



# **The Old Leamingtonians Rugby Football Club**

## **Constitution and Rules**

### **1. Name**

The Club shall be called Old Leamingtonians Rugby Football Club and is a Private Members Club

### **2. Colours**

The colours of the club shall be Royal Blue and Gold

### **3. Aims of the Club**

The aims of the club shall be:

- a. To play, develop, and encourage Rugby Union Football in accordance with Club operational policies and procedures as indicated in **Rule 18**
- b. To facilitate other sporting activities
- c. To provide social and recreational facilities for its members and the wider community
- d. To operate non-discriminatory and equality policies throughout the Club
- e. To promote the "Spirit of Rugby" through Teamwork, Respect, Enjoyment, Discipline and Sportsmanship

### **4. Membership** (The full Membership Policy is available online on the Club's website)

The members of the club shall consist of:

- a. President
- b. Honorary Life Members
- c. Patrons
- d. Life Members
- e. Playing Members
- f. Social Members
- g. Under 18 Playing Members
- h. Family Members Voting and Non-Voting

Note 1.

Membership Eligibility is non-discriminatory for any reason other than conduct and new members are admitted in accordance with the Club Membership Policy.

Note 2.

Any person admitted to membership may at any time have his/her membership reviewed by the Management Committee having authority to discontinue it. Membership is confirmed on payment of annual subscription.



## **5. Cessation of Membership**

Membership shall cease:

- a. By non-payment of subscription. Any member whose membership has ceased from this cause shall not be nominated for renewed membership until all arrears have been paid from the date membership lapsed. This clause does not apply to former members who have not used club facilities during their period of non-membership.
- b. By expulsion on the recommendation of a disciplinary panel. The Management Committee shall have the power to expel any member whose conduct in their opinion is detrimental to the interests of the Club.
- c. A member who has been expelled shall have the right to appeal the decision to the President of the Club. The President shall form and chair an appeal committee of three (including the President) selected from the Honorary Life Members. The appeal committee shall have the power to confirm or vary the decision of the Management Committee and its decision will be binding on all parties.

## **6. Officers and Management**

The officers of the club shall be as follows:

- a. Chair
- b. Vice Chair
- c. Honorary Secretary
- d. Honorary Treasurer
- e. Honorary Bar Chair
- f. Honorary Life Member Representative
- g. Director of Male Rugby
- h. Director of Female Rugby
- i. Age Grade Chair
- j. Safeguarding Officer

The day to day management shall be managed by the Management Committee which shall consist of the following. Other members may be co-opted by the Management Committee.

- a. The Officers of the Club
- b. Deputy Treasurer
- c. Male Players Representative
- d. Female Players Representative
- e. Mixed Ability Players Representative
- f. Grounds Manager
- g. Press, Publicity and Social Media Secretary
- h. Clubhouse Manager
- i. Membership Secretary and Data Officer
- j. Lettings Secretary
- k. Fund Raising & Sponsorship Secretary
- l. Commercial Manager

No member may carry out more than one of the above roles concurrently without the approval of the Management Committee.



## **7. Election, Structure and Operation of the Management Committee**

The post of President of the Club and the posts of all Officers and Members of the management Committee shall be subject to election at the Annual General Meeting.

Any nomination for the above posts shall not be valid unless the nomination and seconding of that member be lodged with the Honorary Secretary not less than 14 days prior to the relevant AGM. Should there have been no nominations under this clause nominations may be made at the AGM.

The Management Committee shall meet monthly. The Chair of the Club shall normally take the Chair at all Management Committee meetings. In their absence the Vice Chair shall take the Chair. If neither is available those present are empowered to elect an acting Chair. The Chair of the meeting does not have a vote. In the event of a tie in voting the person in the Chair has a casting vote.

- a. Six members of the Management Committee, including two Officers of the Club shall form a quorum at any meeting of the Management Committee.
- b. The President shall be invited as an observer to attend Management Committee meetings on a quarterly basis.
- c. Any member may attend any Management Committee Meeting as an observer provided 72 hours' notice is given to the Honorary Secretary
- d. The Management Committee shall discuss matters relevant to the running of the Club. Minutes shall be taken and circulated and approved. The minutes shall be available to all members on request.
- e. The Management Committee shall have the power to sell, lease, mortgage or pledge any Club property provided that such direction has been approved by a resolution passed by not less than 75% of the voting members attending and voting at a General Meeting or an Extraordinary General Meeting convened for that purpose.
- f. The Chair and Vice Chair shall be empowered to appoint a sub-committee (not necessarily Committee members) to carry out specific tasks and to report progress to the Management Committee.
- g. The Management Committee is responsible for the appointment of the Designated Premises Supervisor (DPS).

## **8. Subscriptions**

The subscription year shall be 1<sup>st</sup> August to 30<sup>th</sup> July or as determined by the Management Committee. The subscription shall be determined annually by the Management Committee and shall be notified to the membership following the Annual General Meeting (AGM) of each year.



## **9. Accounts & Balance Sheet**

- a. The Honorary Treasurer shall keep such proper books of accounts that will enable the presentation at every AGM, or any other time if required (on reasonable notice) by the Management Committee, an accurate report of the finances of the club.
- b. The Financial Year of the Club shall end on 31<sup>st</sup> March annually unless otherwise agreed at an AGM and a Balance Sheet shall be prepared for presentation at the AGM. The accounts shall be prepared professionally by a Chartered Accountant.

## **10. Annual General Meeting (AGM)**

- a. An AGM of the Club shall be held every year and there shall not be more than 15 months between one AGM and the next. Notice of the day and time of the AGM shall be posted in the Club for a period of at least 28 days before such day.
- b. An Extraordinary General Meeting (EGM) of the Club may be summoned at any time by the Management Committee. In addition an EGM shall be summoned immediately upon a written request to the Management Committee by at least 10% of the fully paid up and eligible to vote membership on the date that any specific item(s) for an EGM is (are) raised. An EGM shall be summoned by the posting of a notice for a period of least 14 days immediately before the day appointed for the meeting. This period may be abridged by the Management Committee if the urgency of the business in their opinion so requires.
- c. At any General Meeting of the Club every member shall be entitled to be present. Voting Members shall be entitled to one vote on every question raised. In the event of equality of voting the Chair of the meeting  
(who shall be the Chair of the Club or a member elected for the occasion before any business is opened) shall have a second or casting vote.
- d. The Honorary Secretary shall take minutes of the proceedings at all Annual General Meetings of the Club.

## **11. Management of the Club Premises and Bar**

The club shall be opened and closed at such times and such hours as determined by the Management Committee in accordance with the Premises Licence.

The supply of alcohol under the premises licence shall be authorised by the Designated Premises Supervisor (DPS). The Management Committee shall ensure the observance of the provisions of the premises Licence



## **12. Visitors**

Visitors will be admitted at the discretion of the Management Committee and be allowed to enjoy the privileges of the Club.

The following shall not be admitted as visitors:

- a. Former members who have ceased to be members under Rule 5
- b. Persons who, having been nominated, have been refused membership

The Management Committee at its discretion shall be empowered to hire out the facilities of the Club to non-members for the financial benefit of the Club.

## **13. Alterations to Rules**

No alterations shall be made to the Club Constitution and Rules except by way of a resolution passed by not less than 75% of the voting members at an AGM or at an Extraordinary General Meeting convened for that purpose. Notice of any proposed alteration must be given in writing to the Honorary Secretary not less than 14 days prior to the meeting.

## **14. Affiliation**

The Club shall be affiliated to the Rugby Football Union and the Warwickshire Rugby Football Union and South Warwickshire Rugby Football Union and shall be bound by their rules.

## **15. Constitution and Rules**

A copy of the Constitution and Rules shall be exhibited on the Club premises published on-line and supplied to any member upon request to the Honorary Secretary.

## **16. Notices**

All notices shall be available to members via e-mail, social media or web site. It shall be the duty of the Honorary Secretary to ensure that any such notices remain available throughout any period required.

## **17. Trustees**

- a. There shall be a minimum of three trustees of the Club who shall be appointed from time to time by the Management Committee. A Trustee shall hold office during their life, or until they shall resign by notice in writing given to the Management Committee, or until a resolution removing them from office shall be passed at a meeting of the Management Committee.
- b. All property of the Club, including landed investments, shall be held by the Trustees for the time being, in their own name so far as necessary and practicable, for the use and benefit of the Club. On death or resignation or removal from office of a Trustee the Management Committee shall appoint a new Trustee in their place; and shall as soon as possible after take all lawful and practical steps to



procure the vesting of all Club property into the names of the Trustees as constituted after the said appointment.

- 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 Management Committee; and shall have the power 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 with the Management Committee directions. But no purchasers, lessee or mortgagee shall be concerned to enquire whether any such direction has been given.

## **18. Operational Procedures**

Operational Policies and Procedures are contained in separate documents which will be changed as required to meet operational needs of the running of the Club. These Procedures are available to the membership on club's official website and shall include the following:

- 1. Honorary Life Members qualification**
- 2. Membership Policy**
- 3. Payment of subscriptions**
- 4. Data Protection**
- 5. Disciplinary Procedure**
- 6. Social Media policy**
- 7. Photographic & Video Image Policy**
- 8. Codes of Conduct - Children and Young Persons**
  - a. Match Officials**
  - b. Parents**
  - c. Spectators**
  - d. Coaches**
- 9. Welfare and Safeguarding Policy**
- 10. Equality Policy**
- 11. Privacy Policy**
- 12. Health, Safety and Risk policy**
- 13. Role Profiles of Committee Positions**
- 14. Playing Structure**
- 15. Guest Players**



## 19. Dissolution

If the number of members shall at any time fall below 10 or if at any time the Club shall pass in General Meeting by a majority of two thirds of the members present and entitled to vote a resolution (in this Rule called "the first resolution") of its intention to dissolve, the Management Committee shall take immediate steps to convert into money all property of the Club but with power to postpone or delay the conversion of any particular property of the Club if the General Meeting shall so authorise.

Out of the proceeds of such conversion the Management Committee shall discharge all debts and liabilities of the Club, including the expenses of such conversion, and any balance remaining in their hands shall be disposed by them as the Club in General Meeting shall resolve, and thereupon the Club shall for all purposes be dissolved. Provided the Club shall not within six months after the date of the first resolution resolve upon the disposition of any balance, the same shall be donated to Rugby charities for the furtherance of the game.

A copy of the notice convening a General Meeting to consider dissolution shall be sent by the Honorary Secretary to every member by post at the address last notified to the Honorary Secretary not less than 14 days before the date appointed for the meeting, but any accidental omission to send such copies or the non-receipt of the same shall not invalidate any proceedings or resolutions.

## 20. Indemnity

The Officers, Members of the Management Committee, Members of any Sub Committees of the Club and Members generally shall be entitled to be indemnified out of any or all assets and funds available to the Club which may lawfully be so applied against all costs, liens, charges, expenses and liabilities whatsoever, incurred by such a person in the execution and discharge of duties undertaken on behalf of the Club or in relation thereto or incurred in good faith in the purported discharge of such duties. It is expected that all Committee Members meet the requirement of the HMRC "Fit and Proper Person" test.