

EAST LONDON RUGBY FOOTBALL CLUB

CONSTITUTION

EAST LONDON



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East London Rugby Football Club

Constitution

The following Constitution is as approved by Club Members at the Annual General Meeting held on Saturday 18 June 2022.

1. Title:

- a. The name of the Club is East London Rugby Football Club.
- b. The Club address is 71 Holland Road, West Ham, London E15 3BP.
- c. The Club shall be affiliated to Essex County RFU and the Rugby Football Union.

2. Definitions:

- a. Club shall mean East London RFC (including East London RFC Vixens);
- b. Member shall mean a life, full or associate member of the Club in accordance with paragraph 6 of this document;
- c. RFU shall mean the Rugby Football Union or any of its constituent bodies;
- d. Committee shall mean the elected Members as per paragraph 4a and any Member co-opted to the Committee as per paragraph 4d;
- e. Approval by the Committee shall mean approval by simple majority at a committee vote, being a ballot in which vote-carrying Committee members participate, either in person or by proxy;
- f. Committee Meeting shall mean a meeting of the members of the Committee at which a minimum of the greater of four and 50% of the Committee are present;
- g. AGM shall mean the Annual General Meeting, as described in paragraph 8;
- h. EGM shall mean any Extraordinary General Meeting, as described in paragraph 9;
- i. Club Rules shall mean the rules as set out in the separate document entitled East London RFC Club Rules as approved at each AGM;
- j. Club Steward shall mean the person or persons appointed by East London Community Sports Association (ELCSA) to manage the facilities at the club. The Steward is not appointed by ELRFC Committee and is not a committee member.

3. The aims and objectives of the club shall be:

- a. To provide the opportunity for members of the East London community to play and participate in Rugby Football;

- b. To further the image and profile of the Club and Rugby Football by the conduct and appearance of Members on and off the pitch, to further the concept of good sportsmanship and to support the aims and objectives of the RFU;
- c. To foster good relationships and friendships between all Members, in accordance with the RFU's equal opportunities policies;
- d. To ensure a duty of care to all members of the Club;
- e. To encourage and promote Rugby Football to the youth of East London;
- f. To provide social amenities to former Newham school pupils and former Newham residents who have since moved from the area.

4. The activities of the Club shall be governed by the Management Committee:

- a. The Committee shall consist of Members elected to the following offices, each elected by simple majority vote at the AGM to hold office until the next AGM:

Chair
Vice-Chair
Director of Rugby (provided the role is honorary, not salaried)
Club Captain
Secretary
Treasurer
Communications Officer
Social Secretary
Women's Rugby Officer

- b. The Management Committee may co-opt members to perform the roles and duties of Membership Secretary, Fixtures Secretary, Safeguarding Officer, Social Media Officer, Discipline Officer, Mental Health and Wellbeing Officer, Rugby Safe Officer.
- c. The Management Committee reserves the right to appoint an honorary President to represent it at internal and external functions. The President shall also support the Chair to ensure the smooth administration of the Club and offer impartial advice based on experience both internal and external to the Club;
- d. If required for the effective running of the Club, any Member, including the Head Coach and Team Captains, may be co-opted to support the Committee subject to approval by the Committee;

- e. Roles and responsibilities of officers and appointments of the Committee, and club rules and regulations, shall be available to Club Members in separate documents on the Club website, titled ELRFC Roles and Responsibilities and Club Rules and Regulations.
- f. There shall be a Committee Meeting each calendar month and all Committee members shall make best efforts to attend each meeting, and notify the Secretary in advance if not able to attend any such meeting;
- g. The Chair shall not vote at any committee vote, AGM or EGM, but shall make the casting vote in the event of a tie. Any member holding more than one position on the Committee shall only be entitled to one vote at any such meeting, the Chair being restricted as above if a second post is held;
- h. All members of the Committee, shall resign their positions at the AGM and present a report of the year to the Members, the Treasurer producing a full set of accounts to the end of the last calendar month, which has been approved by the Committee prior to the AGM;
- i. The Committee has the ability to dissolve the Club, acting on a mandate from the Club Membership agreed at an EGM, and transfer its assets to a company or other body established for similar purposes to the Club.

4b. Sub-committees:

- a. Further administration of the Club shall be delegated by the Management Committee to four sub-committees. Each sub-committee's chair is responsible for reporting the sub-committee's activities to the Management Committee;
- b. The sub-committees and their key responsibilities are listed below:

Sub-committee	Chair	Responsibilities
Playing & Coaching	Director of Rugby	Coaching, player retention, fixtures, referees, team selection, discipline
Finance	Treasurer	Club accounts, sponsorship, fund-raising, membership
Social Media & Marketing	Communications Officer or Social Media Officer	Social media, website, player recruitment, publicity, press
Social	Social Secretary	Organising Club social events

- c. A seat is reserved for the Club Captain on the Playing & Coaching Sub-committee. The appointment of all other members to each sub-committee is at the discretion of the sub-committee's chair.

5. Finance:

- a. The Club Treasurer will be responsible for the finances of the Club;
- b. The financial year of the Club will run from 1st July to 30th June;
- c. The Club shall bank with a major UK clearing bank. Signatories to the account shall be at least 2 members of the Committee;
- d. A Financial Report will be presented by the Treasurer at the Annual General Meeting and at Committee meetings;
- e. The annual Income and Expenditure statement and simplified balance sheet shall be verified by an independent external qualified accountant before approval at the AGM;
- f. The Club is a not-for-profit community sports organisation. Any surplus funds accumulated by the Club will not be distributed to individual members but used for the benefit of the Club as a whole and to deliver objectives as set out in clause 3 above.

6. Club discipline:

- a. Disciplinary matters relating to onfield activity will be handled in accordance with the prevailing RFU guidelines;
- b. The Club Chair (or designated officer) shall be empowered, subject to ratification by the Committee, to discipline any Member for breaching any of the Club Rules, in particular, but not limited to any behaviour which brings discredit to the Club or the game of Rugby Football, irrespective of any other sanction passed by other authorities, such as the RFU or Police. The disciplinary action may include the following:
 - i. Banning a Club Member from playing in, or attending Club fixtures and activities for any period;
 - ii. Removing or suspending membership to the club for any period;
 - iii. Imposing a fine not exceeding an amount equal to that season's annual full membership fee;
- c. Any costs incurred by the Chair or imposed on the Club by the RFU shall be met by the Member concerned;
- d. A Member may appeal against any sanction. Such appeal must be made within seven days in writing to the Committee, including any new evidence presented. The appeal will be dealt with independently of those involved in the original sanction, and the sanction may be upheld or amended as appropriate.

7. Membership

- a. Membership of the Club shall be by payment of the following:
 - i. Gold Membership – Full membership including match fees. An annual fee which can be paid in monthly instalments;

- ii. Standard Membership – Full membership excluding match fees. An annual fee which can be paid in instalments;
- iii. Social Membership – Associate membership (affording all rights of full membership except the right to play for the Club) – An annual fee which can be paid in monthly instalments. Social members may play occasional subject to the payment of a match fee as per current fees;
- iv. Concession Membership – Full membership excluding match fees charged at 50% of Standard Membership match fees;
- v. Life Membership – Full membership – ten times that season's full membership fee;
- vi. Vice-President – Full membership – an annual fee which can be paid in monthly instalments;

The full-membership fee may be paid in instalments at the discretion of the Treasurer. Payments will then typically be made according to an agreed plan. Anyone paying by instalments is a full member of the Club while their planned obligations are met.

The Committee may offer discounts for early payment of annual fees.

- b. All Playing Members, except Gold members, will pay a match fee at every fixture of an amount as set by the Committee at each AGM prior to the season's beginning (reduced for unemployed and students by 50%). This fee may be waived by the Committee for players who provide necessary return-transport for their teammates from the club house to away games;
- c. All Members promise to abide by the Club Rules and those of the RFU as a condition of membership;
- d. Any Member failing to pay as per paragraphs 6a and 6b will not be eligible to use any club facilities or to be selected to represent East London RFC in any league games;
- e. Membership of the Club shall be open to anyone interested in Rugby on application regardless of sex, age (18+), disability, ethnicity, nationality, sexual orientation, religion or other beliefs;
- f. All players must complete Player Information & Consent and RFU Adult Registration Forms and set up payment for Club Membership;
- g. New players are entitled to their first game free of charge.

8. Annual General Meeting

- a. An AGM shall be held after the close of a rugby season, and before the commencement of the next. (i.e., usually between 1st May and 31st August, but it must be before the start of the next financial year);
- b. 21 days notice of the AGM must be given to all Members;

- c. At least 20% of Members must be present for the AGM to be quorate;
- d. The main business of the AGM shall be:
 - i. The presentation of the Committee's reports for the past year;
 - ii. The election of the Committee for the next season;
 - iii. Any other resolutions put forward for approval;
- e. All proposed nominations and resolutions shall be displayed at the Club prior to the AGM;
- f. Approval of resolutions and nominations shall be by simple majority in a vote by Members present;

9. Extraordinary General Meetings:

- a. An EGM may be called by a Committee vote or by ten Members in writing to the Committee;
 - b. 14 days notice of the EGM must be given to all Members;
 - c. At least 20% of Members must be present for the EGM to be quorate;
 - d. All proposed resolutions shall be displayed at the Club prior to the EGM;
 - e. Approval of resolutions shall be by simple majority in a vote by Members present.
- 10.** Club kit and equipment will, as far as practical and affordable, reflect the club colours, being Navy Blue and Maroon.
- 11.** The Club will at all times acknowledge its duty of care to its Members and abide by the RFU's health and safety policy.
- 12.** Any benefits or assets accrued by or on behalf of the Club, including but not limited to international rugby match tickets, shall be disclosed to the Committee and utilised in the best interests of the Club.
- 13.** No amendment to this Constitution may take place except by resolution at an AGM or an EGM called for such purpose.

We certify that this is a true copy of the constitution of the Club, as approved by Club Members at the 2022 AGM. (Signed Copy Retained by Club).

Gary Bird

Simon Crick

Paddy Coman

Secretary

Chair

Director of Rugby