

Pontarddulais Rugby Football Club Constitution

1. Introduction

- 1.1 The Organisation shall be called Pontarddulais Rugby Club and shall be affiliated to the Welsh Rugby Union.
- 1.2 The playing colours of the club shall be black and amber.

2. The Objectives of the Club are:-

- 2.1 To foster and promote the sport of Rugby Union at all levels,
- 2.2 The organisation, management and development of rugby for all members,
- 2.3 The provision of training and playing facilities for its members,
- 2.4 Promoting and maintaining the highest standards of technical competence and safety in sport,
- 2.5 Providing equal opportunities for the successful participation by all sections of the community.
- 2.6 The provision and maintenance of a Clubhouse.

3. Membership

- 3.1 Membership of the Organisation shall be open to any person, regardless of race, age, gender, sexual orientation or ability, who completes a membership application form (supported by 2 current members, both of whom shall vouch, from their personal knowledge, for the fitness of the candidate) and pays the relevant subscription as determined by the Annual General Meeting.
- 3.2 There shall be nine classes of membership available. These are:
 - Senior Vice President
 - Vice President
 - Patron
 - Life Member
 - Old Age Member
 - Playing Member
 - Full Member
 - Lady Member
 - Junior Member
 - Family Membership
- 3.3 The Committee will consider all membership applications and reserve the right to refuse any application without giving reason.
- 3.4 The Committee may elect Life Members to recognise an individual's commitment to the Organisation. The election of such persons must be approved at the Annual General Meeting.

4. Officers

- 4.1 The Officers of the Organisation shall be as follows:

President	Non-Executive Officer
Chairman	Executive Officer
Secretary	Executive Officer
Treasurer	Executive Officer
Vice Chairman	Non-Executive Officer
Assistant Secretary	Non-Executive Officer
Assistant Treasurer	Non-Executive Officer
Child Protection Officer	Non-Executive Officer

- 4.2 The Secretary shall conduct the correspondence of the Club and shall have the custody of all documents belonging to the Club. He shall keep full and correct minutes of all proceedings and records for all competitions entered by the Club.
- 4.3 The Treasurer shall keep proper books of accounts to enable him to present detailed reports at every Annual General Meeting and Interim reports to the Committee.
- 4.4 The Child Protection Officer will ensure that the appropriate checks are performed on volunteers and staff, to safeguard the children in their care. The Child Protection Officer will act as the main point of contact on matters relating to children and will regularly review the Clubs procedures.

5. Election of officers

- 5.1 All Officers shall be elected at the Annual General Meeting by full members of the Organisation.
- 5.2 At the Annual General Meeting thirteen members of the committee shall retire and shall be eligible for re-election. If necessary, to create a sufficient number of vacancies, members of the Committee, excluding executive officers, shall retire in order of seniority.
- 5.3 Any two Members may propose a candidate or candidates, by notice in writing to the Secretary, a minimum of seven days before the meeting.
- 5.4 The Committee shall have the power to appoint a member to fill any casual vacancy on the Committee until the next Annual General Meeting. Any member so appointed shall retire at the next Annual General Meeting, but shall be eligible for re-election as a member of the Committee at such meeting.
- 5.5 Any two Members may submit in writing to the Committee, the name of any person deemed worthy of being a Senior Vice-President. Appropriate persons shall be nominated by the Committee and confirmed at the Annual General Meeting.
- 5.6 The President shall be elected annually by the Committee, from the Senior Vice Presidents and confirmed at the Annual General Meeting.
- 5.7 There shall be no more than four Trustees.
- 5.8 Trustees shall hold office until death, resignation or until removed by resolution.
- 5.9 The President will appoint new Trustees, as nominated by the Committee, to act as Trustee of the Club under the provisions of the Trustee Act 2000.
- 5.10 The Trustees shall be indemnified against risk and expense out of the Club property.

6. General Committee

- 6.1 The affairs of the Organisation shall be controlled by a General Committee comprising the Executive Officers and other Members elected by the members. The President, Trustees and Life Members shall be ex-officio members of the committee. The General Committee shall meet at agreed intervals and not less than once a month.
- 6.2 The duties of the General Committee shall be:
 - 6.2.1 To control the affairs of the Organisation on behalf of the Members.
 - 6.2.2 To keep accurate accounts of the finances of the Organisation through the Treasurer. These should be available for reasonable inspection by Members and should be audited before every Annual General Meeting. The Organisation shall maintain a bank current account and the following Officers shall be authorised to sign Organisation cheques: any two from the Chairman, Treasurer and Secretary.
 - 6.2.3 To co-opt additional members of the Committee as the Committee feels this is necessary.
 - 6.2.4 To make decisions on the basis of a simple majority vote. In the case of equal votes, the Chairman shall be entitled to an additional casting vote.
 - 6.2.5 The Committee shall be the sole authority for the interpretation of these rules and the decision shall be final and binding.

- 6.2.6 Should any Member break Club Rules or act inappropriately, the Committee will convene a disciplinary hearing, giving 7 days notice. The Member may attend the meeting to give evidence in their defence, after which the committee will decide on the appropriate action. Expulsion can only be decided if two thirds of the committee at the meeting are in favour.

7. General Meetings

- 7.1 The Annual General Meeting shall be held not later than the end of August each year. 21 clear days notice shall be given to Members of the Annual General Meeting by posting a notice in the Clubhouse. Members must advise the Secretary in writing of any business to be moved at the Annual General Meeting at least 14 days before a meeting. The Secretary shall post the agenda for the meeting in the Clubhouse not less than 7 days before the meeting.
- 7.2 The business of the Annual General Meeting shall be limited to:
- 7.2.1 Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting.
 - 7.2.2 Receive the audited accounts for the year, from the Treasurer.
 - 7.2.3 To fill the vacancies in the Committee and to appoint a Club accountant for the ensuing year.
 - 7.2.4 To consider (and if approved) sanction any duly made alterations to the rules.
 - 7.2.5 To receive President's Address.
 - 7.2.6 To confirm the election of captains for the forthcoming season.
 - 7.2.7 To confirm the election of President.
 - 7.2.8 To confirm the nominations of Senior Vice Presidents.
 - 7.2.9 Elect the Officers of the Club i.e. President; Chairman; Secretary; Treasurer and other General Committee Members.
 - 7.2.10 Transact such other business received in writing by the Secretary from Members 14 days prior to the meeting and included on the agenda.
- 7.3 Nomination of candidates for election of Officers shall be made in writing to the Secretary at least 14 days in advance of the Annual General Meeting date. Nominations can only be made by Full Members and must be seconded by another Full Member.
- 7.4 At all General Meetings, the President will take the chair, and in his absence a member selected by the Committee.
- 7.5 Decisions made at a General Meeting shall be by a simple majority of votes from those Full Members attending the meeting. In the event of equal votes, the Chairman shall be entitled to an additional casting vote.
- 7.6 Each Full Member of the Organisation shall be entitled to one vote at General Meetings.
- 7.7 The Committee may at any time call a Special General Meeting giving 21 days notice.

8. Alterations to the Constitutions

- 8.1 Any proposed alterations to the Organisation Constitution may only be considered at an Annual or Special General Meeting convened with the required written notice of the proposal. Any alteration or amendment must be proposed by a Full Member of the Organisation and seconded by another Full Member. Such alterations shall be passed if supported by not less than two-thirds of those Full Members present at the meeting, assuming that a quorum has been achieved.

9. Quorum

- 9.1 Committee Meetings – Five (including one Official)
- 9.2 General Meeting – A quorum for a General Meeting shall be 20 Full Members and 2 Officers of the Organisation including 1 from the Chairperson; Secretary and Treasurer.

10. Dissolution

- 10.1 If, at any General Meeting, a resolution be passed calling for the dissolution of the Organisation, the Secretary shall immediately convene a Special General Meeting of the Organisation to be held not less than six weeks thereafter to discuss and vote on the resolution.
- 10.2 If, at that Special General Meeting, the resolution is carried by at least two-thirds of the Full Members present at the meeting, the General Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Organisation and discharge all debts and liabilities of the Organisation.
- 10.3 After discharging all debts and liabilities of the Organisation, the remaining assets shall be given or transferred to some other CASC, registered charity or organisation having objects similar to those of the Organisation. Upon completion of such transfer the Club shall be dissolved.

11. General and Miscellaneous provisions

- 11.1 The financial year of the Club shall end on the thirtieth day of April in each year, to which day the accounts of the Club shall be balanced.
- 11.2 The accounts shall as soon as practicable after the end of the financial year, be produced by a Professional Accountant, who shall be appointed at each Annual General Meeting, and who shall not be a member of the Club.
- 11.3 The permitted hours for the supply of intoxicating liquor shall be within the times prescribed by law. The Committee will decide from time to time, having regard to prevailing circumstances, on the hours the bars shall be open; and shall seek approval from the local justices when the need arises for an extension of hours.
- 11.4 Intoxicating Liquor will not be served or supplied to persons under the age of 18 years.
- 11.5 Neither the Club nor any officer thereof shall be liable to any member or guest of a member for any loss of or damage to any property occurring from whatever cause in or about the Club premises nor for any injury sustained by any member or guest whilst on or entering or leaving the Club premises: and a notice to this effect shall at all times be displayed in a prominent position on the Club premises.
- 11.6 No member shall, except for Professional Services rendered at the request of the Committee on any pretence or in any matter receive any profit, salary or emoluments from the funds or transactions of the Club.
- 11.7 No person shall at any time be entitled to receive at the expense of the Club or of any member thereof any commission percentage or similar payment on or with reference to purchases of intoxicating liquor by the Club; nor shall any person directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Club to members or guests apart from any benefit accruing to the Club as a whole and apart also from any benefit which a person derives indirectly by reason of the supply giving rise to or contributing to a general gain from the carrying on of the Club.
- 11.8 These Rules may be added to, repealed or amended by resolution at any Annual or Special General meeting, provided that no such resolution shall be deemed to have been passed unless it is carried by a majority of at least two-thirds of the members voting hereon.
- 11.9 Any surplus income or gains made annually will be re-invested in the club. No distribution of club assets, in cash or in kind will be made to members or third parties

12. Declaration

- 12.1 Pontarddulais Rugby Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed:

Signed:

Date: 19/8/2008

Name: Paul R Evans (Chairman)

Date: 19/8/2008

Name: Huw Thomas (Secretary)