

HONITON RUGBY FOOTBALL CLUB

Colours - Red Amber & Black
Ground - Allhallows Field, Honiton
Tel. Honiton (01404)41239



June 2007

Rules and Constitution

- 1 The Club shall be called the Honiton Rugby Football Club
- 2 The objects for which the Club is formed are:
 - a) To develop and encourage the playing of rugby football in the local community.
 - b) To provide the facilities and equipment to enable all those who live in the local community to play and develop their rugby skills at an affordable price.
 - c) To provide social facilities for all its members and their guests and to entertain visiting teams after sporting activities.
- 3 The colours of the Club shall be red amber and black hoops
- 4 The Club shall be affiliated to the Rugby Football Union and the Devon County Rugby Football Union
- 5 The Club shall consist of not less than thirty members and every candidate for admission as a member shall be a *bona fide* player or supporter of the Honiton Rugby Football Club or a member of a Club affiliated to the Rugby Football Union. A member shall be entitled to all the privileges of the Club
- 6 Every candidate for membership shall be proposed by one member and seconded by another member, to both of whom he must be personally known. No candidate shall be elected a member of the Club unless his name shall have been sent in writing, duly proposed and seconded to the Secretary at least two days before the day on which he comes up for election. The Secretary shall cause to be posted in the Clubhouse, not less than two days before the election, a list of the names and addresses of all candidates for election
- 7 Every proposal for membership shall be submitted to the Management Committee at the first meeting (subject to two days having expired) after receipt of the candidate's application and the Management Committee shall elect or reject the candidate
- 8 A person may be elected an honorary life member of the Club at any Annual General Meeting. No person shall be so elected unless nominated for election by the Management Committee

- 9 The following persons other than members and their guests may be entitled to use the Club facilities and to purchase intoxicating liquor for consumption on the Club premises only:
- a) Members of visiting Clubs or teams playing *bona fide* matches against the Club, their officials and supporters, provided that such admission is limited to the day of the sports match or other event which may be the object of the visit
 - b) Persons attending any function approved by the general committee provided that no more than twelve such functions are held in each year. Details of the functions must be notified in writing to the chief officer of police for the area not less than 48 hours before they take place
- 10 The annual club subscription for all levels of club membership shall be fixed prior to the start of each season by the Management Committee. The rates of all subscriptions and match fees may be amended by the Management Committee at its discretion. Subscriptions shall be due to be paid from 1 September each year. Any playing member who has not paid the subscription by 31 October shall be liable to a surcharge of £10 and shall not be selected for any club team until the full amount is paid

The categories of membership are:

- a) HONORARY LIFE MEMBER – which is a position bestowed by the Management Committee in recognition of valued service to the Club and is exempt from subscription fees
 - b) LIFE VICE PRESIDENT
 - c) VICE PRESIDENT
 - d) FAMILY PLAYING MEMBER – which shall include the player and his or her spouse or partner (one vote only)
 - e) SOCIAL MEMBER – non-playing – non-voting
 - f) COLTS MEMBER – under 19 years of age
 - g) JUNIORS MEMBER – under 16 years of age – non-voting
- 11 Members may introduce visitors to the Club as guests, subject to such restrictions and regulations as the Management Committee may make. Every visitor shall be the guest of and be accompanied by the member introducing him both of whom shall sign the visitor's book immediately on entering the Club premises
- No person shall be admitted to the Club as a guest on more than six occasions in any period of 12-months and no member may introduce more than three guests on any one occasions
- 12 Every member on joining the Club undertakes to comply with these Rules and every refusal or neglect to do so or any conduct which shall, in the opinion of the Management Committee be prejudicial to the character or reputation of the Club shall render such a member liable to expulsion at the discretion of the Management Committee

- 13 The officers of the Club shall be the President, the Chairman, the Honorary Secretary and the Honorary Treasurer. They shall be proposed, seconded and elected by ballot at each annual general meeting. They shall hold office until the next Annual General Meeting, when they shall retire, but shall be eligible for re-election from year to year. In the event of any vacancy occurring in any office, the Management Committee shall have power to fill the vacancy
- 14 The Annual General Meeting of the Club shall be held as soon as is convenient after the end of the financial year and in any event not later than 31 July. The Secretary shall give not less than 28 days notice of the date upon which the Annual General Meeting will be held to all members by posting a notice in the clubhouse. At least fourteen days before the date fixed for the Annual General Meeting the Honorary Secretary shall post notice in the Clubhouse giving details of the meeting and showing the business to be transacted at the meeting and shall exhibit in the Clubhouse copies of the income and expenditure account and balance sheet duly audited (only if so required by the Management Committee) and the report of the Management Committee. Notice of any motion to be considered at the annual general meeting shall be delivered to the Honorary Secretary not later than 21 days prior to the Annual General Meeting
- 15 A special general meeting of the Club may be called upon reasonable notice by the Management Committee or on a requisition signed by six members of the Club. Such a requisition shall specify the reason for calling a special general meeting
- 16 The quorum for any general meeting shall be 15 members
- 17 The affairs of the Club shall be managed by the Management Committee consisting of:
 - a) the Officers of the Club
 - b) the Honorary Vice Chairman
 - c) the Honorary Fixture Secretary
 - d) the Honorary Team Secretary
 - e) the Honorary Membership Secretary
 - f) the Honorary Social Secretary
 - g) the Honorary Colts Secretary
 - h) the Honorary Junior Rugby Chairman
 - i) the Honorary Clubhouse/Bar Manager
 - j) the Honorary Team Coach
 - k) the Honorary Equipment Secretary
 - l) the Honorary Catering Manager

- m) the Cubs 1st XV, 2nd XV and 3rd XV Captains or their nominated (non-voting) representatives
- n) Womens Team Manager or their nominated (non-voting) representative
- o) not less than four and not more than six other members of the Club
- p) the Honorary Club Administrator
- r) i) 1st XV Team Manager ii) 2nd XV Team Manager

The Management Committee shall hold office for one year or until their successors are appointed

- 18 The elections under Rule 17 Paragraphs (a) to (p) inclusive shall be made at the Annual General Meeting. The Club Captains for the forthcoming season shall be elected only by those playing members of the Club present at the Annual General Meeting who have played a minimum of three games for the Club during the previous season
- 19 Nominations for election as officers of the Cub or to the Management Committee under Rule 17 Paragraphs (a) to (p) inclusive shall be signed by two members of the Club with the consent of the person nominated and shall be delivered to the Honorary Secretary not less than 7 days before the date fixed for the Annual General Meeting
- 20 In the event of any vacancy occurring in the Management Committee, the Management Committee shall have the power to fill the vacancy
- 21 The Management Committee shall appoint a Selection Sub-Committee and may appoint such other sub-committees and delegate to whom such duties as it thinks fit. The Management Committee may, in its discretion, invited members of the Club who are not members of the Management Committee to serve on its sub-committees provided always that two-thirds of the members on each sub-committee shall be elected members of the Management Committee provided that this rule shall not apply to the Bar Committee as defined in Rule 34
- 22 Five members shall form a quorum at meetings of the Management Committee
- 23 At any meeting only those members present shall be entitled to vote
- 24 Voting shall be either by show of hands or by ballot
- 25 The financial year of the Club shall end on 30 April
- 26 An Honorary Auditor shall be appointed at the Annual General Meeting or failing that by the Management Committee
- 27 The Honorary Treasurer shall prepare an income and expenditure account and balance sheet for each financial year and those accounts, duly audited (only if so required by the Management Committee) shall be circulated to members as provided for in Rule 14 and presented at the Annual General Meeting. The Honorary Auditor will be responsible for checking that the income and expenditure account and

balance sheet as prepared by the Honorary Treasurer are in accordance with the books and records supplied to him by the Honorary Treasurer. No audit of the income and expenditure account and balance sheet is to be carried out unless the Honorary Auditor is instructed in writing by the Management Committee at least 30 days prior to the financial year end

- 28 The Management Committee shall have the entire management of funds and affairs of the Club subject only to the delegation of power to the Bar Committee (see Rule 34)
- 29 In the event of the dissolution of the Club made by a resolution of the members of the Club passed at a Special Meeting of which not less than 21 days notice in writing shall have been given by a majority of two-thirds of the members present and voting, any income, interest, property or assets remaining to the Club shall be realised and the proceeds thereof shall be donated to the Devon County Rugby Football Union for the furtherance of the game in the County of Devon
- 30 The Management Committee shall have the power to appoint Vice Presidents as it considers appropriate and the subscription for the Vice President membership shall be in the sole discretion of the Management Committee provided that any Vice President appointed by the Management Committee shall not be entitled to the privileges of membership until at least 2 days have elapsed from the appointment of the Vice President by the Management Committee and the Vice President's admission to the privileges of membership of the Club
- 31 No alteration or addition to the Rules shall be made except at a General Meeting. The Notice shall have contained particulars of the proposed alteration or addition. The Secretary shall within 28 days of making such alteration or addition to these Rules or if the Officers of the Club give written notice thereof to a) the Chief Officer of Police b) The Clerk to the Local Authority
- 32 Any matters not dealt with by these Rules shall be decided by the Management Committee who decision on such matters shall be final and binding
- 33 There shall be not more than four trustees of the Club. The first trustees shall be appointed by the Management Committee and the property of the Club (other than cash which will be under the control of the Treasurer) shall be vested in them to be dealt with by them as the Management Committee shall from time to time direct by resolution (of which an entry in the Minute Book shall be conclusive evident). The trustees shall be indemnified against risk and expense out of the Club property. The trustees shall hold office until death or resignation or until removed from office by a resolution of the Management Committee who may for any reason which may seem sufficient to a majority of them present and voting at any meeting remove any trustee or trustees from the office of trustee. Where by reason of any such death, resignation or removal it shall appear necessary to the Management Committee that a new trustee or trustees shall be appointed or if the Management Committee shall deem it expedient to appoint an additional trustee or additional trustees the Committee shall be resolution nominate the person or persons to be appointed the new trustee or trustees. For the purpose of giving effect to such nomination, the President hereby nominated as the person to appoint new trustees of the Club within the meaning of Section 36 of the Trustees Act 1925 and he shall, by deed, duly appoint the person or persons so nominated by the Management Committee as the new trustee or trustees of the Club and the Provisions of the Trustee Act 1925 shall apply to any such appointment. Any statement of fact in any such Deed of

Appointment shall in favour of a person dealing *bona fide* and for value with the Club or the Management Committee be conclusive evidence of the fact so stated

- 34 The purchase and supply of intoxicating liquor by the Club to members and their guests shall be in the absolute discretion of a sub-committee called the 'Bar Committee' of not less than three members, being elected members of the Management Committee excluding a person elected under Rule 17 (i) appointed by the Management Committee for that purpose. In the event of any member for any reason ceasing to be a member of the Management Committee he shall automatically cease to be a member of the Bar Committee and another elected member of the Management Committee shall be appointed in his place. Such Bar Committee shall in no way be restricted in freedom of the purchase subject only to the restrictions imposed in any agreement made between the Club and a Brewery as suppliers of intoxicating liquor
- 35 The Clubhouse shall open for such hours as the Management Committee shall from time to time determine
- 36 The permitted hours for the supply and sale of intoxicating liquor shall subject to the Licensing Acts be such hours as the Management Committee shall from time to time determine. Changes to the Clubs permitted hours shall not become operative until the Clerk to the Justices has been informed of the alterations. The Chief Officer of Police for the area should also be informed
- 37 The secretary shall keep a register of members. Minutes of proceedings of the Management Committee and of General Meetings and the Treasurer shall keep such books of account as the Management Committee may from time to time direct. The said register of members will be kept at the Clubhouse and will be available for inspection at all reasonable times
- 38 The Management Committee shall have the power to borrow money as necessary from the Bank for use by them at their discretion