

## **RULES FOR BRACKNELL RUGBY FOOTBALL CLUB**

*(Adopted at the Annual General Meeting held on 26<sup>th</sup> July 2006)  
(Amended 11<sup>th</sup> July 2012. Composition of Executive Committee Rule 6)  
(Amended 8<sup>th</sup> January 2013 to include word "or suspend" in rule 8.4)  
(Amended 1<sup>st</sup> September 2015 to reduce the quorum for an Executive Committee to four in Rule 6.6).  
(Amended 26<sup>th</sup> Oct 2019 – change to By-law 21 and 22)  
(Amended 14<sup>th</sup> July 2020 – AGM – Rule 7.9 membership period)*

### **1. NAME**

The Club shall be called The Bracknell Rugby Football Club. ('The Club')

### **2. OBJECTS**

The objects of the Club shall be the promotion and provision of opportunities and facilities for the playing of rugby football and other games, recreations, social activities for the benefit of the members and the community and for all other purposes ancillary thereto. To promote 'The Club' and its teams and to nurture talent and provide rugby football for all and to become a centre of excellence within the Thames Valley.

### **3. DESCRIPTION**

- 3.1 The Club is a non-profit making Members' Club.
- 3.2 During the continuation of the Club, no member can claim, assign, charge or deal in any way whatsoever with any share to which he might have been entitled upon dissolution, were these Rules not to have effect for any reason.

### **4. TRUSTEES**

- 4.1 All the property of the Club of whatsoever nature shall be vested in the Trustees for the time being, to be held in trust in their names for the use and benefit of the Club as a whole. On the death, resignation or removal from office of a Trustee, the Committee shall take steps to secure the appointment by the Club of a new Trustee in his place, and shall as soon as possible thereafter take all lawful and practicable steps to procure the vesting of all Club property into the names of the Trustees as constituted after the said appointment.
- 4.2 The Trustees shall at all times act upon the instructions of the Committee and upon no other authority.
- 4.3 There shall not be less than two and not more than four Trustees of the Club. The Trustees shall be appointed from time to time as necessary by the members of the Club in general meeting. Candidates for trusteeship shall be proposed and seconded by a voting member, once they have been a voting member for two years. The proposal to be in writing and submitted to the Committee not later than seven days before the date fixed for the Annual General Meeting.
- 4.4 A Trustee shall hold office during his life, or until his resignation in writing to the Committee, or until a two-thirds majority of shall have passed a resolution removing him from office those present and voting at a General Meeting called for the purpose thereof. Any Trustee may, by giving not less than seven days' notice in writing to the Committee, resign office, provided that there shall remain at least one Trustee of the Club in office when such notice takes effect.

- 4.5 The Trustees shall at all times, and in all respects act in regard to the property of the Club held by them in accordance with the directions of the Committee; and shall have power to sell, pledge, lease, mortgage or otherwise alienate any Club property in compliance with the directions of the Committee. But no purchaser, lessee or mortgagee, or other successor in title, shall be concerned to enquire whether any such direction has been given.
- 4.6 The Trustees shall, on the direction of the Committee, represent the Club in any litigation and in all legal matters concerning the affairs of the Club.
- 4.7 All Deeds and documents purporting to be executed under the authority of the Club shall be executed by the Trustees. The Trustees shall be entitled to an indemnity out of the property of the Club in respect of any action taken by them on the direction of the Committee.

## **5. PRESIDENT**

- 5.1 The president of the Club shall be appointed annually and shall be invited to, and entitled to, attend any meeting of the Club, whether formal or informal, and shall be entitled to receive minutes thereof.
- 5.2 Unless formally co-opted to the Executive Committee, the President shall not have a vote thereon.

## **6. EXECUTIVE COMMITTEE**

- 6.1 The affairs of the Club shall be administered, managed and controlled for the benefit of all its members, by the Executive Committee, whose members shall collectively be called the Officers.

The Executive Committee shall comprise –

Club Chairman	Vice Chairman	Chairman of Finance
Honorary Secretary,	Commercial Chairman	Chairman of Rugby
Chairman of Facilities,	Chairman of Mini & Junior	

- 6.2. The Executive Committee may exercise all the powers of the Club in accordance with its Rules, other than those matters which are required to be dealt with by the members in General Meeting under the Rules of the Club,
- 6.3 The Powers of the Executive Committee shall include but not be limited to
- 6.3.1 the power to co-opt any person to the executive Committee until the next General Meeting of the Club (provided the number of co options at any time shall not exceed six persons,)
  - 6.3.2 the power to convene a general meeting of the Club
  - 6.3.3 the power to approve or amend bye laws of the Club
- 6.4 The Officers of the Club shall be appointed by the voting members at General Meeting for a period of one year and shall be honorary positions. Any Officer may stand for election or re-election, provided he has been a voting member of the Club for not less than two years, and, if not present at the General Meeting, has indicated in writing his willingness to stand for election.

- 6.5 The Executive Committee must cause full and correct minutes of all proceedings of the Club and its Committees and any sub-committees to be kept, which must be open to inspection by any member of the Club, on request. Save for those matters which are commercially sensitive or confidential. The President, whose decision shall be final and binding, in this regard shall decide any dispute.
- 6.6 The Executive Committee shall meet not less than once in every two months. Notice of Executive Committee Meetings shall be given to all Executive Committee members and a quorum shall be four members of the Executive Committee.
- 6.7 Any vacancy among the Executive Committee may be filled by co-option by the Executive Committee, and that co-opted member shall hold office to the following General Meeting. He shall then be entitled to stand for election by the voting members at such General Meeting.
- 6.8 Any member of the Executive Committee may resign from office at any time by giving not less than three weeks notice in writing to the Club Chairman, who shall thereafter notify the other members of the Executive Committee.
- 6.9 Any member of the Executive Committee may be removed from office at any time by a majority decision of all the other Members of the Executive Committee, provided that –
- The Executive Committee is satisfied that it is in the overriding interests of the Club so to do.
  - The President of the Club has previously agreed that such action is required in the overriding interests of the Club.
  - All voting members are advised in writing within 21 days.
  - Removal from office is not effective for 28 days.
- 6.10 Without prejudice to its general powers, the Executive Committee has an obligation to ensure that certain specific tasks and duties are undertaken for the benefit of the members of the Club. The Executive Committee has to ensure that the management and the performance of such specific tasks and duties are the responsibilities of individual members of the Executive Committee.
- 6.11 The Executive Committee has power to form sub-committees for the purpose of fulfilling its obligations to the members. Any such sub-committees must hold regular minuted meetings and the minutes must be sent to all Executive Committee Members.
- 6.12 The Executive Committee must exercise their powers in accordance with these Rules and Bye Laws for the benefit of the members of the Club.
- 6.13 No decision made by the Club in General Meeting shall invalidate any prior act of the Executive Committee, which would have been valid if that decision in General Meeting had not been made.
- 6.14 The Executive Committee shall ensure that an accurate and up-to-date account of the receipts and payments of the Club is maintained at all times and that management information in relation to the financial affairs and position of the Club is presented to each of its meetings, in a form that is suitable for the proper management and monitoring of the financial position of the Club. Further, there shall be made available to the members, each year, an audited

Statement of Accounts for the year, comprising an Income & Expenditure account and Balance Sheet, at a General Meeting of the Club.

- 6.15 The meetings of the Executive Committee shall be conducted in such manner as the Chairman of such meeting may decide. Provided that each member (in so far as is practical) has been notified, it is permitted for a meeting to be held telephonically, or for a written minute signed by a majority of the relevant Committee, to be evidence of a decision taken by that Committee (other than the removal of an Executive Committee Member pursuant to Rule 6.9 when a meeting has to be convened and all members having received not less than 5 days notice must be present (other than that person whom it is proposed is removed if he decides to absent himself) .

## **7. MEMBERSHIP**

- 7.1. There shall be the following classes of membership:

- (i) Founder Members and Life Members.
- (ii) Playing Members.
- (iii) Vice Presidents.
- (iv) Non Playing Members.
- (v) Junior Members.
- (vi) Mini Members.
- (vii) Corporate Members.
- (viii) Affiliated Members.

- 7.2 Every individual candidate for Full Membership shall be at least 18 years of age.

- 7.3 Junior Membership is available to persons under the age of 18 years and over the age of 12 years.

- 7.4 Mini Membership is available to persons between the ages of 12 years and 5 years.

- 7.5 The Annual Membership subscriptions shall be determined from time to time by the Executive Committee.

- 7.6 A list of the names and addresses of all members of the Club must be kept on the Club premises and produced on demand for inspection by a Police Officer. The responsibility for this shall rest with the Secretary.

- 7.7 Only Founder Member, Life Members, Playing Members, Vice Presidents and Non Playing Members shall be entitled to vote at any General Meeting, and provided their annual subscription is fully paid.

- 7.8 All voting members of the Club must be elected in accordance with the Byelaws and pay the appropriate membership fee.

- 7.9 Membership fees are payable on 1<sup>st</sup> August in every year. Initial membership fees are due on acceptance as a member and subsequently on 1<sup>st</sup> August in each year. Any member who wishes to renew his initial membership on 1<sup>st</sup> August in any year may do so by paying the appropriate membership fee.

- 7.10 Once accepted as a member, each person is entitled to all privileges accorded to his class of membership and is deemed to have agreed to be bound by these Rules.
- 7.11 Voting Members of the Club, only, shall be personally liable for the financial liabilities of the Club, limited to a maximum of twice their individual current annual minimum payable subscription. Other classes of membership shall have no financial liability.
- 7.12 If any member leaves the Club for any reason, whatsoever, he shall not be entitled to a refund of the whole or any part of the membership fee paid by him for the year in which he leaves.
- 7.13 Membership of the Club shall be open to all unless for any reason membership has already been refused or terminated. No application for membership will be refused on other than reasonable grounds. There will be no discrimination on grounds of race, sex, occupation, religious, political or any other belief. If any application for membership is refused, the Executive Committee shall, if requested, state their reasons in writing.
- 7.14 Members of visiting teams, visiting team officials and Referees, shall be made Honorary Members for The Club for the day of their visit, and all such Honorary Members shall be signed-in on arrival on the Club premises and checked out on leaving The Club premises. Such record shall be kept on the Club premises and produced on demand for inspection by a Police Officer.

## **8. CONDUCT OF MEMBERS**

- 8.1 Each member must inform the Hon. Membership Secretary of his address and of any change of address and telephone number. It shall be incumbent upon the Club to keep an up to date list of members at all times.
- 8.2 Any member wishing to withdraw from the Club may give notice, in writing of his intention to the Hon. Membership Secretary at any time and such notice of withdrawal shall take effect immediately. Save for members of the Executive Committee who shall give three weeks notice, as in Clause 6.9.
- 8.3 Any member shall, when leaving the Club, pay to the Club any subscription or other monies owed by himself, to the Club.
- 8.4 No illegal betting or gaming, drunkenness, bad language or other misconduct shall be permitted on the Club premises.  
The Executive Committee shall have power to request any member to resign, or to terminate or suspend any person's membership. For the purposes of this Rule, a vote of not less than two-thirds of the whole of the Executive Committee is necessary. The Executive Committee's decision is final. The Executive Committee shall be under an obligation to give the reason for its decision to the member concerned, if so requested. The member may re-apply for membership and if such application is refused, the member may appeal to the Voting Members of the Club in General Meeting.
- 8.5 Any member who shall fail to pay his membership fee within two months of the date payment is required shall be given notice of his failure by the Hon.

Membership Secretary, and if, after one month of receipt of such notice the membership fee has still not been paid, the Executive Committee shall have power to terminate his membership of the Club, without prejudice to any other rights the Club may have in respect of unpaid fees and other monies that may be owing to the Club by himself.

- 8.6 No person whose membership of the Club has been terminated or who owes money to the Club, shall be introduced as a visitor to any part of the Club premises by any other member of the Club.
- 8.7 The name of any person whose membership is terminated will be removed from the list of registered members and he will immediately cease to be a member of the Club and shall forfeit all rights of membership and may make no claim upon the Club, its properties and/or its funds.

## **9. CONDUCT OF JUNIOR AND MINI MEMBERS**

- 9.1 Any member under the age of 18 years may not –
  - 9.1.1. Purchase or consume intoxicating liquor on the Club premises.
  - 9.1.2. Play any gaming machines.
  - 9.1.3. Gamble in any form on the Club premises.
- 9.2 The Executive Committee may require any person infringing this Rule to leave the Club premises immediately and his membership may be terminated.
- 9.3 If it is established that any infringement took place with the consent and/or knowledge of the adult member who introduced the junior member concerned, then the Executive Committee may expel the adult member from the Club.

## **10. BYE-LAWS**

- 10.1 The Executive Committee may from time to time, vary and revoke any Bye-law (not inconsistent with these Rules) for the regulation of the internal affairs of the Club and the conduct of the members.
- 10.2 Until revoked all Byelaws are binding on the members.

## **11. ANNUAL AND SPECIAL GENERAL MEETINGS**

- 11.1 The Executive Committee shall, in each year, call two General Meetings. Not more than 15 months shall elapse without a General Meeting. One General Meeting shall be the Annual General Meeting to:
  - 11.1.1. Transact the business of the Club.
  - 11.1.2. Elect the Executive Committee.
  - 11.1.3. Provide an open forum for all members of the Club, and deal with such other special business as shall have been communicated in writing at least seven days prior to the date of the Annual General Meeting.

- 11.2 One General Meeting shall be an Extra-Ordinary General Meeting to:
- 11.2.1 Receive, consider and, if thought fit, to approve the Annual Accounts of the Club and to receive the Report of the Chairman of Finance on the state of financial affairs of the Club.
  - 11.2.2 Appoint Auditors to audit the Accounts of the Club. The Auditors must have the qualifications required by law and/or the Rules of the RFU to undertake an audit of the Club's finances.
- 11.3 A Statement of Accounts as passed by the Executive Committee and certified by the Auditors shall be posted in a conspicuous place in the Clubhouse at least seven days before the Extra-Ordinary General Meeting.
- 11.4 Not more than fifteen months shall elapse between the dates of presentation of the Accounts of the Club to the members.
- 11.5 An Annual General Meeting shall be called by the Executive Committee by causing at least twenty-eight days' notice in writing to be sent to every member of the Club.
- 11.6 The Executive Committee shall convene an Extra-Ordinary General Meeting by causing twenty-one days' notice in writing to be sent to every member of the Club.
- 11.7 An Extra-Ordinary General Meeting may also be convened on the requisition of 30 members of the Club, or one fifth of the voting members, whichever is the lesser, by serving notice in writing on the Honorary Secretary, who must then notify all members within 14 days of receipt of such requisition and take action to convene such Extra-Ordinary General Meeting within 28 days of such notice being served.
- 11.8 The notice convening a General Meeting shall specify the place, the date and the hour of the meeting and, in the case of special business, the nature of the business. The accidental omission to give proper notice of a General Meeting to, or the non-receipt of proper notice of a General Meeting by, any individual member entitled to receive such notice, shall not invalidate the proceedings at that General Meeting.
- 11.9 Notices required by the Rules and Byelaws to be given to members must be given either by prepaid letter addressed to a member at the last address he furnished to the Membership Secretary. The Honorary Secretary shall exhibit a notice of General Meeting in a prominent place in the Club premises.
- 11.10 A quorum at any General Meeting shall be 15% of the paid up voting members or 20 paid-up voting members whichever the lesser.
- 11.11 At any General Meeting a resolution put to the vote of the meeting shall be decided by simple majority on a show of hands and a declaration by the Chairman of the meeting that a resolution has, on a show of hands, been carried or carried unanimously, or, by a particular majority, or lost. The result of any resolution voted upon shall be entered in the Minute Book of the Club and shall be conclusive evidence of the fact of such resolution.

11.12 In the case of an equal number of votes, the Chairman of the meeting at which such voting takes place shall be entitled to a second or casting vote.

11.13 The decision of the Chairman of the meeting shall be final. The Chairman of the meeting shall have absolute discretion as to whether or not he accepts amendments to any resolution. He may decide in which order the resolutions and/or amendments shall be taken.

## **12. ALTERATION OF RULES**

12.1 The Rules of the Club shall not be altered if the Objects of the Club are altered thereby.

12.2 Any alteration of the Rules must have the consent of the voting members of the Club given by a resolution passed at a General Meeting by a majority of at least two-thirds of the voting members present.

12.3 Any resolution to amend the Rules must be sent in writing to the Club at least 21 days prior to the date of the General Meeting or 28 days prior to the date of the Annual General Meeting and such written notice shall include the names of the Proposer and Secunder of such resolution.

12.4 The proposed resolution shall be set out in full by the Club, in the notice sent to members, convening the General Meeting.

12.5 The Executive Committee may amend the Rules of the Club, if it is decided by majority vote of the Executive Committee, that it is in the immediate interests of the Club to do so. Notice of alteration of the Rules shall be displayed in a prominent place on the Club premises from one week prior to the amendment.

12.6 An alteration of the Rules of the Club by the decision of the Executive Committee shall remain in effect for three months only and, if it is desired that the amendment be extended or become a permanent amendment to the Club Rules, the alteration/amendment shall be placed before the members of the Club at a General Meeting in accordance with the proper procedures for convening a General Meeting.

## **13. DISSOLUTION**

13.1 No resolution to dissolve the Club may be considered in General Meeting unless a proposal for the resolution has been submitted to the Honorary Secretary in writing and signed by at least 100 members of the Club at least twenty-one days before the date of the General Meeting.

13.2 If at a General Meeting a resolution for the dissolution of the Club shall be passed by a two-thirds majority of the voting members present, such resolution shall be taken to an Extra-Ordinary General Meeting held not less than one month thereafter, at which not less than three quarters of the voting members shall be present. The resolution shall thereafter be confirmed by a majority of two thirds of the voting members present. The Executive Committee shall thereafter or at such future date as shall be specified in such resolution, proceed to realise the property of the Club and after the discharge of all liabilities, shall distribute the proceeds to another club of a similar nature.

## **14. MISCELLANEOUS**



- 14.1 The colours of the Club shall be green gold and black.
- 14.2 The Rules of the Rugby Football Union, the Berkshire County Rugby Football Union and the Middlesex County Rugby Football Union, so far as the same are applicable, and not in conflict with the provisions hereof, shall be deemed to be incorporated herein.
- 14.3 All Club funds shall be paid into a designated Bank Account. The Executive Committee shall authorise certain members of the Club to be signatories of the Club Bank account.
- 14.4 A membership register shall be kept by the Membership Secretary and shall be available for inspection by members, on request.
- 14.5 References to the masculine include the feminine and where appropriate the singular includes the plural.
- 14.6 The headings are for ease of reference only and are not to be taken into account in their interpretation.

## **BYE-LAWS**

Adopted by the Executive Committee on 18<sup>th</sup> August 2009 (amended 1 Sept 2015 to include Ben Novak)  
Amended 7<sup>th</sup> June 2017 to include new election rules for Life Members  
Amended 26<sup>th</sup> Oct 2019 change to by law 21 & 23.

1. Any person who desires to be a voting member shall complete an application for membership. Every applicant must be elected to membership by simple majority of the Executive Committee.
2. No person may be admitted to membership without an interval of at least two days between nomination or application for membership and admission to membership.
3. All members of the Club must be elected to membership either by the Club in General Meeting or by an elected Committee, and the names and addresses of any person proposed for membership must, for not less than two days before election be prominently displayed in the Club premises.
4. On election to membership of the Club the annual subscription appropriate to the class of membership is payable immediately.
5. Any person accepted for membership shall be formally notified in writing and shall be furnished with a membership. The membership database shall be updated accordingly.
6. The Clubhouse and grounds shall be under the control of the Executive Committee or such person/s as they shall appoint.
7. Any member may be entitled to introduce not more than three guests, on any one occasion, to the Clubhouse, provided that no person whose application for membership has been refused or has been expelled from the Club shall be introduced as a guest. The member introducing the guest shall enter the name of the guest, together with his own name, in a Book which shall be kept for that purpose in the Clubhouse.
8. Any person not being a Member, pursuant to the Rules herein, who attends a bona fide function on the Club's premises, the subject of the Club's Registration Certificate, may purchase alcoholic refreshment for personal consumption and that of their guests, on the premises, provided that such functions admitting non-members to the privilege of purchasing alcoholic refreshment for personal consumption or that of their guests, shall not exceed more than twenty-four times in any one calendar year, where such non-members and guests receive prior invitations.
9. The Clubhouse shall be open between such hours as the Executive Committee shall from time to time decided, provided the bar permitted hours shall not exceed those for which application has been made to the Licensing Magistrates (or other appropriate authority) and such licence(s) consent(s) or permission(s) as is by law required has/have been obtained.

10. No member or guest under the age of eighteen shall be permitted to purchase or consume intoxicating liquor in the bar or anywhere else on the premises.
11. Only members may be permitted to purchase alcoholic beverages for consumption off the premises.
12. No intoxicating liquor shall be supplied to any member of the Club on the premises otherwise than by or on behalf of the Club.
13. No member, or other person, shall receive at the expense of the Club, any commission percentage or similar payment on or with reference to the purchase of intoxicating liquor by the Club and further shall not derive directly or indirectly any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Club to members or guests apart from any benefit which a person derives indirectly by reason of supply giving rise or contributing to a general gain from the carrying of the Club.
14. Every member shall be entitled to a copy of the Rules of the Club on request.
15. All members shall be given proper information relating to the finances of the Club and to the Books of Account and other records kept to ensure the accuracy of that information.
16. The Trustees of the Club are S. Bullett, J.R. Dance, J.A. Maunder, S. Ward.
17. Founder Members are those who founded the Club:-

The Life Members as at the 7<sup>th</sup> June 2017 are M.J. Clark, J.R. Dance, T.L. Jones, D.F.C., J.A. Maunder, A.J. Ridley, D.C. Tarrild-Ball, S.J. Ward., A. Gunner, P. Rendall, Dr. J Thing and B Novak

18. Life Members may be elected as follows:-

Nominations supported by 2 members of the club (a Proposer and Seconder) supported by a statement of why they believe the individual should be given Life Membership should be made in writing at least 7 days before the Executive Committee meeting. The Executive Committee may choose to invite these individuals to the next Executive Committee meeting to discuss their nomination.

The Executive Committee will decide whether the nomination will be considered at a General Meeting - nominations for Life Membership will only be considered at a General Meeting with the agreement of the majority of the Executive Committee members present

All approved nominations will be considered at the General Meeting of the club and will be subject to a discussion and vote (by show of hands) if required

19. Vice Presidents and Playing Members shall be voting members and in consideration of the additional membership fee payable be entitled to use the Clubs rugby changing and gym facilities. In addition Playing Members shall be entitled once a year to elect a Club Captain such person to be the senior player in the Club (but not necessarily Captain of 1<sup>st</sup> XV who will be appointed by the Executive Committee or at its discretion the Club's Chairman of Rugby or such other person as the Executive Committee may agree)
20. Non Playing members shall be voting members and entitled to all the benefits of membership other than the use of the Clubs rugby playing and gym facilities.
21. Mini members are defined as between 5 and 12 years of age, whereas Juniors members are defined as between 13 and 18 years of age. Both Mini & Junior members are entitled to all the privileges of Membership with the exception that they shall not be entitled to vote and shall only be entitled to use unaccompanied those parts of the premises where intoxicating liquor is being sold if over the age of 16, unless they are in the presence of an adult of over 18 years of age who accepts responsibility for them.
22. Within the bar area of the club, all children under the age of 16s must be accompanied by an adult who accepts responsibility for them. No Children are allowed within the bar area between 12am and 5am.
23. Corporate Members shall be firms or businesses that wish to subscribe to the Club's Joint Ownership Debenture Scheme, and may also apply for Twickenham tickets there under.
24. Affiliated Members shall be those members of other Clubs or other Organisations which share the use of the Clubhouse at specific times. An Affiliated Member shall not be entitled to use the facilities of the Clubhouse on any occasion other than on the specific evening when the Club of which he is a full member shares the facilities of Bracknell Rugby Football Club.
25. There shall be a facility for a Family Membership which shall comprise those members of a family who join on an individual class of membership and thereafter may receive a reduction agreed by the Executive Committee on the total amount of their combined payable membership subscription.
26. The Executive Committee shall decide on the levels of annual subscriptions and shall notify the members at each Annual General Meeting. The annual subscription may not be increased between Annual General Meetings save in the immediate interests of the Club. The Executive Committee shall give not less than three weeks' notice in writing to all members of any increase in the levels of annual subscriptions.