# Hemel Hempstead (Camelot) Rugby Union Football Club 

Established 1919

Chaulden Lane
Hemel Hempstead
Hertfordshire
HP1 2BS
Tel: 01442230353
web site: www.camelotrugby.co.uk


## Content

| Definitions | Page 3 |
| :--- | :--- |
| Interpretation | Page 3 |
|  |  |
| Rule 1 The Club | Page 4 |
| Rule 2 Objectives | Page 4 |
| Rule 3 Management | Page 4 |
| Rule 4 Subcommittees | Page 5 |
| Rule 5 The President and President Emeritus | Page 7 |
| Rule 6 Vice Presidents and Hon Vice Presidents | Page 7 |
| Rule 7 Trustees | Page 8 |
| Rule 8 Liability of Trustees | Page 8 |
| Rule 9 Captains and Vice Captains | Page 8 |
| Rule 10 Meetings | Page 9 |
| Rule 11 Quorum and Voting Rights | Page 9 |
| Rule 12 Votes | Page 9 |
| Rule 13 Power to Co-opt | Page 9 |
| Rule 14 Vacancies | Page 10 |
| Rule 15 Election of Members | Page 10 |
| Rule 16 Admission to Membership | Page 10 |
| Rule 17 Subscriptions | Page 11 |
| Rule 18 Membership Cards | Page 11 |
| Rule 19 Misconduct | Page 11 |
| Rule 20 Cessation of Membership | Page 11 |
| Rule 21 Sale of Liquor | Page 11 |
| Rule 22 Amendment to permitted hours | Page 11 |
| Rule 23 Persons to whom liquor may be supplied | Page 12 |
| Rule 24 Conditions of Sale of Liquor | Page 12 |
| Rule 25 Commission of Sale of Liquor | Page 12 |
| Rule 26 Match Ticket Applications | Page 12 |
| Rule 27 Guests | Page 12 |
| Rule 28 Visitors Book | Page 12 |
| Rule 29 List of Members | Page 13 |
| Rule 30 Employees | Page 13 |
| Rule 31 Use of Club Facilities | Page 13 |
| Rule 32 Conflicts of Interest | Page 13 |
| Rule 33 Bylaws | Page 13 |
| Rule 34 Review of the Constitutions | Page 14 |
| Rule 35 Acceptance of Rules |  |
| Notes |  |

## Definitions:

In this document unless the context otherwise requires, the following words and expressions shall have the following meanings:
"Club" means the Hemel Hempstead (Camelot) Rugby Union Football Club.
Which may be abbreviated to Hemel Hempstead (Camelot) R.U.F.C. or Camelot R.U.F.C.
"Constitution" means the Constitution and Rules of the Hemel Hempstead (Camelot) Rugby Union Football Club.
"Employee" means a paid individual who works part-time or full-time under a contract of employment.
"EC" means the Executive Committee of the "Club".
"Member" means an individual who has been accepted as a member of the "Club" by the "EC" and paid the appropriate annual subscription.
'Member of Good Standing" means a member who volunteers time and effort, unpaid (except for reasonable expenses), doing something to benefit the "Club" for which they gain intrinsic benefit.
"R.F.U" means the Rugby Football Union.
"R.U.F." means Rugby Union Football.
"R.U.F.C" means the Rugby Union Football Club.
"Rules" means the rules set out in the "Constitution".
"Senior Rugby" means players over the age of 18 years.
"Subcommittee" means a committee set up by the "EC" consisting of "Members" to deal or manage specific issues and reporting to it.
"Trustee" means a person that holds or administers property or assets for the benefit of a third party and are trusted to make decisions in the beneficiary's best interests.
"Youth Rugby" means players under the age of 18 years.

## Interpretation:

All questions as to the Interpretation and Effect of these rules shall be determined by the "EC", at its sole discretion. Except that where reference is made in the "Constitution" to one gender, it is to be taken as either gender.

## Rule 1.

## The Club:

(a) Name:

The club will be called Hemel Hempstead (Camelot) Rugby Union Football Club.
(b) Relationships:

The "Club" is a member of the Rugby Football Union. Its Constituent Body is the Hertfordshire R.F.U to whom it is affiliated. It is also associated to the Middlesex R.F.U.
(c) Colours:

The "Club" colours will be Royal Blue and White. Shirts, shorts and socks shall bear such Sponsors logos and information as agreed by the "EC" from time to time.
(d) Status:

The "Club" is a non-profit making organisation. Any surplus income or gains shall be reinvested in the "Club". Distribution of "Club" assets in cash or kind to "Members" or third parties shall not be permitted.

## Rule 2

## Objectives:

The primary purpose of the "Club" is to promote and facilitate the playing of Rugby Union Football for the maximum number of people from the Hemel Hempstead and surrounding areas, regardless of age, gender, race or ability and to provide social and other sporting facilities for "Members" as may be determined by the "EC" from time to time. The "Club" may also provide facilities and if appropriate personnel for the playing of other sports and pastimes, in so far as they do not obstruct the playing of Rugby Union Football.

## Rule 3

## Management:

The administration of the "Club" and its affairs shall be entrusted to the "Club" Executive Committee, which will consist of the following "Members":
(i) Hon Club Chairman
(ii) Hon Club Secretary
(iii) Hon Director of Finance
(a) Nominees for membership of the "EC" must have been a "Member" of the "Club" for two (2) years prior to their nomination.
(b) Nominations for the election of "Members" to the "EC" shall be made by two "Members" in writing and must be received by the Hon Secretary not less than fourteen (14) days prior to the meeting at which the election will be held. The nomination paper must be signed by the Nominee.
(c) "EC" "Members" shall be elected at the Annual General Meeting and serve for a term of not less than two (2) years and one (1) month.
(d) Other "Members" may be co-opted to the "EC" from time to time at the sole discretion of the "EC" depending on the business in hand.
(e) The "EC" shall meet at least monthly.
(f) The "EC" shall have sole control of the finances of the "Club" including the authority to borrow money when in the opinion of the "EC" it is necessary. However, when borrowing involves the pledging of "Club" assets the agreement of the "Club" "Trustees" is required.
(g) The "EC" will be supported in its responsibilities by a number of "Subcommittees".
(h) "Members" of the "EC" have the right to attend any "Subcommittee" meeting of the "Club" and veto decisions made by any "Subcommittee" at their sole discretion,

## Rule 4

## Subcommittees:

(a) The "EC" will establish a series of "Subcommittees" to support its administration of "Club" affairs.
(b) The "EC" will appoint the Chairman of each "Subcommittee" unless stated otherwise elsewhere in the "Constitution"
(c) The Chairman of each "Subcommittee" will report directly to the "EC"
(d) The "Subcommittee" Chairman may co-opt from time to time any "Member" that may be required to sit on that "Subcommittee".

## The Rugby Subcommittee:

The Rugby Subcommittee shall be responsible for the administration and co-ordination of both "Senior Rugby" and "Junior Rugby" related activities and shall consist of the following "Members"
(i) Hon Club Chairman
(ii) Hon Director of Rugby
(iii) Hon Head of Youth Rugby
(iv) Senior Players Representative
(a) Nominees for Director of Rugby and Head of Youth Rugby must have been a "Member of the "Club" for two (2) years prior to their nomination unless agreed otherwise by the "EC" at their sole discretion.
(b) Nominations for the election of Director of Rugby and Head of Youth Rugby shall be made by two "Members" in writing and must be received by the Hon Secretary not less than fourteen (14) days prior to the meeting at which the election will be held. The nomination paper must be signed by the Nominee.
(c) The Director of Rugby and Head of Youth Rugby shall be elected at the Annual General Meeting and serve for a term of not less than one (1) year and one (1) month.
(d) For the avoidance of doubt the Director of Rugby shall act as the Head of Senior Rugby and as Chairman of the Rugby Subcommittee.
(e) The Senior Players Representative shall be elected by a majority vote of Senior Players and serve for a term of not less than one (1) year and one (1) month.
(f) The Rugby Subcommittee shall meet at least once a month during the playing season or as otherwise required and as required in the close season.

## Sponsorship and Fundraising Subcommittee:

The Sponsorship and Fundraising Subcommittee shall be responsible for the administration and co-ordination of sponsorship and fundraising activities and shall consist of the following "Members"
(i) Club Chairman
(ii) Club Secretary
(iii) Director of Finance
(iv) Head of Commerce and Marketing
(a) The Head of Commerce and Marketing shall be elected at the Annual General Meeting and serve for a term of not less than one (1) year and one (1) month.
(b) The Sponsorship and Fundraising Subcommittee shall meet at least once a quarter and more often as required.

## Bar and Catering Subcommittee:

The Bar and Catering Subcommittee shall be responsible for setting bar and food prices, staffing and remuneration levels, facilities rentals and operating policies and shall consist of the following "Members"
(i) Club Chairman
(ii) Club Secretary
(iii) Director of Finance
(iv) Head of Commerce and Marketing
(v) Bar Manager
(a) The Bar Manager shall be appointed by the "EC".
(b) The Bar and Catering Subcommittee shall meet at least once a quarter and more often as required.

## Facilities Subcommittee:

The Facilities Subcommittee shall be responsible for all facility related issues and shall consist of the following "Members"
(i) Club Chairman
(ii) Club Secretary
(iii) Director of Finance
(iv) Head of Facilities
(a) The Head of Facilities shall be elected at the Annual General Meeting and serve for a term of not less than one (1) year and one (1) month
(b) The Facilities Subcommittee shall meet at least once a quarter and more often as required.

## Special Projects Subcommittee:

The Special Projects Subcommittee shall be responsible for specific projects nominated by the "EC" from time to time and shall consist of the following "Members"
(i) Club Chairman
(ii) Club Secretary
(iii) Director of Finance
(a) The Special Project Subcommittee shall meet as and when required.
(b) Non club members may be co-opted to the Special Projects Subcommittee from time to time at the sole discretion of the "EC".
(c) For the avoidance of doubt non club members co-opted on to the Special Projects Subcommittee do not have voting rights.

## Membership Subcommittee

The Membership Subcommittee shall recommend to the "EC" new members for admission to the "Club" for approval by the "EC" in accordance with its "Constitution" and be responsible for the creation and maintenance of a register of members. The Membership Subcommittee shall consist of the following "Members".
(i) Club Chairman
(ii) Club Secretary
(iii) Membership Secretary
(iv) "Member of Good Standing"
(v) "Member of Good Standing"
(a) Members of the Membership Subcommittee shall vote by a simple majority to elect new members.
(b) The Membership Secretary and "Members of Good Standing" shall be co-opted on to the Membership Subcommittee by the "EC" at its sole discretion.
(c) The Membership Subcommittee shall meet as and when required.

## Rule 5

## The President:

The President should work to optimize the relationship between the "EC", "Employees", volunteers and other members of the "Club", and to achieve the "Club's" agreed goals. The President is generally the spokesperson for the "Club" and should work to maintain key relationships within the "Club", the wider rugby playing community and local community. In the event that no "EC" member is available the President will act as Chairman at Annual General Meetings and Extraordinary General Meeting.
(a) The EC shall nominate a member of good standing to be President and the nominated individual shall be elected by the membership.
(b) The elected individual shall serve as President for three (3) consecutive years. The President may stand for re-election beyond the original term if the majority of members of the Executive Committee decide annually that it is in the best interest of the Club.

## The President Emeritus:

The post of President Emeritus is in the gift of the "EC" and individuals so elevated shall hold that privilege during their life time or until they choose to relinquish the title. Only former President's may be so honored.

## Rule 6

## Vice Presidents and Hon Vice Presidents:

## Vice Presidents

The "Club" honours its good serving "Members" by inviting them to become Vice Presidents.
(a) Nominations for the election of Vice President shall be made by two "Members" in writing to the "EC". The appointment of Vice Presidents is the exclusive gift of the "EC".

Hon Vice Presidents
The "Club" honours its greatest serving "Members" by inviting them to become Hon Vice Presidents.
(a) Nominations for the election of Hon Vice President shall be made by two "Members" in writing to the "EC". The appointment of Hon Vice Presidents is the exclusive gift of the "EC".

## Rule 7

## Trustees:

The "Trustees" of the "Club" shall be Messrs Cyril "Joe" Weed, Michael J Waterhouse and Jonathan M Clapham
(a) A "Trustee" shall hold office during his life time or until he shall resign by notice in writing to the Hon. Secretary or until a resolution removing him from office shall be passed at an Annual General Meeting or Extraordinary General Meeting .
(b) All property of the "Club" including land and investments shall be held by the "Trustees" for the time being in their own names so far as necessary and practicable, for the benefit of the "Club". On the death, resignation or removal from office of a "Trustee", the "EC" shall take steps to procure the appointment by the "Club" in a Annual General Meeting or Extraordinary General Meeting of a new "Trustee" in his place.
(c) The "Trustees" shall in all respects act in regard to any property of the "Club" held by them in accordance with the directions of the "EC" and shall have the powers to Sell, Lease, Mortgage or Pledge any "Club property for the purpose of raising or borrowing money for the benefit of the "Club" in compliance of the "EC" directions, but no Purchaser, Lessee or Mortgagee shall be concerned to enquire whether any such direction has been given.
(d) Should it ever be necessary to wind up or dissolve the "Club", the "Club" having been formed for the primary purpose of playing rugby union football, the "Trustees" shall arrange to transfer the "Club" assets to the Rugby Football Union to be used for the purposes of rugby union football.

## Rule 8

## Liability of Trustees:

No personal liability shall attach to any "Trustee" except to the extent of such funds of the "Club" that may be actually entrusted to them.

## Rule 9

## Captains and Vice Captains:

Where practical, team captains are to be elected at the Annual General Meeting. If not practical then they should be elected at a subsequent players' meeting. Vice-captains should be appointed by their captains.

## Rule 10

## Meetings:

(a) At least twenty-one (21) days notice in writing shall be given of the Annual General Meeting and with such notice the Agenda and Nomination forms shall be sent to all members entitled to vote. Accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by any "Member", shall not invalidate the proceedings at any meeting; and the non-receipt of a nomination form from any "Member" entitled to vote, shall not invalidate any election.
(b) Notice of any proposals for amendment or additions to these rules must be submitted in writing with the notice of the Annual General Meeting. Proposed amendments or additions to these rules must be carried by not less than two thirds of the votes cast by "Members" present at the Annual General Meeting or Extraordinary General Meeting at which they were carried.
(c) The Annual General Meeting shall be held in May of each Year.
(d) The Hon Chairman will act as Chairman for Annual General Meetings and Extraordinary Meetings. If he is not present the "EC" will appoint another of its members to take the Chair.
(e) At least fourteen (14) days notice in writing shall be given of any Extraordinary General Meeting (EGM). Any member requesting an EGM for whatever purpose must give at least twenty one (21) days notice in writing signed by ten (10) members (other than associate members of the "Club") to the Hon. Secretary stating the reason(s) for which they request the meeting to be called. No other business than that named in that notice shall be brought before an EGM .

## Rule 11

## Quorum and Voting Rights:

(a) A quorum at The Annual General Meeting or any Extraordinary General Meeting shall be ten (10) "Members".
(b) The Quorum of the "EC" or any Sub-Committee shall be a majority of that committee.
(c) Only members of the following categories shall be entitled to vote at any meeting:
(i) Current "Members" of the club who held membership before 1st June 1973.
(ii) Past and present playing "Members" over the age of 18 years.
(iii) Non-playing "Members"
(iv) Student "Members"
(vi) Family "Member" - only one (1) vote per family membership is allowed.

## Rule 12

## Votes:

Each member eligible to vote shall have one vote at any meeting and in the event of a tie, the Chairman of the meeting shall have the casting vote.
(a) Each "Member" eligible to vote shall be entitled to one vote.
(b) Family Membership, only one (1) vote per family membership is allowed. The Family vote can only be cast by the nominated player or non playing "Member" at the time of joining.

## Rule 13

## Power to Co-opt:

The "EC" shall have the power to co-opt any "Member" to serve on any committee.

## Rule 14

## Vacancies:

In the event of a vacancy amongst the officers of the club (other than Trustees) by death, resignation or other cause, the "EC" shall have the power to elect a member to fill the vacancy until the next Annual General Meeting.

## Rule 15

## Election of Members:

The Election of new members to the "Club" shall be at the sole discretion of the "EC".

## Rule 16

## Admission to Membership:

New members may not be admitted to membership or be admitted as candidates for membership without an interval of at least two (2) days between their nomination or application for membership and their admission. Nor may any persons become members without prior nomination or application be admitted to the privileges of membership without an interval of at least two (2) days between their becoming members and their admission.
(a) All playing members are required as a condition of membership to carry out such reasonable tasks concerned with the running and maintenance of the club as shall be asked of them by the "EC."

## Rule 17

## Subscriptions:

The minimum rates of subscription shall be proposed annually by the "EC" and ratified by the membership at the Annual General Meeting for each category of membership.
(a) There shall be the following categories of members:
(i) Senior Players Membership - over eighteen (18) years of age
(ii) Student Membership - under twenty five (25) years of age in full time education
(iii) Non Playing Membership
(iv) Family Membership
(v) Gym Membership
(vii) Vice President
(viii) Hon Vice President
(b) Family membership includes one (1) playing or non playing member their partner and children under the age of 18 years. The partner and children of "Members" are granted Associate Membership of the "Club". For the avoidance of doubt Associate Members have no voting rights.
(c) Use of the Gymnasium facilities will require advance payment of an additional annual subscription and written acceptance of the relevant terms and conditions of use.
(d) Annual subscriptions will be due on the 1st of September in each year and payment of the appropriate amount shall entitle the "Member" to enjoy the privileges and facilities of membership of the "Club" until the 31st August of the following year.
(e) Any "Member" who fails to renew their membership by 31st October each year, ceases to be a "Member" until they do so.
(f) The annual subscription for newly joined members shall be reduced pro rata on a monthly basis from the date of joining until the following 31st August
(g) For the avoidance of doubt the "EC" shall have the power at their discretion to reduce the season's subscription for any "Member".
(h) The primary method of paying playing categories of membership is by monthly Standing Order to include Match Fees. Alternatively, an annual Subscription must be paid before the first game and match fees before each game at the rate set at the Annual General Meeting.

## Rule 18

## Membership Cards:

On payment of the appropriate subscription a membership card which shall be effective from the date of admission will be issued and which will be the sole evidence of membership.
(a) "Members" shall, if requested by any member of the "EC" or elected official of the "Club" produce their membership card on demand, and any person not able or willing to produce a membership card shall be liable to be refused admission to, or be expelled from "Club" premises.

## Rule 19

## Misconduct:

The "EC" shall have the power to reprimand, suspend or expel any member whose conduct shall in their opinion render that member as unfit for membership.

## Rule 20

## Cessation of Membership:

"Members" shall cease to be members as a result of
(i) Non payment of membership subscriptions
(ii) Resignation
(iii) Expulsion

## Rule 21

## Sale of Liquor:

The hours of sale of Excisable Liquors to "Members" on the premises in Pursuance shall be as follows:
(i) Monday to Thursday 11 am to 11 pm .
(ii) Fridays and Saturdays 11 am to 12 midnight
(iii) Sundays 12 noon to 10.30 pm

These are the permitted hours, the actual opening times will be displayed in the "Club" window and the committee reserve the right to close early when there is no business.

## Rule 22

## Amendment to Permitted Hours:

The "EC" may from time to time amend the permitted hours in accordance with the licensing regulations.

## Rule 23

## Persons to Whom Liquor may be Supplied:

Subject to any conditions attached, pursuant to section 28(3) of the Licensing Act 1961 for the "Club" Certificate of Registration under that Act, intoxicating liquor may be supplied during such hours as are for the time being permitted by these rules, not only to "Members" of the "Club" and their guests, but to other persons admitted to the "Club" premises and their guests (including participants in or spectators at "Club" games or competitions) provided always that no intoxicating liquor shall be sold to any person who is not a "Member" of the "Club" for consumption off the premises.

## Rule 24

## Conditions of Sale of Liquor:

Intoxicating liquor shall not be supplied to "Members" or their guests on the premises, otherwise than on behalf of the "Club", and the purchase for the "Club", and the supply by the "Club" of intoxicating liquor (so far as not managed by the "Club" in general meetings or otherwise by the General Body of "Members") shall be managed by the Bar \& Catering Sub-Committee which will include the Director of Finance (who will be Bar Treasurer) who is elected at the Annual General Meeting.

## Rule 25

## Commission of Sale of Liquor:

No person shall receive, at the expense of the "Club", any commission percentage or similar payment on or with reference to purchase of intoxicating liquor by the "Club"

## Rule 26

## Match Ticket Applications:

Where international, representative or match tickets are made available to the "Club", "Members" will be eligible to apply for and receive them following payment of the tickets face value. Where demand for tickets exceeds supply ticket distribution shall be at the discretion of the Match Ticket Secretary in conjunction with the "EC".
(i) A "Member" whose subscription is overdue is not eligible to apply for tickets.
(ii) A list of successful ticket recipients shall be available from the Hon Secretary upon request.

## Rule 27

## Guests:

Every member shall have the privilege of introducing friends to the "Club and the "Member" shall assume responsibility for their good conduct. No guest shall be introduced by any "Member" more than three times in any twelve (12) month period. Other persons may be admitted to the club at the discretion of two (2) members of the "EC"
(a) All non members so admitted may be permitted to use all or any of the facilities of the club, save for the gymnasium, at the discretion of any member of the "EC". Any intoxicating liquor supplied to nonmembers under these provisions is supplied for and must be consumed on the premises.

## Rule 28

## Visitors Book:

The name of any guests and the member introducing those guests must be written in the Visitors Book which is kept behind the bar.

## Rule29

## List of Members:

The "EC" shall keep at the clubhouse a list of names and addresses of "Members". 13 Hemel Hempstead (Camelot) Rugby Union Football Club, Constitution and Rules - amended March 2015

## Rule 30

## Employees:

The "EC" shall have the authority to appoint, pay and dismiss such "Employees" as it deems necessary. "Employees" shall be under the control of the "EC" and no "Member" shall reprimand a "Club" "Employee". If a "Member" has cause for complaint regarding a "Club" "Employee" they should make it to the "EC" in writing at the earliest opportunity.

## Rule 31

## Use of Club Facilities:

Without the prior permission of the "EC" no "Member" or "Employee" of the "Club" shall use or give permission for any other individual , company or organisation to use the Clubhouse, it's grounds or outbuildings.
(a) Should any individual, company, or organisation seek permission to use the facilities, grounds or outbuildings of the "Club" they must provide with their application such written documentation as the "EC" may require to make a decision.
(b) When permission is given by the "EC" for the use of "Club" facilities, grounds or outbuildings the individual, company, or organisation must comply with the "Club" "Constitution", Rules and Bylaws at all times.

## Rule 32

## Conflicts of Interest:

Whenever an elected or co-opted official or officer of the "Club" has a personal or professional interest in a matter to be discussed, they must declare it, withdraw from that part of the meeting, unless asked to stay, not be counted in the quorum for that agenda item and withdraw during the vote.

No elected or co-opted official of the "Club" shall be responsible for the appointment or management of any "Employee" who is a relative or an individual, organisation or company with whom they share any direct or indirect relationship which could reasonably be construed as a conflict of interest. Appointment of any "Employee", organisation or company shall be at the discretion of the remaining members of the "EC".

## Rule 33

## Bylaws:

The 'EC'" shall have the power to make such bylaws as it may consider necessary, from time to time, for the good administration and order of the "Club" provided that no such bylaws shall conflict with the "Constitution" or its Rules. A copy of such bylaws shall be posted in the Clubhouse.

## Rule 34

## Review of the "Constitutions':

The "EC" shall review the "Club" "Constitutions" from time to time and recommend change and amendments as necessary. Reviews of the "Constitution" shall take place at least every five (5) years.

## Rule 35

Acceptance of 'Rules':
Membership of the "Club" signifies acceptance of the "Constitution" and "Rules" of the "Club".

## Notes

Constitution and Rules - revised May 2005
Constitution and Rules - revised March 2015
Constitution and Rules - revised July 2019

At the July 2019 EGM the positions of Deputy Chairman and Assistant Secretary were approved by a majority vote of the membership. No specific responsibilities have, as yet, been allocated to these roles.

A P Chowles
Hon. Club Secretary

