

CONSTITUTION OF

Warley Rugby Football Club

REVISED 2023

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1. Club Details

1.1. Name

- 1.1.1. The Club shall be called **Warley Rugby Football Club** abbreviated to **Warley RFC**, **Warley Rugby** or **WRFC** and be hereinafter referred to as **the Club**.
- 1.1.2. Save with the authority of the Committee, the name of the Club shall not at any time be used by any Member in any document or advertisement issued or published by, or on behalf of or with the authority of that Member in such a way as to indicate or imply that such document or advertisement was issued or published by or on behalf of the Club or the Committee.

1.2. Location

- 1.2.1. The Club's primary location is **Tat Bank Road, Oldbury, B69 4NH** and hereinafter referred to as **Tat Bank Road**.

1.3. Registered Office

- 1.3.1. The registered office of the club shall be **Tat Bank Road, Oldbury, B69 4NH**.

1.4. Affiliations

- 1.4.1. The Club shall be affiliated with the **Rugby Football Union (RFU)**, **North Midlands Rugby Football Union (NMRFU)**, and **Greater Birmingham Rugby Football Union (GBRU)**.

1.5. Colours

- 1.5.1. The club colours shall be **Red and White Hooped** jerseys with **Black** shorts and **Red and White Hooped** stockings.

1.6. Financial Status

- 1.6.1. The Club shall be a **not-for-profit organisation**. Any surplus profits will be used for the benefit of the club as a whole and not any individual.

2. Objects

The objectives of the Club shall be to:

- 2.1. Provide facilities for and to promote participation in the amateur sport of Rugby Football Union in the West Midlands area.
- 2.2. Provide opportunities for the whole community to access rugby.
- 2.3. Provide training and coaching for members.

- 2.4. Provide social intercourse for its members and guests.
- 2.5. Ensure games of Rugby Football Union are played under the according laws of the game and are administered under the World Rugby Regulations and the Rules and Regulations of the Rugby Football Union.

3. Board of Trustees

The Trustees of the club are responsible for making sure all decisions are made in the club's best interest and hold legal titles and leases for the Club.

- 3.1. The responsibility of the Board of Trustees shall be to protect the best interests of the Club and shall, therefore, hold the power to veto motions and changes to the Club's Constitution.
- 3.2. The membership of the Club shall elect a Board of Trustees.
- 3.3. The Board shall be comprised of Full Members or Past Full Members of the Club who meet the 'fit and proper persons' criteria as defined by the Community Amateur Sports Club guidelines.
- 3.4. The Board shall at all times number not less than two and not more than four Members.
- 3.5. The Board shall meet as it deems necessary.
- 3.6. The Chairship of the Board shall be on a rotation basis from meeting to meeting with the current Chairperson holding a casting vote.
- 3.7. A Trustee can be replaced at an Extraordinary General Meeting of the club by 75% of those present and voting thereat.
- 3.8. The Chairperson on behalf of the Board of Trustees will be granted on request full access to premises and documentation relating to Warley Sports Club and Warley Rugby Football Club.

4. Organisation Roles

4.1. President

- 4.1.1. The President of Warley Rugby Football Club shall be an honorary position.
- 4.1.2. It need not be filled by a member of the Club.
- 4.1.3. The name of the President shall be nominated by the current Executive Committee at the last Executive Committee Meeting of the term and confirmed at the Annual General Meeting.
- 4.1.4. The President shall be invited by the Executive Committee to hold office for one year.
- 4.1.5. The President shall not be a member of the Club's Executive Committee but he shall be invited to attend all meetings.

4.2. Club Officers

- 4.2.1. Club Officers will act as Authorised Officials or Responsible Persons and must meet 'fit and proper persons' criteria as defined by the Community Amateur Sports Club guidelines
- 4.2.2. The Officers of the club shall be:
 - 4.2.2.1. Chairperson.
 - 4.2.2.2. Secretary.
 - 4.2.2.3. Treasurer.
 - 4.2.2.4. Chairperson of House and Grounds.
- 4.2.3. Club Officers shall be elected every year.

4.3. Executive Committee (Warley Sports Club)

The Executive Committee is responsible for the management and upkeep of Warley Sports Club including but not limited to the facilities owned and managed by the Club.

- 4.3.1. The Executive Committee shall at all times include the Officers of the Club; Chairperson, Secretary, Treasurer, and Chairperson of House and Grounds.
- 4.3.2. The Chairperson of this Committee shall be free to co-opt further persons where deemed necessary.
- 4.3.3. The co-opted members of this committee need not be Members of the Club.
- 4.3.4. The Executive Committee shall be responsible to the Board of Trustees of the Club.
- 4.3.5. The Executive Committee shall be empowered to employ such employees of the Club as it sees fit.

4.4. Rugby Committee (Warley Rugby Football Club)

The Rugby Committee is responsible for the management of the Rugby playing sides of the Club.

- 4.4.1. The Rugby Committee of the Club shall comprise the Officers (Rule 4.2) of the club and the following members:
 - 4.4.1.1. Club Captain.
 - 4.4.1.2. Chairperson of Playing.
 - 4.4.1.3. Fixture Secretary.
 - 4.4.1.4. Welfare Officer.
 - 4.4.1.5. Representative of the Associate Membership.
 - 4.4.1.6. Four Ordinary Members.
- 4.4.2. Rugby Committee members shall be elected every year.
- 4.4.3. The Rugby Committee can at any time co-opt other members as it sees fit.

- 4.4.4. At least five Committee Members shall be present at any Rugby Committee Meeting for any decisions to be deemed binding.
- 4.4.5. A member of the Rugby Committee can be from any Full Membership category of the Club. This does not apply to the Representative of the Associate Membership.
- 4.4.6. Those seeking election to the Committee must be nominated and seconded by Full Club Members.
- 4.4.7. The Rugby Committee shall be responsible to the Executive Committee of the Club.

4.5. Sub Committees

- 4.5.1. The Executive Committee and Rugby Committee may form any sub-committee as it deems fit. Any such committee must report to and be responsible to the forming committee.

4.6. Disciplinary Committee

- 4.6.1. The Chairperson, Secretary, and Chairperson of Players shall form a Disciplinary Committee under the RFU requirements.

5. Membership

- 5.1. The Members of the Club shall be the persons whose names are for the time being entered in the Register of Members, and for the avoidance of doubt shall include all Junior Members.
- 5.2. Membership of the club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, the limitation of membership according to available facilities is allowable on a non-discriminatory basis.
- 5.3. The club may have different classes of membership and subscription on a non-discriminatory and fair basis. The club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- 5.4. Membership is renewed for subsequent terms unless notification is made by the Member to the Club Secretary.
- 5.5. Full Membership shall be for periods of a one-year term running from 1 September to 31 August.
- 5.6. Lifetime Membership categories are honorary positions to be nominated and voted upon by the membership at the Annual General Meeting. These memberships are to honour and recognise service above and beyond to the Club.
- 5.7. Being elected to a Lifetime membership category does not preclude the member from becoming a member of another membership category.

- 5.8. Membership Fees for the forthcoming period are to be voted upon by the membership at the Annual General Meeting or Financial General Meeting.
- 5.9. Fees, where required by the membership category, are taken in advance of the membership period.
- 5.10. A Member may resign from the Club at any time by giving to the Club Secretary written notice of the intention to do so. Provided that the Member shall remain liable for all monies then due and owing to the Club.
- 5.11. The Club's Committee may refuse membership, or remove it, only for good cause such as failure to pay membership fees, conduct, or character likely to bring the Club or Sport into disrepute.
- 5.11.1. Appeals against any such decision should be made under Rule 9.1.

5.12. Register of Members

- 5.12.1. The Club shall keep a Register of Members, Officers, and Trustees in which the Club Secretary shall enter the following:
 - 5.12.1.1. The name and postal address of each Member and, where a Member has notified the Club an electronic address for the purpose of receiving notices or documents.
 - 5.12.1.2. The date on which each Member was entered into the Register as a Member and the date on which a Member ceases to be a Member.
 - 5.12.1.3. The names and addresses of the Trustees and Officers of the Club with the offices held by them respectively and the date on which they assumed and left office.

5.13. Ceasing Membership

A Member shall cease to be a Member:

- 5.13.1. On resignation.
- 5.13.2. On termination of membership by the Committee.
- 5.13.3. On death.

5.14. Full Membership Requirements

To be classified as a Full Member of the Club the following requirements must be met by each applicant:

- 5.14.1. The applicant has completed an application form approved by the Executive Committee.
- 5.14.2. The application has been approved by the Executive Committee.
- 5.14.3. The applicant has waited seven days from the application date.

5.14.4. Have no outstanding payment from the start of the current term until any such time a vote is required.

5.15. Full Membership Entitlements

5.15.1. Full Members are entitled to a single vote on each item raised at a General Meeting.

5.15.2. Any entitlements approved by the membership at an Annual General Meeting.

5.16. Full Membership Categories

5.16.1. Playing Membership (Annual)

5.16.2. Student/Unwaged Membership (Annual)

5.16.3. Social Membership (Annual)

5.16.4. Vice President (Lifetime)

5.16.5. Life Membership (Lifetime)

5.17. Other Membership Class

5.17.1. Associate Membership is granted to non-member users of the Club's facilities. Including but not limited to Visiting team members and their bona fide guests and is granted for the day of their visit. This membership class is not granted voting rights at any General Meeting.

6. Finances

6.1. All surplus income or profits are to be reinvested in the club.

6.2. No surpluses or assets will be distributed to members or third parties.

6.3. All club monies will be banked in an account held in the name of the club.

6.4. The Financial year of the club shall be from 1st September to 31st August.

6.5. A Statement of Annual Accounts will be presented by the Treasurer or their Representative at the annual Financial General Meeting as per Rule 7.3.

6.6. All finances raised by or for the club shall be under the control of the Treasurer or their Representative and through these, the Executive Committee.

7. Meetings

7.1. Rugby Committee Meeting

7.1.1. Meetings shall be held on a six-weekly basis or as required by the Rugby Committee.

7.1.2. All Meetings shall be held at Tat Bank Road, elsewhere, or via an online method such as the Rugby Committee may determine.

7.1.3. In the event of the Chairperson of the Club being unable to take the Chair at any Club meeting an Officer of the Club shall act in their place and shall take on the powers of the Chairperson and shall hold a casting vote.

7.1.4. A quorum of five Rugby Committee members is required to pass any motions.

7.1.5. The Chairperson shall be free to co-opt further persons where deemed necessary to attend the meeting.

7.2. Annual General Meeting (AGM)

7.2.1. The Annual General Meeting of the club shall be held no later than 31 July of each term at a precise date and time to be fixed by the Executive Committee.

7.2.2. Fourteen days' notice shall be given to the Membership.

7.2.3. The purpose of the meeting shall be

7.2.3.1. Receiving of the Committee reports.

7.2.3.2. Election of Club Trustees (four-yearly), as per Rule 3.1.

7.2.3.3. Election of the Officers of the Club, as per Rule 4.2.

7.2.3.4. Election of the Members of the Executive Committee, as per Rule 4.3.

7.2.3.5. Election of the Members of the Rugby Committee, as per Rule 4.4.

7.2.3.6. Election of Vice President or Lifetime Members, as per Rule 5.4

7.2.3.7. Fix all Membership fees for the forthcoming term, as per Rule 5.6.

7.2.3.8. To confirm a date for the Financial General Meeting, as per Rule 6.5.

7.2.4. Voting

7.2.4.1. Voting at the meeting is limited to fully paid-up Club Full Members, Vice Presidents, and Life Members.

7.2.4.2. Save in the case of a casting vote from the Chair all Full Members present may cast one vote to any motion at an Annual General Meeting.

7.2.4.3. Any decisions made at an Annual General Meeting attended by fewer than twenty Full Members shall be deemed to be not binding.

7.2.4.4. All votes on motions, excluding changes to the Constitution (Rule 8.2), require a majority of those votes cast to be passed.

7.2.4.5. All those wishing to vote in the election of club offices must attend the Annual General Meeting. No postal or surrogate votes will be accepted.

7.2.5. Nominating Club Officers and Rugby Committee

7.2.5.1. Nominations for posts should be supplied to the Secretary in physical or digital form seven days before the meeting with the names of a Proposer and Seconder.

7.2.5.2. The Proposer and Seconder must be Full Members of the Club.

7.2.5.3. This does not apply to the associate member position but must still be proposed and seconded by full members.

7.2.5.4. If there are no such proposals for roles, nominations at the meeting can be accepted. If no such nominations are forthcoming the role shall be assumed by the Committee until a nominee can be voted for a Rugby Committee meeting.

7.3. Financial General Meeting (FGM)

- 7.3.1. The annual Financial General Meeting of the club shall receive from the Treasurer or their Representative; a Statement of Accounts, a Balance Sheet and Report for the preceding financial year and an estimate of the receipts and expenditures for the following year.
- 7.3.2. The Financial General Meeting shall confirm the name of an independent auditor.

7.4. Extraordinary General Meetings (EGM)

- 7.4.1. The Board of Trustees or Executive Committee may at any time call an Extraordinary General Meeting of the club.
- 7.4.2. The Executive Committee shall convene an Extraordinary General Meeting on receipt by the Club Secretary of a written request from any Full Member, supported by fifteen Full Members signatures.
- 7.4.3. A minimum of two weeks' notice shall be given to the Full Membership.
- 7.4.4. The method of voting shall be the same for an Annual General Meeting.

8. Amendments to the Constitution

- 8.1. Any resolutions or changes to the constitution must be handed to the Club's Secretary seven days before a General Meeting together with the names and signatures of ten Full Members supporting such a resolution.
- 8.2. Any changes to the constitution of the Clubs must be supported by at least 75% of the Full Members in attendance at a General Meeting of the club and voting thereat.

9. Disciplinary & Appeals

9.1. Memberships

- 9.1.1. Appeals against Membership decisions may be made by the affected Member by notifying the Club Secretary in writing of their intent to appeal.
- 9.1.2. The matter shall be put to a General Meeting for it to be decided by a majority vote of the Full Members present and voting. Where required the meeting Chair will hold the casting vote.

9.2. Playing

- 9.2.1. Disciplinary procedures and Appeals are to be handled by the Disciplinary Committee as per Rule 4.5.

10. Dissolution

- 10.1. A resolution to dissolve the Club can only be passed at an Annual General Meeting or Extraordinary General Meeting by 75% of the Full Members present and voting in favour.
- 10.2. Upon dissolution of the Club, any remaining assets shall be given or transferred to another registered Community Amateur Sports Club, a registered charity or the sport's governing body for use by them in related community sports.

11. Declaration

Warley Rugby Football Club hereby adopts and accepts this constitution as a current operating document regulating the actions of its members.

Signed: *P. Davies*

Date: *6th Sept. 2023*

Name: *PETER DAVIES*

Position: Chairperson

Signed: *M Bragg*

Date: *4/09/2023*

Name: *MICHAEL BRAGG*

Position: Club Secretary

Signed: *A. Heyworth*

Date: *4/09/2023*

Name: *ALAN HEYWORTH*

Position: Trustee