## CONSTITUTION

Article I Name

1 The name of the Club is Ratoath Rugby Football Club or, for short, Ratoath RFC.

Article II Objectives and Ethos

1 The principal objective of the Club is to promote and facilitate the playing and enjoyment of rugby by people of all ages and abilities.

2 The other objectives of the Club are:
(1) to help build and maintain friendships through playing and non-playing activities.
(2) to promote the game of rugby.
(3) to foster the development of members as players, coaches, referees, administrators and individuals.

3 It is the ethos of the Club that rugby be played, coached, watched and administered in a sporting, friendly and respectful manner. It is also the ethos of Club that officials are respected and treated courteously by players, coaches and spectators. It is to be remembered that children playing the sport are doing so for their own enjoyment and not that of their parents or coaches

Article III Club Colours

1 The Club colours are royal blue and yellow.

Article IV Club Crest

1 The Club crest consists of a quartered shield bordered in yellow. The top left quarter consists of a blue shamrock on a white background. The top right quarter consists of the white outline of a prancing horse on a blue background. The bottom left quarter consists of an offset yellow capital letter R on a blue background. The bottom right quarter consists of a blue Celtic cross on a white background. At the base of the shield, concealing its point, is a scroll containing the words "Ratoath RFC". The crest is bordered in white.

2 The shamrock represents Ireland. The horse represents Ratoath's horseracing tradition. The " R " represents the name of the village. The Celtic cross represents the cross at the crossroads in the heart of the village.

Article V Membership

1 Membership is open to all regardless of sex, creed or race.

2 Members must adhere to the objectives and ethos of the Club and abide by the rules and constitution of the Club.

3 (1) Any person playing for or training with any Club team shall be deemed to be a member of the Club. The Executive Committee may cancel any such membership and that person on notification of any such decision shall cease to be a member.
(2) The Executive Committee may establish procedures in relation to applying for membership of the Club. Such procedures may include, but
are not limited to, the method of application and the method of approving any application. Nothing in this paragraph shall be taken to limit the provisions of paragraph 1 of this section.
(3) The Executive Committee may create different categories of membership.
(1) Members are required to pay such membership subscriptions as are determined by the Executive Committee. Different categories of membership may be required to pay different rates of subscription.
(2) Annual membership subscriptions fall due on the first day of September each year. Any member whose subscription is twelve months overdue shall cease to be a member of the Club on notification by the Club. Such person shall not be readmitted to membership until the arrears have been paid and only with the consent of the Executive Committee. The Executive Committee may delegate this consent as it sees fit.
(3) The Executive Committee may make provision to allow members to defer payment or to make payment by instalment. In such a circumstance, membership shall not be affected by any failure to comply with section 4.2 of this Article so long as any terms attached to any such derogation are complied with. Should such terms not be complied with, membership shall cease on notification to the member by the Club
(4) The Executive Committee may establish rules to allow for guest memberships or trial memberships for such fee, if any, as it sees fit.

5 Any member may resign by giving notice in writing to the Secretary.

6 Should any member conduct himself in a manner that, in the opinion of the Executive Committee, is derogatory to the Club or inimical to the interests of the Club, the Executive Committee may ask such member for an explanation and, if they think fit, suspend or remove such person from membership. In such circumstance there shall be no obligation to refund any membership subscriptions. At least two-thirds of the Executive Committee must vote in favour of any resolution for expulsion.
$7 \quad$ The Executive Committee may establish a Disciplinary Committee and delegate to the Disciplinary Committee such powers as it sees fit. The Disciplinary

Committee may deal with all disciplinary matters involving members whether they occurred on or off the pitch. The powers referred to in paragraph 6 may be delegated to the Disciplinary Committee but any decision to expel a member must be approved by the Executive Committee in accordance with the provisions of paragraph 6 .

All fully paid-up full members shall be entitled to vote at any general meeting of the Club, unless that member, at the time of the general meeting in question has been, for whatever reason, suspended from membership. Members under the age of eighteen years shall not be eligible to vote at general meetings.

9 A Register of Members shall be kept.

Article VI Honorary Membership

1 The Club may invite such persons of distinction as it sees fit to become honorary members of the Club.

2 It shall be for the Executive Committee to select persons for honorary membership.

3 An honorary member shall have the same rights and privileges as any other full member.

Article VII Executive Committee

1 There shall be an executive committee of not less than seven members and not more than ten (inclusive of the Child Welfare Officer).

The executive committee shall be responsible for the running of the Club. It shall exercise general management and control and shall conduct all the business and affairs of the Club. The quorum for meetings of the executive committee shall be four. The chairperson-President shall be appointed by the executive committee from among it number, in the first committee meeting after the AGM, but shall not be the Club PresidentChairperson.

4 The executive committee may delegate such functions as it sees fit to any subcommittee. Any sub-committee will be answerable to the executive committee and can be over-ruled on any matter by the executive committee. The members of every sub-committee shall be approved by the executive committee.

The Club President, Chairperson, Secretary, Treasurer and Director of Rugby shall be members of the executive committee. These are the Officers of the Club and, other than the Chairperson, shall be elected by the Club at the annual general meeting.

The Club, at the annual general meeting, shall elect not less than two and not more than five ordinary members of the executive committee.

7 Any member of the executive committee may resign by notifying the Chairperson in writing.

The Chairperson may resign by notifying the Secretary in writing. The President in such a circumstance shall assume the Chair and the executive committee shall
elect one of the other members of the executive committee to assume the role of President until a replacement is elected at the next annual general meeting of the Club.

An Officer of the Club or member of the executive committee may, for stated misbehaviour, be removed by a vote of at least three-quarters of the Executive Committee.

10 Should a member of the executive committee cease, for whatever reason, to be a member of the executive committee, the remaining members may co-opt a replacement. Such replacement will remain a member until the next annual general meeting of the Club.

11 The Chairperson is responsible for the ultimate achievement of the strategic ambitions of the club as well as the overall management of its operational activities. He/she will:

- Chair meetings and act as senior club officer throughout the year, by making decisions whenever the need arises, in consultation with other club officers when appropriate.
- Attend meetings in a neutral and uncommitted capacity and enable the group to have a meaningful discussion with a neutral person in the chair.
- Provide direction for the club by effective leadership and management.
- Monitor and evaluate the short term and strategic progress of agreed actions.
- Ensure that succession and forward planning are integral and ongoing in the club.
- Constitute and resource any special working groups and ensure that their activities are reported to the Executive.
- Manage other Club Officers to ensure the delivery of their responsibilities.
- Ensure that the Club structure and responsibilities are transparent and available to the membership.
- Work in close liaison with the Executive Committee and Club Officers.
- Set the agenda for meetings and ensure it is in line with the club, Branch and IRFU policies.
- Act as a mediator if disagreements arise between particular sub committees or sections.
- Ensure that the safety statement is reviewed regularly, and its operation monitored.
- Adequate resources are made available so that the Safety Policy can be carried out efficiently

12 The Treasurer is the Chief financial manager of the club - maintains the integrity and accurate recording of the club's financial position. $\mathrm{He} /$ she will:

- Responsible for the management of the club finances in accordance with the decisions of the executive committee.
- Recommend action on financial matters to the committee.
- Collect subscriptions and all money due to the club.
- Pay bills on behalf of club and record the information.
- Keep up to date records of all financial transactions.
- Ensure all cash and cheques are promptly lodged to club's account(s).
- Ensure funds are spent properly.
- Report regularly to the committee on the financial position of the club.
- Prepare and present accounts for the end-of-year financial report and audit.
- Financial planning including producing an annual budget and monitoring it throughout the year.
- To help prepare and submit any statutory documents that are required (e.g. VAT returns, PAYE and tax returns).
- Ensure club pays all affiliation and competition fees.

13 The Secretary manages, processes and maintains a record of all incoming and outgoing correspondence and club documents. In addition, he/she records the deliberations and decisions of the club committee. He/she will:

- Responsible for the day to day business and administration of the club.
- Maintain records of all members and former members of the club.
- Provide such club details as required by the IRFU/Branch.
- Manage and ensure action on club correspondence including legal and insurance matters.
- Organise AGM, Executive Committee and club meetings.
- Responsible for the accurate record keeping and circulation of the minutes from meetings.
- Record and deal with disciplinary matters.
- Ensure all relevant forms and publications are with the responsible club officers and make the system available to members.
- Attend such meetings as required by the Executive Committee.
- The Safety Statement is circulated to the appropriate personnel and that it is widely available in the club through notice boards, team managers, etc
- Any amendments to the Safety Statement as may be made from time to time are included in an updated version as soon as possible.
- Any discussion, reports or suggestions relating to the Safety Statement which are raised at General Committee Meetings are recorded and actioned.
- Any Accident Reports, Hazard I.D. Reports, H\&S Audits, etc are retained as club records and reported outside the club as decided by the General Committee.
- Any correspondence relating to Health and Safety is brought to the attention of the General Committee and any subsequent actions are recorded.

14 The Director of Rugby is responsible for the recruitment, development and management of players and coaches at the Club. Responsibilities:

- Develop and implement a coordinated coaching programme throughout all sections of the Club.
- Co-ordinating the implementation of the Club's "agreed playing philosophy" throughout all teams.
- Oversee the implementation of the IRFU Long Term Player Development programme throughout the Club.
- Take responsibility for the recruitment and retention of players, coaches and management and developing and maintaining links with local schools and colleges.
- Provide succession planning to ensure that qualified coaches are appointed to all teams and receive the appropriate training required by attending designated coaching courses.
- Chair the Rugby sub-committee so that rugby policy is understood, properly disseminated to all levels and translated into practical action.
- Report to the Executive Committee on rugby matters and make recommendations on improvements/ initiatives that need to be implemented.
- Set behavioural standard policies for all teams and members at the start of the season.
- Liaise with the Club coaches, players committee and team captains on matters such as playing facilities, equipment, playing gear, etc
- Be aware of all administrative procedures regarding player registration and eligibility.

15 Unless otherwise specified, decisions of the executive committee shall be made by a simple majority of those present.

## Article VIII Election of Officers and Members of the Executive Committee

(1) The term of the Chairperson shall be one year. with a two-year term initially recommended. He or she can be annually re-elected for not more than five consecutive terms.
(2) A former Chairperson shall not hold the office of Chairperson until at least four years have elapsed since their previous term.
(3) No member shall be President or Chairperson without having previously served in at least one of the following capacities:
(i) President;
(ii) Chairperson;
(iii) Secretary;
(iv) Treasurer,
(v) Director of Rugby;
(vi) Child Welfare Officer;
and have served as a member of the Executive Committee for at least two years. The service in one of the listed capacities and as member of the Executive Committee must have taken place within the five years immediately prior to the election

9 The Secretary may serve five consecutive terms of one year. He or she may not be elected as Secretary until one year has elapsed since last having held that office.

The Treasurer may serve five consecutive terms of one year. He or she may not be elected as Treasurer until one year has elapsed since last having held that office.

Article IX Trustees

1. All land, buildings and investments of the Club shall be vested in the Trustees on behalf of the Voting members and the Trustees shall deal with them as directed by the Executive Committee or by resolution of the Club in General Meeting.
2. The number of trustees shall normally be three. Whenever the number of Trustees falls below three the resulting vacancy shall be filled as soon as is practicable. Pending the filling of such vacancy the remaining Trustees shall have vested in them the powers and duties applicable to the full body of Trustees.
3. Each Trustee shall be either a current or former office-holder of the Club prior to appointment as a Trustee.
4. Each Trustee shall be appointed by the executive committee.
5. The Trustees shall hold office for life or until they resign or are removed from office by a resolution of members at a general meeting with which at least two-thirds of the members with voting rights present and voting at the said general meeting are in favour. Any such resignation shall be given in writing to the Secretary.
6. Where the resignation of any trustee would result in there being no remaining trustees, such resignation shall not take effect for fourteen days, within which time the Executive Committee shall appoint new trustees.
7. The Trustees may instruct the executive committee to convene an extraordinary general meeting and such a meeting shall be convened forthwith.
8. The Trustees shall receive the minutes of any meeting of the executive committee or of any general meeting of the Club. They shall also receive any financial report made by the Treasurer either to the executive committee or the Club in general meeting. Such minutes and reports shall be delivered to the Trustees by the Secretary or Treasurer, as appropriate, as soon as is practicable after the date of any such meeting. The Trustees shall be entitled to seek and receive further details relating to any matter contained in such minutes or reports.
9. Each trustee shall be indemnified by the members of the club against all liability and expense incurred in the performance of their duties insofar as the assets of the club are deficient except where said trustee acts with wilful neglect.
10. The club will hold sufficient Public Liability Insurance and Directors \& Officers Liability Insurance.

## Article X Child Welfare Officer

The Club Child Welfare Officer is appointed by a club to implement the directions of the National and Branch Child Welfare Officers and to follow the policy for Age Grade Players of the IRFU. He/she will:

- Act at all times in the best interests of Age Grade Players.
- Be fully familiar with the provisions of the Code and Policy and with such further information and requirements as may be provided or put in place by the IRFU.
- Communicate with the appropriate Branch Child Welfare Officer considers it necessary to do so, or any matter in relation to Age Grade Players on which the advice or directions of the Union are required.
- Receive from the Branch Child Welfare Officer advise, information and directions from the IRFU concerning Age Grade Players and act accordingly.
- Inform their club of requirements made by the IRFU concerning Age Grade Players.
- Ensure that they are in a position to respond accurately and promptly to queries from the IRFU as to the welfare of Age Grade Players in their club generally or in relation to any specific incident which may occur.
- Be the contact person in the club for the Statutory Authorities regarding the welfare of Age Grade Players who are members of the club.

The Child Welfare Officer shall be appointed by the executive committee and on appointment shall become an ex officio member of the Executive Committee. The appointment shall be for a specified period, which period can be renewed.

## Article XI Registrar

1 The Club shall appoint a Registrar who shall be responsible for the registration of playing members with the Leinster Branch. He shall keep registration
documents. The Registrar may be but is not required to be a member of the Executive Committee.

## Article XII Income and Property

1 The income and property of the Club shall be applied solely towards the promotion of its main objects as set forth in this Constitution. No portion of the Club's income or property shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit to members of the Club.

2 No Officer shall be appointed to any office of the Club paid by salary or fees, or receive any remuneration or other benefit in money or money's worth from the Club.

3 Nothing shall prevent any payment in good faith by the Club of:
(i) reasonable and proper remuneration to any member, officer or servant of the Club (not being an Officer) for any services rendered to the Club;
(ii) interest at a rate not exceeding 5\% per annum on money lent by Officers or other members of the Club to the Club;
(iii) Reasonable and proper rent for premises demised and let by any member of the Club (including any Officer) to the Club;
(iv) Reasonable and proper out-of-pocket expenses incurred by any Officer or member of the Club in connection with their attendance to any matter affecting the Club.
(v) Fees, remuneration or other benefit in money or money's-worth to any Company of which an Officer may be a member holding not more than one-hundredth part of the issued capital of such Company.

## Article XIII General Meetings

(1) There shall be an annual general meeting which shall be held between the second Saturday of May and the fourth Saturday of July.
(2) The election of the Officers and the members of the Executive Committee shall take place.
(3) The Treasurer shall make a report and provide a financial statement.
(4) Other matters may be dealt with at the annual general meeting as required by the Executive Committee or at the written request of fifteen members with voting rights. Any such matters shall be notified in writing to the Secretary at least seven days before the Annual General Meeting.

2
(1) An extraordinary general meeting may be called for a specific purpose that for reasons of urgency or exceptional importance cannot delay until the annual general meeting
(2) An extraordinary general meeting shall take place when required by twothirds of the executive committee.

3 The Secretary shall give at least fourteen days notice of the date, time and venue of any general meeting. This can be done by posting a notice on the homepage of the Club website.

## Article XIV Amendment of the Constitution

1 This Constitution may be amended by the members in general meeting.

2 Amendments may be proposed either by the Executive Committee or by fifteen members with voting rights. Proposed amendments must be notified to the Secretary no later than the first day of May in any given year.

For an amendment to be made to the Constitution, at least two-thirds of the members with voting rights present and voting at the general meeting must be in favour of the proposal.

4 No addition, alteration or amendments shall be made to the Constitution unless the same shall have been previously submitted to and approved in writing by the Revenue Commissioners. Should the general meeting, at which an addition, alteration or amendment to the Constitution is proposed, take place before such written approval has been received, then any addition, alteration or amendment approved by the members in general meeting shall not take effect until the Secretary has received from the Revenue Commissioners such approval in writing and should such approval not be forthcoming the addition, alteration or amendment so approved shall not take effect.

Article XV Dissolution

1 The Club shall be dissolved if three-quarters of members with voting rights present at a general meeting at which the issue is considered vote in favour of such dissolution. Notice that this issue is to be considered must be given by the Secretary at least fourteen days in advance of any meeting.

2 Should the Club decide to dissolve then any assets, money or property owned by the Club, after the settlement of any debts or liabilities, shall not be paid to or distributed amongst the members but shall be given or transferred to some other institution or institutions, being a rugby club, having main objects similar to those of the Club. The institution or institutions to which the property is to be given or transferred shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Club under or by virtue of this Constitution. If and insofar as effect cannot be given to such provisions, then the property shall be given or transferred to some charitable object.

3 The institution or institutions referred to in paragraph 2 of this Article shall be selected by the members of the Club at or before the meeting at which the Club dissolves.

