the Member or unless at least two-thirds of the Management Committee then present, vote to expel the Member.

18. Opening and Closing of the Clubhouse

Subject to the availability of a Member authorised by the Management Committee to be in charge of the keys of the Clubhouse, the Clubhouse shall be open and available to Members at the following times: -

Saturdays 11.00am. - 12.00 midnight

Sundays 9.30am. - 11.00pm.

Weekday evenings 6.00pm. - 11.30pm.

Weekdays By resolution, the Management Committee have the discretion to consider and approve all applications to use the Clubhouse at all times.

The Clubhouse shall close by midnight following a social event or letting. By resolution, the Management Committee may extend or reduce these hours on any specified occasion.

Maldon Rugby Union Football Club
Constitution v2.5

19. Bar Opening Times

Shall be in accordance to the Draper's Farm Sports Club rules and regulations.

20. Permitted Drinking Age

Shall be in accordance to the Draper's Farm Sports Club rules and regulations.

21. Meeting of Members

A Members' meeting shall be either a General Meeting or a Special Meeting. There shall be at least one General Meeting held during the month of May each year, which shall be the Annual General Meeting and any other General Meeting shall be an Extraordinary General Meeting.

a) Convening a Meeting of Members

- i) At any time, the Management Committee may convene an Extraordinary General Meeting.
- ii) The Management Committee must convene an Extraordinary General Meeting within 21 days on the requisition in writing to the Honorary Secretary of not less than 20% of Members eligible to vote stating the purpose for which they require such Meeting.

b) Notice of a Meeting of Members

At least 28 days before any Meeting of Members, the Honorary Secretary shall send to every Member at their address in the Club's records a notice of the meeting stating the time, date and place it will be held and the business to be conducted together with copies of any reports and audited accounts if appropriate.

c) Quorum at a Meeting of Members

The quorum at a Meeting of Members shall be 25 Members entitled to vote.

d) Voting at a Meeting of Members

At a Meeting of Members, all fully paid up and Honorary Members in the following membership classes; The President, Life, Vice-President, Senior Player, Associate, Non-Playing Coach and Student provided they are over 18 years of age will be entitled to vote. Family Membership: the parents or guardians will be entitled to one vote for the family they represent. The aforementioned classes of Member shall be entitled to one vote upon every motion. In the case of an equality of votes at a General Meeting then the Chairman shall have a second or casting vote. Voting at all Meetings of Members shall be by a show of hands except that one third or more of the Members present may determine that any motion shall be decided by a ballot. At a Special Meeting of Members the votes of two thirds of Members present and entitled to vote shall be required to carry a resolution.

e) Business at an Annual General Meeting

The business to conduct at an Annual General Meeting shall be to:-

- i) confirm the minutes of the previous meeting;
- ii) receive the Chairman's annual report and other reports that will be previously circulated;
- iii) present the previously circulated audited accounts for the financial year ended on 31st July prior to the meeting and the proposal of a resolution to adopt them;
- iv) elect the officers of the Club and auditor for the ensuing year;
- v) fix the subscription for Senior Playing Members and match fees;
- vi) conduct such other business as shall have been communicated to the Honorary Secretary in writing and included in the notice of the meeting sent to Members. The business at an Annual General Meeting shall be limited to that provided by these rules and specified in the notice convening the meeting.

22. Audit

At each Annual General Meeting, an Auditor shall be elected to audit the Accounts of the Club and the retiring Auditor shall be eligible for re-election. At every Annual General Meeting, a Statement of Accounts, prepared by the Honorary Treasurer, certified and signed by the Auditor shall be submitted to the Members. Any vacancy in the office of Auditor occurring during the year shall be filled by the Management

Maldon Rugby Union Football Club
Constitution v2.5

Committee.

23. Team Captains

At each Annual General Meeting, the Captain of all senior teams of the Club shall be elected. The persons elected shall hold office for one year and be a member of the Playing Sub-Committee (see Rule 8 b i) but shall be eligible for re-election.

24. Alteration of the Club Constitution

No alteration or addition to these Rules shall be made except by resolution at a General Meeting carried by at least two-thirds of the Members present and eligible to vote. Notice of the General Meeting shall have contained particulars of the proposed alteration or addition.

25. Dissolution of the Club

- a) If at any General Meeting of the Club, a resolution be passed to call for the dissolution of the Club, the Secretary shall within one month convene a Special Meeting of the Club to discuss and vote on such a resolution.
- b) If at the Special Meeting, the resolution is carried by at least two-thirds of the Members present and entitled to vote, the Management Committee shall thereupon or at such date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.
- c) After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the Members of the Club but shall be given or transferred to a registered charity or a body to which the Club is affiliated, e.g. Essex County RFU.

Signed: _____ Chairman Date: _____