



Chelmsford Rugby Football Club

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Constitution

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This Constitution of the Club is made pursuant to Article 18 of the Club's Articles of Association. The terms used herein shall have the same meaning as in the Articles of Association. Where there is any inconsistency between this Constitution and the Articles of Association, the provisions of the Articles of Association shall prevail.

1. Club Colours

The colours of the Club shall be navy blue jerseys and shorts and navy blue and white hooped socks. The alternative strip shall be navy blue and white hooped shirts with navy shorts and navy blue and white hooped socks.

2. Club Year

For all purposes unless otherwise stated, the year of the Club shall commence on 1st August and terminate on the following 31st July.

3. Proposal for Membership

Membership is inclusive and open to everyone upon presentation of a completed application form and Direct Debit Instruction form to the Membership Secretary. All Members shall abide by the requirements of the Articles of Association, this Constitution and any rules and regulations of the Club.

4. Membership and Subscriptions

The following classes of membership shall exist. The Members in general meeting shall decide the subscription payable by Senior Playing Members and the Management Committee shall decide the subscription payable by all other classes of membership. The Members of each class of membership except Youth and Mini shall have one vote at a general meeting of Members. A Family membership shall have one vote to represent all the family members at a general meeting of Members.

a) Classes of Membership

i. Vice-President

Nominated and seconded by Members and endorsed by the Management Committee, this membership recognises those who have given outstanding service to the Club or the game of Rugby.

ii. Life

Endorsed by the Management Committee, this membership is only available to non-players over the age of 40. This membership subscription shall be based on the age of the member and the VP subscription at the date of application as follows; over 40 (VPx40); over 50 (VPx30); over 60 (VPx20); over 70 (VPx10).

iii. Associate

Endorsed by the Management Committee, this membership is only available to non-players.

iv. Senior Player and Lady Senior Player

All Members who play and are nineteen or over at midnight on 31st August of the

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current season unless qualifying as a Student.

v. **Youth**

All Members aged twelve and under nineteen at midnight on the 31st August of the current season and part of a Family membership.

vi. **Mini**

All Members under the age of twelve at midnight on the 31st August of the current season and part of a Family membership.

vii. **Non-playing Coach**

As approved by the Youth Committee for coaches of youth and minis and by the Management Committee in all cases. This category is for volunteers and shall not be available to employees of the Club, which shall include the Director of Coaching.

viii. **Student**

Senior and Lady Senior players attending Further/Higher Education on a full-time basis.

ix. **Family**

This category permits two adults and children under the age of 19 years from one family to be Members in the following categories: Senior Player, Associate, Youth and Mini.

b) **The President** shall be an Honorary Member, elected annually by Members at the Annual General Meeting.

c) **Honorary Members**

At its discretion, the Management Committee of the Club may invite any person of distinction or any person who has rendered good service to the Club to become an Honorary Vice-President or Honorary Life Member of the Club with an entitlement to all the benefits and privileges of Membership for life.

d) **Payment of Subscriptions**

Annual subscriptions are due on the 1st of the month following submission of the Member's application to join the Club and on each anniversary thereafter. Monthly subscriptions are due on the 1st of each month. Members shall sign a Direct Debit Instruction authorizing the Club to collect subscriptions by Direct Debit on or around the 15th of the month it is due. If any Member shall fail to pay their subscription, the Honorary Membership Secretary shall send a notice to their address in the records of the Club, calling upon them to pay the same within seven days. If they fail to pay their subscription, the Management Committee may terminate their membership without further notice.

e) **Resignation of Membership**

Any Member desirous of resigning from the Club shall send notice in writing thereof to reach the Membership Secretary before 1st of the month they wish to resign. Upon

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resignation, a Member shall cease forthwith to have any rights and privileges in connection with the Club or the assets of the Club.

f) **Temporary Members**

By resolution, the Management Committee shall be empowered to elect temporary Members of the Club on such terms and at such subscriptions as it may decide for a period that shall not exceed in all one month. A temporary Member shall have no right to attend any general meeting of Members.

5. **Officers of the Club** shall comprise: -

Chairman	Vice-Chairman
Club Captain	Honorary Secretary
Assistant Honorary Secretary	Honorary Fixture/Match Secretary
Honorary Treasurer	Assistant Honorary Treasurer
Honorary Membership Secretary	Honorary Publicity Officer
Chairman of Social Committee	Chairman of Development & Fund Raising
Chairman of Selectors	Chairman of House and Grounds
Chairman of Youth	Secretary to Youth Committee
Director of Coaching	Player Development Manager
Coach Co-ordinator	Volunteer Officer
Manager of Minis	Secretary of Minis
Disability Officer	Child Protection Officer
Players Captain	Captains of Senior teams

Officers shall be elected at the annual general meeting of the Club and shall remain in office until the following annual general meeting, when they shall retire but shall individually remain eligible for re-election.

6. **Committee Members**

a) **The Management Committee** shall consist of the following Members, together with any persons co-opted under the provisions of Rule 8.

Chairman; Vice Chairman
Honorary Secretary
Honorary Assistant Secretary
Honorary Treasurer
Honorary Membership Secretary
Chairman of Youth Committee
Manager of Minis
Chairman of House and Grounds Committee
Chairman of Development and Fund Raising Committee
Coach Co-ordinator
Club Captain
President

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Three invited Members, who need not be elected officers of the Club

The Management Committee may fill any casual vacancy for the remainder of the year in which it occurs.

A member of the Management Committee shall be appointed to each of the five Sub-Committees described in Rule 6 b).

b) **The Five Sub-Committees** shall consist of the following Members.

i) **Playing Committee**

Appointed member of the Management Committee: Club Captain
Honorary Match Secretary Honorary Fixture Secretary
Honorary Publicity Officer Chairman of Selectors
Players Captain Chairman of Youth
Captains of Senior Teams Director of Coaching

ii) **Youth Committee**

Appointed member of the Management Committee: Manager of Minis
Chairman of Youth Secretary to Youth Committee
Disability Officer Secretary to the Minis

iii) **Finance Committee**

Appointed member of the Management Committee: Chairman
Honorary Treasurer Honorary Assistant Treasurer
Honorary Secretary Honorary Membership Secretary
Chairman of Development and Fundraising

iv) **Development and Fund Raising Committee**

Appointed member of the Management Committee: Honorary Treasurer
Chairman of Development and Fundraising

v) **Social Committee**

Appointed member of the Management Committee: Honorary Secretary
Chairman of Social Committee Bar Manager
Honorary Assistant Secretary Honorary Publicity Officer

Each Sub-Committee may co-opt other Members of the Club, who need not be members of the Management Committee.

7. Committee Meetings

a) **Management Committee**

The Management Committee shall meet monthly and at such time or times as the Chairman shall decide and four (4) shall form a quorum. The Vice-Chairman shall chair the Management Committee if the Chairman is unable to be present.

b) **Sub-Committees**

The five Sub-Committees shall meet at such frequency and times as the chairman of each Sub-Committee shall decide and three (3) shall form a quorum.

Each Sub-Committee shall elect their chairman and in the event of that person being unable to be present then the sub-committee must appoint another member of the sub-committee to chair the meeting.

Each committee member present is entitled to one vote only. If an equality of votes on any

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matter arises at a committee meeting then the chairman of that meeting shall be entitled to a second or casting vote.

8. Powers of the Management Committee

The management of the Club shall be exercised by the Management Committee:

- to the extent delegated by the Board pursuant to Article 18 of the Club's Articles of Association; or
- delegated to sub-committees appointed by the Management Committee in such manner and to the extent the Management Committee shall consider advisable.

In addition to all other powers vested in it by the Board, the Management Committee shall have the power by resolution to:

- a) endorse candidate membership of the Club;
- b) co-opt other Members of the Club onto the Management Committee for any specific purpose;
- c) appoint sub-committees to facilitate the business of the Club, provided all the decisions of such sub-committees shall be ratified by the Management Committee;
- d) appoint the Chairman, Vice Chairman, Honorary Treasurer, Honorary Secretary and Chairman of Youth to sit on any or all sub-committees;
- e) make regulations and byelaws in accordance with these powers and settle any disputes arising there from.

9. Duties of the Honorary Treasurer

The Honorary Treasurer shall lodge all monies received by the Club in a bank account in the name of the Club and sign all cheques drawn on the account, which shall be countersigned by one other member of the Management Committee duly authorised by the Management Committee so to do. The Honorary Treasurer shall keep a true record in appropriate books of all monies received and paid on behalf of the Club and every year shall prepare and submit for approval at the annual general meeting an Income and Expenditure Account and Balance Sheet after examination by an appropriately qualified accountant appointed by the Members at the previous annual general meeting.

10. Persons Entitled to Admission to the Club's Premises

Subject to any restrictions, which the Management Committee may from time to time impose, the following persons shall be entitled to admission to the Club premises and to purchase intoxicating liquor for consumption on the premises, in accordance with Rule 20.

Members

Club employees

Admission of non-members as specified below: -

In addition to Members and employees, there may be admitted to the Club premises at the discretion of the Management Committee: -

- (a) persons who on the day of their admission to the Club premises have played or have been selected to play or have acted or have been selected to act as reserve players, referees, touch judges or other officials in any rugby football match organised or sponsored by the Club;

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- (b) persons who are members of any other club affiliated to the Rugby Football Union and with which, the Club customarily plays Rugby Football games;
- (c) former playing Members of the Club, ordinarily resident more than ten miles from the Club premises;
- (d) the guests of Members and any such persons referred to in sub-paragraph (a), (b) and (c) of this rule provided that such person may not introduce more than four guests at any one time;
- (e) persons attending functions authorised and supervised by the Club for the purpose of raising money for the Club;
- (f) persons attending functions authorised and supervised by the Club but organised by another club or organisation who hire the premises from the Club for a fee, provided that with respect to functions under sub-paragraphs (e) and (f) of this rule liquor may not be purchased by persons other than those referred to in sub-paragraphs (a), (b), (c) and (d) at more than four organised social functions endorsed by the Committee in any year. Subject to any conditions which may from time to time be imposed by the Licensing Justices, any such persons as are referred to in sub-paragraphs (a), (b), (c), (d), (e) and (f) of this rule may purchase from the Club intoxicating liquor for consumption by themselves and their guests on the premises during permitted hours in accordance with the provisions of Section 49 (1) of the Licensing Act 1964, until amended by statute.

11. Dress

All Members and guests are required to conform to a reasonable standard of dress at all times when in the Clubhouse.

12. The Conduct and Expulsion of Members

- a) The Management Committee may require any Member whose conduct shall be deemed to be contrary to the welfare and best interests of the Club to resign from the Club in accordance with Article 3 of the Articles of Association or impose any other sanction it considers appropriate.
- b) A Member to whom the Club allocates tickets issued by the RFU may not dispose of them to a third party. In the case that tickets are no longer required, the Member must return them to the Club for reallocation. Due to the importance given this matter by the RFU, the Club will apply its disciplinary procedure and appropriate sanctions to any Member who contravenes this requirement.

13. Opening and Closing of the Clubhouse

Subject to the availability of a Member authorised by the Management Committee to be in charge of the keys of the Clubhouse, the Clubhouse shall be open and available to Members at the following times: -

Saturdays	11.00am. - 12.00 midnight
Sundays	9.30am. - 11.00pm.
Weekday evenings	6.00pm. - 11.30pm.
Weekdays	By resolution, the Management Committee have the discretion to

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consider and approve all applications to use the Clubhouse at all times.

The Clubhouse shall close by midnight following a social event or letting. By resolution, the Management Committee may extend or reduce these hours on any specified occasion.

14. Wine Committee

If the Management Committee so requires, the Members present at the annual general meeting shall elect a Wine Committee consisting of three members (who need not be members of the Management Committee) to deal with the purchase and supply by the Club of intoxicating liquor. In the absence of a separate Wine Committee, these duties shall be carried out by the Management Committee or by a sub-committee appointed from the members of the Management Committee. The purchase for the Club and the supply by the Club of intoxicating liquor shall be exclusively controlled by the Management Committee.

15. Bar Opening Times

The permitted hours for the sale of intoxicating liquor shall be as defined in the Club's Liquor Licence. The times defined in the Liquor Licence shall be restricted to those laid down by statute and relevant terms contained in the Club's lease from Chelmsford Borough Council. Subject to this, at the date of the adoption of these Rules the permitted hours are: -

Daily 10.00 am – 11.30 pm

The actual hours, between which the Club bar is open, will be posted in the Clubhouse. The Management Committee shall have power by resolution to apply to the appropriate licensing authority for a permanent or temporary variation to its license.

16. Permitted Drinking Age

No person under the age of eighteen years (or in accordance with current statute) shall be served with or be permitted to consume intoxicating liquor on the Club premises. In support of this legal requirement, the Club will not provide the premises for Members or non-members to hold eighteenth birthday celebrations and all applications to use the Club premises shall be subject to approval by the Management Committee.

17. General Meeting of Members

All matters relating to the notice, proceedings and voting at a general meeting of Members will be as defined in Articles 4 to 6 of the Articles of Association.

18. Team Captains

At each annual general meeting, the Members shall elect the captain of all senior teams of the Club, with the exception of the 1st team captain whom the Management Committee will appoint in consultation with the Director of Coaching. The persons elected shall hold office for one year and be a member of the Playing Sub-Committee (see Rule 6 b i) but shall be eligible for re-election.

19. Alteration of the Constitution

No alteration or addition to this Constitution shall be made except by resolution at a general meeting of Members.

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Signed: _____ Chairman Date: 12th May 2010