

## Proposed Amendments to the current club Constitution dated May 2016

This amended constitution is being prepared for the AGM in 2024 to bring the constitution up to date with changes around committee structures, membership procedures and additions around safeguarding and discipline that the RFU have said they would like to see included in the constitutions of their affiliated clubs. Certain dated terminology (for example chairman) has been updated with the more modern term (chairperson) and where appropriate, the references to gender have been removed (i.e., where there is really no requirement to differentiate between a Men's player and a Ladies Player). Where a section has been altered, I have detailed what has been changed, where it is unaltered this is clearly stated.

### **1. Club Colours**

Unaltered

### **2. Club Year**

Unaltered

### **3. Proposal for Membership**

This has been altered to reflect the implementation of the RFU GMS for membership and now reads:

Membership is inclusive and open to everyone upon complete registration on the RFU Game Management System and the payment of the appropriate membership subscription. All Members shall abide by the requirements of the Articles of Association, this Constitution, the RFU codes of conduct, rules and regulations and any rules and regulations of the Club.

Most importantly, the following condition has been added to the constitution. "No player may represent the club unless they are an active member of the club."

### **4. Membership and Subscriptions**

The numbering of the membership classes has been reordered in order to make it more logical.

#### **i. Vice-President**

This ceases to be a membership option. Vice President is an honour that once awarded cannot be taken away which is incompatible with it being a class of paid membership. Vice Presidents would purchase an associate membership under the new constitution if they wish to maintain their membership rights.

#### **ii. Life**

Associate Membership replaces Vice President membership as this ceases to be a class of membership.

#### **iii. Associate**

Associate membership now makes allowances for members to play up to 5 social rugby matches a year for the club (with the payment of a suitable match fee)

#### **iv. Senior Players**

Unaltered

#### **v. Youth**

Unaltered

**vi. Mini**

Unaltered

**vii. Non-playing Coach**

This category has been removed as it is covered by other membership classes.

**viii. Student**

The term player now encompasses both men and women equally. There is no longer a distinction between genders when referencing players in the constitution.

**ix. Family**

The option for senior player has been removed. Youth and Mini categories remain.

b) Unaltered

**c) Honorary Members**

Honorary status will be automatically awarded to any VP once they reach the age of 80.

**d) Payment of Subscriptions**

Membership to be renewed annually. Changes to the payment of subscriptions to reflect the collection of payments through GMS. Players must have an active membership to play matches for Chelmsford RFC. Members will now be notified via email if memberships have lapsed.

**e) Resignation of Membership**

Unaltered

**f) Temporary Members**

Unaltered

**5. Officers of the Club**

The officers of the club have been changed to reflect the needs of the club moving forward.

The term Chairman has been updated to Chairperson.

Names of officers have been updated to reflect current roles descriptions in use by the RFU and available for selection on GMS.

**6. Committee Members**

The number of committees has remained unchanged but who sits on them has been amended to reflect the committees as they are now and we would like to be moving forward.

The term Chairman has been updated to Chairperson.

Roles of committee members have been updated to reflect current roles descriptions in use by the RFU and available for selection on GMS.

**7. Committee Meetings**

Unaltered

**8. Powers of the Management Committee**

E – Removed Youth Chair from list

Otherwise Unaltered

**9. Duties of the Honorary Treasurer**

Unaltered

## **10. Persons Entitled to Admission to the Club's Premises**

Unaltered

## **11. Dress**

Unaltered

## **12. The Conduct and Expulsion of Members**

The Following section has been added to adopt the RFU code of conduct.

The RFU code of conduct has been adopted to ensure we can operate fairly, appropriately and in the best interests of everyone at the club, including its children and young people. This Code sets out the behavioural standards that members and other participants of the Club must meet.

The club operates in line with the core values: Teamwork, Respect, Enjoyment, Discipline and Sportsmanship and is committed to developing a culture that lives and breathes the core values, is free of abuse, discrimination and harm, and where everyone feels safe and able to raise any concerns they have.

Otherwise unaltered

## **13. Opening and Closing of the Clubhouse**

Clubhouse opening times have changed to Weekends, Tuesday, Wednesday and Thursday. The clubhouse will not routinely be available to members on Mondays and Fridays although it can be hired for private functions by members.

Closing time on Sunday has been changed to 9pm and midweek to 11pm to reflect current patterns of use.

Otherwise unaltered

## **14. Wine Committee**

Unaltered

## **15. Bar Opening Times**

Unaltered

## **16. Permitted Drinking Age**

Unaltered

## **17. General Meeting of Members**

Unaltered

## **18. Team Captains**

Removed reference to the Director of Rugby.

Otherwise unaltered

## **19. Safeguarding Policy**

New section added on Safeguarding added



**Chelmsford Rugby Football Club**

Limited by Guarantee

# **CLUB CONSTITUTION**

VI.3.4 – 8<sup>th</sup> April 2024

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20. Alteration of the Constitution

This Constitution of the Club is made pursuant to Article 18 of the Club's Articles of Association. The terms used herein shall have the same meaning as in the Articles of Association. Where there is any inconsistency between this Constitution and the Articles of Association, the provisions of the Articles of Association shall prevail.

### **1. Club Colours**

The colours of the Club shall be navy blue, white and gold. The Club jerseys will be navy blue and white hoops with gold trim, navy blue shorts and navy blue and white hooped socks. The alternative strip shall be navy blue shirts, navy blue shorts and navy blue and white hooped socks.

### **2. Club Year**

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

### **3. Proposal for Membership**

Membership is inclusive and open to everyone upon complete registration on the RFU Game Management System and the payment of the appropriate membership subscription. All Members shall abide by the requirements of the Articles and Memorandums of Association, this Constitution, the RFU codes of conduct, rules and regulations and any rules and regulations of the Club. No player may represent the club at any level unless they are an active member of the club.

### **4. 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. The Members of each class of membership except Youth and Mini shall have one vote at a general meeting of Members. A Family membership shall have one vote to represent all the family members at a general meeting of Members.

#### **a) Classes of Membership**

##### *i. 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 associate membership subscription at the date of application as follows; over 40 (x40); over 50 (x30); over 60 (x20); over 70 (x10).

##### *ii. Senior Player*

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

##### *iii. Youth*

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

##### *v. Mini*

All Members under the age of twelve at midnight on the 31st August of the current season and part of a Family membership.

##### *vi. Volunteer*

This category is for volunteers and shall not be available to employees of the Club, which shall include the Director of Coaching if one is appointed.

*vii. Student*

Senior players attending Further/Higher Education on a full-time basis. This membership may be as a full playing member or as an Out of County member who is only able to play occasionally.

*viii. Family*

This category permits one adult and children under the age of 19 years from one family to be Members in the following categories: Youth and Mini.

*ix. Associate*

Any Member that is not an Honorary, Life or Family member, a Senior Player, Student Player, Youth, Mini or Volunteer is an Associate Member. Associate members may play no more than 5 games of rugby for Chelmsford RFC in any given season.

**b) Vice Presidents**

At its discretion, the Management Committee of the Club may invite any person of distinction or any person who has rendered outstanding service to the Club become a Vice-President of the club. Becoming a Vice President does not infer any entitlement to the benefits and privileges of membership.

**c) Honorary Members**

At its discretion, the Management Committee of the Club may invite any Vice President who has rendered outstanding service to the Club to become an Honorary Vice-President or Honorary Life Member of the Club with an entitlement to all the benefits and privileges of Membership for life. Honorary membership is awarded to any VP upon reaching their 80<sup>th</sup> year.

**d) The Club President** The President shall be an Honorary Member, elected annually by Members at the Annual General Meeting.

**e) Payment of Subscriptions**

Membership subscriptions are to be renewed annually and are collected through the RFU's GMS system. If any Member shall fail to pay their subscription, the Honorary Membership Secretary shall send a notice to the email address in the records of the Club, calling upon them to pay the same, which if they fail to do then their membership will lapse without further notice.

**f) Resignation of Membership**

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

**g) 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 for a period that shall not exceed in all one month. A temporary Member shall have no right to attend any general meeting of Members.

## **5. Officers of the Club**

shall comprise: -

Club Chairperson

Vice-Chairperson

Honorary Secretary

Honorary Treasurer

Assistant Honorary Secretary

Assistant Honorary Treasurer

Membership & Data Secretary

Club Safeguarding Officer (CSO)

Player's Captain

Honorary Fixture Secretary

House and Grounds Chairperson

Social Committee Chairperson

Grants Officer

Social Media Officer

Club Coach Co-ordinator (CCC)

Club Volunteer Coordinator (CVC)

Youth Chairperson

Club Disability Officer

Minis Chairperson

Minis Fixtures Secretary

Ladies Club Captain

Men's Club Captain

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.

## **6. Committee Members**

a) The Management Committee shall consist of the following Members, together with any persons co-opted under the provisions of Rule 8.

Club President

Club Chairperson

Vice Chairperson

Honorary Secretary

Honorary Treasurer

Honorary Assistant Secretary

Honorary Assistant Treasurer

Membership & Data Secretary

Minis Chairperson

Youth Chairperson

Club Safeguarding Officer (CSO)

Club Volunteer Coordinator (CVC)

Club Coaching Coordinator (CCC)

Social Committee Chairperson

Ladies Club Captain

Men's Club Captain

Three invited Members, who need not be elected 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 6 b).

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

### **i) Players Committee**



Appointed member of the Management Committee: **Vice Chairperson**

Vice Chairperson  
Youth Chairperson  
Men's Club Captain  
Fixtures Secretary  
Referee Coordinator  
Discipline Officer

Head Coaches of the Senior Teams  
Minis Chairperson  
Ladies Club Captain  
Club Coaching Coordinator (CCC)  
Players Captain  
Others by Invitation

ii) **Youth & Minis Committee**

Appointed member of the Management Committee: **Vice Chairperson**

Vice Chairperson  
Minis Chairperson  
Disability Officer  
Minis Fixtures Secretary  
Others by Invitation

Club Safeguarding Officer (CSO)  
Youth Chairperson  
Club Coaching Coordinator (CCC)  
Club Volunteer Coordinator (CVC)

iii) **Finance Committee**

Appointed member of the Management Committee: **Honorary Treasurer**

Chairperson  
Vice Chairperson  
Honorary Assistant Secretary  
Others by Invitation

Honorary Treasurer  
Honorary Secretary  
Honorary Assistant Treasurer

iv) **Development and Fund-Raising Committee**

Appointed member of the Management Committee: **Honorary Secretary**

Honorary Assistant Secretary  
Grants Officer  
Others by Invitation

Honorary Secretary  
Membership & Data Secretary

v) **Social Committee**

Appointed member of the Management Committee: **Club Chairperson**

Social Committee Chairperson  
Social Media Officer  
Men's Club Captain  
Others by Invitation

Honorary Secretary  
Honorary Assistant Secretary  
Ladies Club Captain

vi) **Safeguarding Committee:**

Appointed member of the Management Committee: **Club Chairperson**

Club Chairperson  
Club Safeguarding Officer (CSO)  
Club Disability Officer  
Others by Invitation

Honorary Secretary  
Assistant Club Safeguarding Officers  
Club Volunteer Coordinator (CVC)

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

## **7. Committee Meetings**

### a) Management Committee

The Management Committee shall meet monthly and at such time or times as the Chairperson shall decide and four (4) shall form a quorum. The Vice-Chairperson shall chair the Management Committee if the Chairperson is unable to be present.

### b) Sub-Committees

The six Sub-Committees shall meet at such frequency and times as the chairperson of each Sub-Committee shall decide and three (3) shall form a quorum.

Each Sub-Committee shall elect their chairperson 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 chairperson of that meeting shall be entitled to a second or casting vote.

## **8. Powers of the Management Committee**

The management of the Club shall be exercised by the Management Committee:

to the extent delegated by the Board pursuant to Article 18 of the Club's Articles of Association; 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 the Board, the Management Committee shall have the power by resolution to:

- a) endorse candidate membership of the Club;
- b) co-opt other Members of the Club onto the Management Committee for any specific purpose;
- c) 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;
- d) Interview and employ a Director of Rugby or Head Coach
- e) appoint the Chairperson, Vice Chairperson, Honorary Treasurer and Honorary Secretary to sit on any or all sub-committees;
- f) make regulations and byelaws in accordance with these powers and settle any disputes arising there from.

## **9. Duties of the Honorary Treasurer**

The Honorary Treasurer or Chairperson shall lodge all monies received by the Club in a bank account in the name of the Club and sign all payments 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 every year shall prepare and submit for approval at the annual general meeting an Income and Expenditure Account and Balance Sheet after examination by an appropriately qualified accountant appointed by the Members at the previous annual general meeting.

### **10. 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 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.

Members

Club employees

Admission of non-members as specified below: -

In addition to 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 games;
- (c) former playing Members of the Club, ordinarily resident more than ten miles from the Club premises;
- (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 the Club but organised by another club or organisation who hire the premises from the Club for a fee, provided that with respect to functions under sub-paragraphs (e) and (f) of this rule liquor may not be purchased by persons other than those referred to in sub-paragraphs (a), (b), (c) and (d) at more than four organised social functions endorsed by the Committee in any year. Subject to any conditions which may from time to time be imposed by the Licensing Justices, any such persons as are referred to in sub-paragraphs (a), (b), (c), (d), (e) and (f) of this rule may purchase from the Club intoxicating liquor for consumption by themselves and their guests on the premises during permitted hours in accordance with the provisions of Section 49 (1) of the Licensing Act 1964, until amended by statute.

### **11. Dress**

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

## **12. The Conduct and Expulsion of Members**

The RFU code of conduct has been adopted to ensure we can operate fairly, appropriately and in the best interests of everyone at the club, including its children and young people. This Code sets out the behavioural standards that members and other participants of the Club must meet.

The club operates in line with the core values of rugby: Teamwork, Respect, Enjoyment, Discipline and Sportsmanship and is committed to developing a culture that lives and breathes the core values, is free of abuse, discrimination and harm, and where everyone feels safe and able to raise any concerns they have.

- a) The Management Committee may require any Member whose conduct shall be deemed to be contrary to the welfare and best interests of the Club to resign from the Club in accordance with Article 3 of the Articles of Association or impose any other sanction it considers appropriate.
- b) A Member to whom the Club allocates tickets issued by the RFU may not dispose of them to a third party. In the case that tickets are no longer required, the Member must return them to the Club for reallocation. Due to the importance given this matter by the RFU, the Club will apply its disciplinary procedure and appropriate sanctions to any Member who contravenes this requirement.

## **13. 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 8.30am. - 9.00pm.

Tuesday, Wednesday & Thursday evenings 6.00pm. - 11.00pm.

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.

## **14. Wine Committee**

If the Management Committee so requires, the Members present at the annual general meeting shall elect a Wine Committee consisting of three members (who need not be members of the Management Committee) to deal with the purchase and supply by the Club of intoxicating liquor. In the absence of a separate Wine Committee, these duties shall be carried out by the Management Committee or by a sub-committee appointed from the members of the Management Committee. The purchase for the Club and the supply by the Club of intoxicating liquor shall be exclusively controlled by the Management Committee.

## **15. Bar Opening Times**

The permitted hours for the sale of intoxicating liquor shall be as defined in the Club's Liquor Licence. The times defined in the Liquor Licence shall be restricted to those laid down by statute and relevant terms contained in the Club's lease from Chelmsford Borough Council. Subject to this, at the date of the adoption of these Rules the permitted hours are: -

Daily 10.00 am – 11.30 pm

The actual hours, between which the Club bar is open, will be posted in the Clubhouse. The Management Committee shall have power by resolution to apply to the appropriate licensing authority for a permanent or temporary variation to its license.

#### **16. Permitted Drinking Age**

No person under the age of eighteen years (or in accordance with current statute) shall be served with or be permitted to consume intoxicating liquor on the Club premises. In support of this legal requirement, the Club will not provide the premises for Members or non-members to hold eighteenth birthday celebrations and all applications to use the Club premises shall be subject to approval by the Management Committee.

#### **17. General Meeting of Members**

All matters relating to the notice, proceedings and voting at a general meeting of Members will be as defined in Articles 4 to 6 of the Articles of Association.

#### **18. Team Captains**

At each annual general meeting, the Members shall elect the captain of all senior teams of the Club. The persons elected shall hold office for one year and be a member of the Playing Sub-Committee (see Rule 6 b i) but shall be eligible for re-election.

#### **19. Safeguarding Policy**

Child Safeguarding Policy Statement:

Chelmsford RFC agree to abide by all RFU safeguarding regulations.

Chelmsford RFC safeguarding committee provides clear guidance and support on issues relating to the welfare and safety of all members of the club. The committee recognises in particular, its' statutory responsibilities for children, young persons and vulnerable people.

Club policies will be reviewed and updated annually.

#### **20. Alteration of the Constitution**

No alteration or addition to this Constitution shall be made except by resolution at a general meeting of Members.

Signed:

Date:

Gabby Rowe

Club Chairperson