

Tring Rugby Union Football Club

Rules and Constitution

June 2013 (for season ending May 2014)

1) Definitions

- i) The club shall be called Tring Rugby Union Football Club (Hereinafter called 'the Club').

2) Objectives

- i) The objective of the club shall be to promote and encourage the playing of rugby football to the highest possible standard and in accordance with the traditional spirit of the game, and to provide the best possible facilities for that purpose. The club shall further promote Rugby Football and to provide a focal point for those who support and follow the game.

3) Membership

- i) There shall be seven categories of full membership:-
 - a) Playing
 - b) Social (Non-playing)
 - c) Vice-president
 - d) Rugby Cubs (Over 2 ½ but under 5 years on 1st September)
 - e) Mini / Junior Playing (over 4 years but under 17 years on 1st of September).
 - f) Academy Playing (17 to Under 18)
 - g) Honorary Life.
- ii) Any partner of any full member of the Rugby Club shall be an associate member.
- iii) Associate members shall be entitled to all benefits and privileges of a full member save and except that they shall not be entitled to represent the club in any match or to attend or vote at any General meeting of the club. Associate members shall not be eligible for election as officers of the club or as members of the Executive Committee. Associate members shall be eligible as ordinary members of a sub-committee.
- iv) Members of the Club shall be open to all persons irrespective of ethnicity, nationality, sexual orientation, religion or beliefs; of age, sex or disability except as a necessary consequence of the requirements of rugby union as a particular sport.
- v) The Club may refuse membership or expel from membership only for good and sufficient cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against such a decision may be made to the Club's members and decided by a majority vote.

4) Management of the Club

- i) The Club shall be governed by an Executive Committee which shall be elected by the Annual General Meeting of the club and shall consist of the following officers: Chairman, Chairman (Mini &

Junior), Vice Chairman, Academy Manager, Hon. Secretary, Hon. Treasurer, Director of Rugby and Commercial Secretary

- ii) There shall be sub committees set up to deal with day to day issues, including but not limited to: Playing, Social, Ground, House, Communication, Sponsorship, Press & Publicity,
- iii) The Executive Committee shall be the authority for the interpretation of the rules and the enforcement of the rules and shall have authority over all matters not specifically provided for in the rules.
- iv) The sub-committees mentioned in rule 5(i) above shall all consist of the elected Chairman together with such full or associate members as the Executive Committee may nominate.
- v) The Chairman, Secretary and Treasurer and the Club Captain shall be ex-officio members of all sub-committees.
- vi) The powers of the Executive Committee shall include the filling of any vacancy and the power of co-option to the Committee.
- vii) There shall be a Selection Committee for the selection of teams to represent the club. Selection Committee shall comprise of the Captains of the XVs for the time being together with the Director of Rugby and such members as shall be appointed from time to time by the Playing Sub-Committee. Rule 4 (v) shall not apply in respect of the Selection Committee.

5) Club Premises

- i) The management and control of the club premises shall be vested in the Executive Committee.
- ii) Without prejudice to the generality of sub-section (i) above, the Committee shall have the power to grant the exclusive use of the entirety or any part of the club premises on specific occasions to either a full or associate member for the holding of a private function or meeting.
- iii) The Committee may further grant to any individual or body (not being a member of the club) the exclusive use of the entirety or any part of the club premises on specific special occasions for the holding of a private function or meeting.
- iv) If the Social Sub-Committee indicates its intention to organise at the club premises a function for the purpose of raising funds for the club, the Committee may at its discretion permit the attendance of persons who are not members, associate members of the club or guests of members at that function, whether on payment of an entry fee or not.

6) Supply of intoxicating liquor

- i) The supply of intoxicating liquor shall be permitted to all full and associated members of the club and their guests and also to all members and officials of visiting teams and their bona-fide supporters, provided that such persons are over the age of eighteen years.
- ii) The supply of intoxicating liquor shall further be permitted to persons admitted to the club premises in the pursuance of Rule 5

7) Finance

- i) The financial year of the club shall end on 30th April and the audited accounts shall be presented to the Annual General Meeting. The management of the funds and other assets of the club shall be vested in the Treasurer, subject to the superintendence and control of the Committee.
- ii) Surplus funds shall be held in a deposit account at a bank or Building Society.
- iii) The Committee shall be empowered to raise loans and enter such agreements on behalf of the club as it deems fit and proper.
- iv) The Income and Property of the Club shall be applied solely towards the promotion of the objects of the Club as set forth in this constitution, and no portion thereof shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise, to the members of the Club.

8) Subscriptions

- i) With the exception of Vice-presidents and Honorary Life Members, every full member shall pay an annual subscription in accordance with the table below. Such subscriptions are exempt from VAT.

Category	Annual Rate Before 30th September	Annual Rate After 1st October
Non Playing	£30.00	£40.00
Senior Playing	£80.00	£90.00
Student / Unemployed	£25.00	£30.00
Academy	£80.00	£90.00
Mini / Junior (1 st Child)	£80.00	£90.00
Mini / Junior (2 nd Child)	£55.00	£70.00
Mini / Junior (3 rd and subsequent Children)	£30.00	£40.00
Rugby Cubs (2.5 – 4 yrs old)	£50.00	£50.00
Vice President (minimum + Gift Aid donation)	£40.00	£40.00
Family 1 Senior + 1 M&J	£150.00	£160.00
Family 1 Snr + 2 M&J	£180.00	£200.00
Family 1 Snr + 3 M&J	£225.00	£240.00

- ii) A new member who plays only three games in the course of the season shall be charged only half the appropriate subscription.
- iii) Any member who has not paid by 1st October shall not be eligible for selection.
- iv) The Committee may waive part or all of any subscription or fee due in any particular case.

9) General Meetings

- i) The Annual General Meeting (A.G.M.) shall be held on the second Thursday in June. (12/06/2014)

- ii) Notice of the A.G.M. and Nomination Forms shall be sent to all members three weeks before the meeting. Nominations shall be in the Secretary's hands seven days before the A.G.M. The following business will be transacted at the A.G.M.:
 - a) The receipt of reports.
 - b) Adoption of the Audited Accounts.
 - c) Appointment of Auditors
 - d) Election of General Committee.
 - e) Such other business as shall have been communicated to the Hon. Secretary and included in the notice sent by him to members.
- iii) Extraordinary General meetings shall be convened:
 - a) At the discretion of the Committee.
 - b) Upon the request in writing to the Hon. Secretary of at least 20 full members.
- iv) The Hon. secretary shall at least 21 days before any general meeting, have sent to every full member at his address in the club's books by either postal or electronic means, a notice of the meeting, stating the time when and the place where it will be held and the business to be conducted. Meetings of the Committee shall be called by giving members notice of at least 24 hours before the time of the meeting.
- v) At General Meetings the presence of 11 full members shall form a quorum and at the meetings of the Executive Committee the presence of 5 members shall form a quorum.
- vi) Any resolution at a General Meeting to make new rules or to amend existing or to dissolve the club shall require a majority of two-thirds of those present and voting. At any other resolution at a General Meeting or any other meeting a simple majority of those present and voting.
- vii) The Members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened general meeting. The Committee will then be responsible for the orderly winding up of the Club's affairs. After settling all liabilities of the Club, the Committee shall not transfer any assets to the members but shall dispose of the net assets remaining to one or more of the following:
 - a) to a charity and/or
 - b) to another Club with similar purposes which is a registered CASC, and/or
 - c) to the Club's national governing body for use by them for related community sports.

10) Expulsion

- i) The Executive Committee shall have the power to expel any member who shall offend against the rules of the club, or whose conduct in the opinion of the Executive Committee renders him unfit for

Tring RUFC will hold an AGM on Wednesday November 19th at 8.00pm in the clubhouse. Anyone is welcome to attend but only those on the Register of Members at the date of the meeting will be entitled to vote.

As has been said previously this has been a challenging period for the club as it looks to move from an unincorporated members club (a model which is no longer viable if we want to own land or enter into contracts) to an incorporated organisation of some type, and there are several to choose from. This AGM will not change our position on becoming incorporated, the process is well underway and once we get the green light from the charities commission we will be moving forward with our plans to disband the club and become that new organisation.

We welcome nominations to the following positions on the committee: Chair, Honorary Secretary, Honorary Treasurer, M&J Chairman, Director of Rugby, Director of Communications and Director of Facilities. Nominations, supported by a proposer and a seconder, must be with the Secretary, on the attached form, not less than seven days before the date of the meeting. Ideally the nominated person will be able to attend the AGM.

The position of Hon Sec is vacant as I will be moving onto a new role with the Board of Trustees of the new Charitable Incorporated Organisation to lead on a smooth transition. I have been honoured to serve on the committee for 10 years and I would like to thank everyone involved over that time for their guidance and support.

The club is proposing the following nominees:

- Chairman – John Hopson
- Honorary Secretary – Vacant (a club nomination will be announced on the evening of the AGM).
- Honorary Treasurer – Mark Firth
- Mini & Junior Chairman – Jon Westcott
- Director of Rugby – John Ball
- Director of Communications – Stephanie Yule
- Director of Facilities – Martin Walters

In the event that there is more than one nomination for a position that position will be filled by a vote of eligible members at the meeting. The club does not operate a proxy voting system, only members in attendance at the meeting can vote. The method of voting will be determined at the meeting but will be decided on a simple majority, one member / one vote system.

Attached you will find the nomination form, Agenda for the evening, the minutes from the 2013 AGM and a summary of the accounts (the same as the ones that were published in June). Hard copies will be available from the clubhouse from Saturday 25th October.

For the avoidance of doubt members entitled to vote are those who are listed on the club's membership database as having registered and paid their subs for this season (or are in the process of doing so by direct debit); a parent of a registered child member under the age of 18; an Honorary life-member or those listed on the President's list of Vice Presidents.

If you have any questions you can contact me via email: secretary@tringrugby.com or by phone on 07825 647327 (evenings) 07768 056590 (daytime) or talk to me at the club.

Deric Newman
Honorary Secretary
Tring RUFC

membership of the club. Before any such member is expelled, the Hon. Secretary shall give him seven days notice to attend a meeting of the Executive Committee which notice shall contain particulars of the complaint against him. No member shall be expelled without first having been given the opportunity of appearing before the Executive Committee and answering the complaint against him, nor unless two-thirds of the Executive Committee present vote in favour of his expulsion.


11) Discipline

- i) Without prejudice to the power of the Executive Committee there shall be a Disciplinary Committee for the purpose of dealing with misconduct by any member playing during the course of a match or within the precincts of the club.
- ii) The Disciplinary Committee shall consist of the Club Chairman, Secretary, Director of Rugby and Team Coaches / Captains / Managers. Any three of the aforementioned shall form a quorum.
- iii) The Disciplinary Committee shall have the power to temporarily suspend any player found guilty of misconduct.
- iv) In the event of a player being sent off a pitch during the course of a match the Club Secretary shall be informed at once and he shall immediately convene a meeting of the Disciplinary committee to be held within 96 hours (Typically the Tuesday following the incident).

12) General

- i) The Committee may delegate as it deems necessary, any function to an appropriate sub-committee or to an appropriate officer.

Signed



Deric Newman

Honorary Secretary

Tring Rugby Union Football Club

NOTES TO MEMBERS

PLAYING

Selection

- If you have declared yourself available and are unable to play, please notify your Team Captain at once. The Selection Committee will regard with disfavour players "crying-off" after Wednesday evening.
- If you do not get a game, notify the Director of Rugby straight away. Don't simply wait and do nothing: mistakes do occur.

Kick off times

- Kick-off times for the coming season are as follows:
 - 3.00 p.m. September, October and April.
 - 2.30 p.m. November, February and March
 - 2.00 p.m. December and January.
- Arrive at the clubhouse at times agreed with your Coach / Team Manager / Captain or at least half-an-hour before kick-off for home games and punctually at the notified times for away games. If you intend to travel direct to away games, notify your Coach / Team Manager / Captain before Saturday morning at the latest. If you are unavoidably delayed, telephone the Clubhouse or your Coach / Team Manager / Captain as soon as possible.

Match Subs

- Match Subs are valuable source of income needed by the club to keep functioning. Please do not forget to pay you match fee (£5 for full members, £2.50 for students / unemployed / unused substitutes) to your Captain every week.

GENERALLY

- The Officers of the Club are working free of charge for your benefit; it is the responsibility of all members to give their support. Constructive suggestions and criticisms are always welcome. **If you feel you can offer positive help in any particular sphere please approach the Chairman of the sub-committee concerned. Don't wait to be asked.**
- The Sponsorship Sub Committee will always endeavour to obtain sponsorships and donations towards the club. **If you believe your company or your employer may be willing to advertise or sponsor the Club in any way please discuss this with the Sponsorship Secretary**, who will maintain full confidentiality at all times.