

NUMBER 1 (3)

ORRELL ST JAMES ARLFC  
CLUB CONSTITUTION & RULES

DATED 06.11.18

## **ORREL ST JAMES ARLFC –CONSTITUTION & RULES**

### **Section 1-Name**

1-The name of the club shall be 'Orrell St James A.R.L.F.C' ("the club")

### **Section 2-Objectives**

1-The club shall play and promote the game of Rugby (meaning Rugby League and Rugby Union) in accordance with the rules of the British Amateur Rugby League Association, the Rugby Football League, North West Counties A.R.L., Sport England club mark and any other successor organisations or organisations as well as the relevant Rugby Union Associations and any successor associations where appropriate as the Exec from time to time decide upon.

2-To provide the opportunity for people in the districts of Orrell, Billinge and such surrounding areas as the exec from time to time decide upon to participate in Rugby in any of the following categories (not an Exhaustive list) or as the exec from time to time decide upon

- (i)-Playing
- (ii)-Coaching
- (iii)-Officiating
- (iv)-Administrating
- (v)-Supporting.

3-The club aims to foster the physical, mental, educational, social and moral development of all persons playing the game of Rugby at the club.

4-The club will try to maintain a strong junior and youth policy.

5-The club will encourage when the opportunity arises the development of other sports but the sport of Rugby will always remain the major sport of the club.

6-The club shall endeavour to ensure that all members of the club will receive equal treatments regardless of their sex, race, creed or colour or sexual orientation.

### **Section 3-Management and Control**

1-The management and control of the club shall be vested in an executive committee ("the exec").

2-Only the members of the exec can vote on any matter at the exec meeting.

3-The exec shall meet on a monthly basis where possible or at such other times as the exec from time to time decide upon. Notification of the dates, times and venues of any meetings

of the exec shall be the responsibility of the Club Secretary. In the event the secretary does not call a meeting for any reason any officer with the support of 4 other officers can call said meeting and chair that meeting.

4-The Quorum required for any exec meeting is 5 Officers.

5-Persons entitled to attend an exec meeting are any of the following

(i)-exec members

(ii)-non-exec members

(iii)-team treasurers, team coaches, team fundraisers

(iv)-any Paid-Up Member of the Club and

(v)-any other person appointed by the exec from time to time and given permission to attend.

6-Subject to the appointment of members of the exec at AGM and any appointment at an EGM all appointments to the exec shall be by the exec.

7-The exec can appoint non-exec members to the exec but they shall not have the right to vote on any matter at the exec but shall have the right to attend and contribute to the meeting of the exec unless prevented from doing so by a vote of the exec.

8-Other than the members of the exec all other persons must request permission from the club secretary to attend an exec meeting. The decision of the club secretary on any such request remains final until such time as approved or overruled by the exec. Any decision of the club secretary to refuse to allow any person to attend an exec meeting must be added to the agenda for the exec meeting that person sought permission to attend as AOB and the club secretary must bring to the attention of the exec the reason behind his/her decision to refuse to allow the person to attend the exec meeting.

9-The club secretary has the responsibility for drawing up the agenda of any exec meeting but the agenda for any exec meeting must contain AOB

10-All paid up member at the club can ask the club secretary to add an item for discussion at the exec meeting to the agenda by giving 7 days' notice prior to the date of the exec meeting. Failure to give 7 days' notice does not prevent it from being discussed at the exec meeting as AOB if the exec by vote agrees.

11-Any decision of the club secretary to refuse to allow an item to be added to the agenda must be added to the agenda for the exec meeting the person sought permission to have it added to the agenda as AOB and the club secretary must bring to the attention of the exec the reason behind his/her decision to refuse to add an item to the agenda.

12-The exec shall have power to appoint and dissolve sub-committees and such sub-committees shall be responsible to the exec. The powers and responsibilities of any such sub-committee shall be those the exec from time to time decides upon.

13-All decisions of the exec shall be decided on by a simple majority vote (“the vote”) of the officers in attendance at the meeting of the exec and the chairman has a casting vote.

14-Decisions of the exec can be made by email (all members of the exec have to be notified) .If any member of the exec objects to the proposal contained within the email no decision can be made and is not valid until brought before the exec for discussion and or vote.

15-All decisions of the exec shall be binding on the club, its members and players and stand as final on any issue (including issues not covered by this constitution) and shall be treated as if made at AGM or EGM by the members until such times as the members at AGM or EGM amend or overrule the decision

16-Listed below are some of the positions at the club and may be members of the exec or non-members of the exec (not an exhaustive list) or as the exec from time to time decide upon

- (i)-The Life President
- (ii)-Life Members
- (iii)-Chairman
- (iv)-Vice Chairman
- (v)-Secretary
- (vi)-Treasurer
- (vii)-Minute Secretary
- (viii)-Coaches
- (ix)-Fund Raising Organiser
- (x)-Membership Secretary
- (xi)-Child Protection Officer
- (xii)-Development Officer
- (xiii)-Youth Rugby Co-ordinator
- (xiv)-Junior Rugby Co-ordinator
- (xv)-Coaching Mentor
- (xvi)-Press Officer
- (xvii)-Assistant Treasurer
- (xviii)-Kit/Equipment Office
- (xix)-First Aid Officer
- (xx)-The First Team Coach
- (xxi)-Volunteer Co-ordinator
- (xxii)-Such other positions created at AGM or EGM

17-The chairman and Vice chairman shall retire annually and the club secretary and club treasurer bi annually.

18-Removed by EGM dated 11<sup>th</sup> November 2018

19-The Life president, Vice president(s) remains in position until removed at AGM or EGM. In the case of life members until removed by the exec.

20-All appointments to the exec as members and non-exec members and appointment of coaches and others shall be by the exec in the first instance and those appointed shall remain in position unless

- (i)-removed by the exec or retire or resign or
- (ii)-they have to retire in accordance with this constitution or
- (iii)-by vote of the members at AGM/EGM or
- (iv)-removed or dismissed from their position

21-Nothing above prevents any paid-up member applying for any of the positions that from time to time exist on the exec. Such application can be made at any time to the exec and can be made even if the current position on the exec is occupied by another paid up member at the club. The aim behind this clause is to encourage all members to want to participate in the running of the club. The decision of the exec shall be final on any such application

22-Notwithstanding the right of any paid-up member to apply to the exec at any time for appointment to a position on the exec as detailed above any paid up member may also apply to the members at AGM/EGM to be appointed to any position at the club such application to be in accordance with this constitution.

23-In the event there is more than one applicant for the position the decision of the exec or members at AGM/EGM shall be put to a simple majority vote as to who is appointed to the position

24-All members and non-exec members of the exec shall have full powers to act in an emergency, but their actions shall be reported to the exec for ratification or rescinded as soon as reasonably possible but in any event by the next exec meeting

25-Any member or non-exec member failing to attend four (4) consecutive exec meetings without satisfactory reasons shall be deemed to have resigned and the exec shall have the power to fill vacancies.

26-Any coach failing to attend four (4) consecutive coaches' meetings without satisfactory reasons shall be deemed to have resigned and the exec shall have the power to fill vacancies

27-In the event the chairman retires or for whatever reason does not remain in position the Vice-chairman shall stand in his/her place until a new chairman is appointed

28-The appointment of the Club Welfare Officer (CWO) (or successor office) by the exec or members at AGM/EGM can only take effect after the Rugby Football League (or successor office) has ratified the appointment and the CWO remains in position until a new /ratified CWO is appointed

29-All decisions of the exec shall be recorded in an exec decision file in writing and be available on reasonable notice for any member to consult. It shall be the responsibility of

the club secretary to maintain the exec decision file. The exec decision file to be available on reasonable notice for any paid-up member to consult.

#### **Section 4-Members**

1-The members of the Club (“Members”) fall into two categories namely

2-Paid Up Members are

**Life President** - awarded by the exec of the club for dedication and loyalty over and above the club’s rules and regulations. This position is an honorary title.

**Vice President(s)** - as with the Life President

**Life Members**- is any person appointed a Life Member by the exec of the club

**Parent Member** - a Parent Member (“PM”) is a person who is a parent of a child registered to play rugby for the Club

**Non-Parent Member** - a Non-Parent Member (“NPM”) is (i) a person who has attained the age of eighteen (18) years and is not a parent of a child registered to play rugby at the club and has been appointed

(i)-a paid up member of the club by the membership committee or

(ii)-a coach at the club by the exec or at AGM/EGM

(iii)- to act on the exec as a member or non-exec member by the exec or at AGM/EGM or

(iv)- to play for the club

**Adult Member** - is a person aged eighteen (18) years and registered as a player of a team at the club

**Other Member**-Anyone appointed by the Membership Committee (added AGM 07.02.17)

3-Only paid up members can

(i)-be appointed as a member of the exec

(ii)-be appointed as a non-exec member of the exec

(iii)-act as a coach

(iv)-propose or second nominations for appointment to the exec or as a coach

(v)- vote at any AGM or EGM

4-Non-Paid Up Members are

Any other persons for example but by no means an exhaustive list example players under 18 years of age registered to play for the club

Any person who subscribes to the 100 club, at a minimum £2 per month standing order and fills in a membership request form and if the application is accepted by the membership committee (Added by resolution at the AGM 07.02.17)

The Club is required to keep a file of all players registered to play for the club. It shall be the responsibility of the exec to appoint a person to update and maintain the players file.

### **Section 5-Subscription and Members Fees**

1-The Life president, Vice president(s), Life member(s), PM's and NPM's category (ii) and (iii) are required to pay such annual sum as the AGM or EGM decide currently £0 per annum

2-A NPM category (i) is required to pay such annual sum as the exec decide upon from time to time

3-All players under the age of 18 years must pay subscriptions at the rate of currently £180 per annum pro rata except cubs, which are currently £0

4-All other players must pay subscriptions at the rate decided upon by the exec as from time to time and notified to the player

5-The members at AGM/EGM can amend any decision of the exec as to the rate at which players pay subscriptions

6-Player's annual subscriptions must be paid either by

- (i)-12 monthly standing order payments of currently £15 pro rata (cubs currently £10) or
- (ii)-2-one lump sum payment of £180 at the beginning of the year or 2 half lump sum payments of currently £90 one at the beginning of the year and the other after 6 months (the cubs £120 and two amounts of £60) or
- (iii)-such amounts as decided upon by the exec from time to time or
- (iv)-In exceptional circumstances and with the consent of the team and club treasurer payments can be made monthly in cash

7-The club treasurer can in its absolute discretion allow registered players to pay a lesser annual subscription if they think appropriate in the particular circumstances of that player

8-Players who have a sibling also registered to play at the club are required to pay subscriptions at the rate of 50% of annual subscription for a registered player and will normally be paid via the team of the youngest child.

9-A family membership is available currently £360 per annum

*10-The 3 month subscription rules in Section 5 Paragraph 10 (i) and 10 (ii) be abolished and substituted by the following new paragraphs 10(i), 10(ii) and 10(iii):*

*10 (i)-If any player has any outstanding arrears of subscriptions due and owing from the PREVIOUS year/season he/she shall not be allowed to play any matches for his/her club team in the new season UNTIL such time as his/her arrears of subscriptions are paid up to date. Once paid he/she shall be able to play for his/her team. This rule does not prevent the player from training with his/her team until his/her subscriptions are paid in full.*

*10 (ii)-If any player has any outstanding arrears of subscriptions due and owing for the CURRENT year/season he/she shall not be allowed to play any matches for his/her club team in the current year/season UNTIL such time as his/her arrears of subscriptions are paid up to date. Once paid he/she shall be able to play for his/her team. This rule does not prevent the player from training with his/her team until his /her subscriptions are paid in full.”*

*10 (iii)-The club treasurer shall have in his absolute discretion the authority to allow the player to play notwithstanding he/she has outstanding arrears of subscriptions for the PREVIOUS year/season and or the CURRENT year/season. This will depend on the personal circumstances of each player.*

11-The club will have a membership appointment committee whose decisions will be binding on the club and the exec shall draft rules and regulations for its appointment and implementation.

#### **Section 6-Annual and Extraordinary General Meetings (AGM and EGM)**

1-The AGM shall wherever possible be held every 12 months or such shorter period as the members at AGM/EGM decide. The meeting will be the focal point for the forthcoming season.

2-The order of business at the AGM shall contain by way of example the following items of business

- (i)-Apologies for absence
- (ii)-Identification of members
- (iii)-Minutes of last A.G.M. to be read by the Club Secretary
- (iv)-Matters arising from these minutes
- (v)-Accounts and Treasurers Report
- (vi)Auditors Report
- (vii)-Secretary’s Report
- (viii)-Rugby Chairman’s Report
- (ix)-Other Reports the Executive deem fit to demand
- (x)-Appointment of Honorary Auditors
- (xi)-Membership Subscriptions
- (xii)-Proposals and Amendments (see 6. sub section c)
- (xiii)-Any other business



### 3-Procedure for an AGM

(i)-Notification of the date of the AGM to be advised to all Members up to 30 days before the said date of the AGM.

(ii)-Any proposals to be received by the club secretary in writing 14 days prior to the AGM and must be counter signed by one paid up member of the club.

(iii)-The chairman, vice chairman, secretary and club treasurer have to be appointed by the members at AGM

(iv)-Nominations for these positions must be submitted in writing 14 days prior to the AGM and must be counter signed by one paid up member of the Club

(v)-Details of the agenda, all proposals, amendments and nominations to be notified to all paid up members, Vice president(s) and Life president no later than 7 days before the AGM.

(vi)-All notifications to paid up members in respect of an AGM or EGM can be made via the club website. It is not necessary for the club secretary to notify every individual member in person.

4-A copy of the club's statement of account to be issued to all exec members prior to the AGM if possible and to all members present at the AGM if requested.

5-No alterations amendments or otherwise to this constitution may be made except at the AGM. All such alterations amendments or otherwise to be reduced to writing and where appropriate the constitution amended and updated. All amendments to the constitution shall be recorded in writing and kept in an AGM/EGM decision file with an updated copy of the club constitution. The AGM/EGM decision file to be maintained and updated by the club secretary.

6-Any member who has not paid his annual subscription at the date of the sending out of the notification of the AGM shall not be entitled to participate in the AGM or be entitled to make proposals or countersign a proposal or vote or be appointed to the exec save only as a non-exec member

7-All proposals voted on at the AGM require a simple majority to be carried and approved.

8-All paid up members present and entitled to vote may appoint a nominee such appointment to be in writing and handed to the club secretary 7 days before the AGM and any vote cast by the nominee shall be treated as cast by the member who appointed the nominee.

9-An EGM of the members shall be convened by the club secretary at the request of the exec or at the request in writing of 10 paid up member entitled to vote. The club secretary shall determine the date, place and time of the EGM to be convened.

10-All proposals voted on at the EGM require two thirds of all members present and entitled to vote in favour of the proposal for it to be carried

11-No business shall be transacted at an EGM except that for which the meeting has been called for unless the Members by a majority vote in favour of other business being discussed and added to the agenda.

12-The AGM/EGM decision file to be available on reasonable notice for any fully paid up member to consult.

### 13-Standing Orders

(i)-The chairman shall preserve order and rule upon all points of order in accordance with this constitution. He/she shall decide priority of speeches according to the order in which members 'catch his/her eye'.

(ii)-The chairman may vote on any motion or amendment. In case of equality of vote the chairman shall have a second or casting vote.

(iii)-The decision of the chairman on any point shall be binding upon the meeting

(iv)-A motion or amendment must be properly moved and seconded before it is open for discussion.

(v)-Every resolution shall be put to the vote by a show of hands.

(vi)-Any discussion may be closed, subject to the discretion of the chairman, by a resolution.

(vii)-Any member objecting on a point of order must quote the rule, which is in question. The chairman can only rule and, subject to his ruling, the original speaker may then be allowed to continue.

### **SECTION 7-Finance**

1-The club treasurer, who shall present an audited statement of income and expenditure at the AGM, shall receive all funds received by the club

2-All funds donated, fundraised or how so ever obtained by each team must be passed to the team treasurer and paid into the Clubs bank account and all such funds belong to the Club. For the avoidance of doubt all funds raised on behalf of the Club and/or on behalf of individual teams belongs to the Club and not to individual teams and must be accounted for in full. No team may retain a balance of more than one hundred pounds (£100) unless such larger sum agreed by the Club Treasurer.

3-All teams must submit an account of their teams income and expenditure in writing to the club treasurer at the end of the season/year

4-Any two members of the exec or non-exec members of the exec shall be authorised to sign cheques but one of the signatures must be the club treasurer

5-The financial year of the Club shall be such date as decided by the exec but otherwise every 12 months ending 31<sup>st</sup> December

6-Any person making use of club funds must provide evidence of the disbursement of such funds in writing to the club treasurer. Failure to do so may affect reimbursement to the person.

7-All sponsorship in whatever form raised on behalf of the Club or on behalf of individual teams belongs to the Club and will be received by the Club. The exec must approve such sponsorship in advance (note: in the case of kit sponsorship, the exec will order an approved design kit from a central supplier and will received reimbursement from the sponsor)

### **SECTION 8-Coaches**

1-All coaches shall be appointed in accordance with section 3

2-All coaches and other persons (by way of example 1<sup>st</sup> aiders) must hold qualifications decided upon by the exec and the governing bodies of the sport. It is the responsibility of the exec to ensure that all coaches and others are qualified in accordance with the current requirements rules and regulations of the regulatory bodies

3-It is also the responsibility of all coaches to ensure they are fully qualified as above and must work with the exec to ensure they are so qualified

4-All coaches must have reached the age of 18 years

5-Only the exec/member's at AGM can disband a team

6-The role of a coach is to be found in the club mark file or as defined and/or amended from time by the exec.

7-All coaches must sign up to codes of conduct in place from time to time

8-No player under 16 years of age is allowed to play in any team other than his/her year unless there are exceptional circumstances and the exec approve it

9-All coaching decisions can be made by the coaching committee and are binding on all club coaches and teams as if made by the exec unless overruled by the exec

10-Any coach affected by a coaching committee decision may challenge that coaching committee decision by writing to the exec within 21 days of the coaching committee decision asking for it to be overturned and or modified and any decision of the exec shall be final and binding

11-The exec can uphold overturn or substitute its own decision to that of the coaching committee

12-The exec committee shall appoint the members from time to time that shall sit on the coaching committee

13-The exec shall from time to time decide what matters are to be decided upon by the coaching committee

### **SECTION 9-Players**

1-All persons wishing to play for the Club must not fall into 3 months arrears of subscriptions or more.

2-If any player falls into 3 months arrears of subscriptions or more the club treasurer may ask for the players registration card to be returned to the club treasure by the team coach and the player will not be eligible to play for his team at the club until his/her arrears are paid up to date or such sum as agreed by the team and club treasurer depending on the players personal circumstances. Once the player has paid his arrears up to date or agreement reached with the club treasurer as to other arrangements the players registration card can be returned to the team coach and the player is eligible to play for his team once again.

3-If a player is injured and does not train or play subscriptions may at the discretion of the exec be waived for such period as the exec decide.

### **SECTION 10-CORRESPONDENCE/MINUTES /ANNUAL REPORT (SECRETARY)**

1-The Club Secretary for presentation at the relevant Exec meeting shall receive all correspondence for the Club.

2-Only the member(s) of the exec or non-exec member(s) of the exec or person appointed by the exec shall be authorised to sign registration/transfer forms

3-Copies of all of the minutes of all exec meetings shall be kept by the club secretary and placed in the exec decision file and who will copy or read out such minutes at the appropriate meeting.

4-The annual report shall be prepared for and read out at the AGM by the club secretary. Such report shall contain relevant information concerning the activities of the club during the preceding year and, as such, is a valuable historic record.

5-The club secretary shall maintain a record of all decisions at AGM and EGM in an AGM/EGM File. The AGM/EGM file to be available on reasonable notice for any paid-up member to consult.

## **SECTION 11-Special Rules**

1-A copy of this document and subsequent constitutions shall be made available upon request by any paid-up member to the club secretary.

2-Each year the club will endeavour to hold a presentation night, where a maximum of five awards can be awarded at the coach's discretion. A player can only receive one award with exception of players' player of the year. Only one award in each category can be made.

## **SECTION 12-General**

1-The club is a not for profit community club.

2-A resolution to dissolve the club can only be passed at an AGM/EGM through a majority vote of the members present

3-In the event of a dissolution of the club any assets of the club that remain will be passed onto the clubs affiliated partner clubs and or governing body or bodies

4-All surplus income or profits are to be re invested in the club an no surplus assets will be distributed to any member or 3<sup>rd</sup> party except otherwise than in accordance with dissolution clause above

5-For the avoidance of doubt:

(i)-The work of Orrell St James ARLFC shall not be for the benefit of landfill site operators who may contribute to Orrell St James ARLFC and claim credit under the Landfill Communities Fund. Nor shall it be for the benefit of contributing third parties as defined in the landfill tax regulations

(ii)-In the event of the organisation disbanding any remaining Landfill Communities Fund money shall be transferred to any enrolled Environment body and not to an organisation of similar objects and status

2-All other information relevant to the running of the club can be found in the club mark file and the exec decision file

DATED 6<sup>th</sup> November 2018