

## RULES OF THE WHITLEY BAY ROCKCLIFF RUGBY FOOTBALL CLUB

### NAME

The Club shall be called the “WHITLEY BAY ROCKCLIFF RUGBY FOOTBALL CLUB”

### OBJECTS

The objects of the Club are to provide for its members instructions and participation in the game of rugby football and other sports, recreation, opportunities for other entertainments, and to offer to its members all the facilities, privileges and advantages of a Club.

### CLUB COLOURS

The colours of the Club shall be Cardinal and Gold. The uniform shall be Cardinal Jerseys with Gold Collars and Cuffs, Stockings in Cardinal and Gold horizontal strips and white shorts.

### PLAYING RULES

The playing rules shall be those of the Rugby Football Union.

### MEMBERSHIP

Membership of the Club shall comprise honorary life members, Vice Presidents, Playing members, Junior members, Social members and Temporary members.

The qualification for such membership shall be as follows:-

- a) Honorary life members shall be elected only at General meeting of the Club and on the recommendation of the General Committee. Honorary life membership shall be conferred to those whose past services have in the opinion of the general committee been of such value to the Club as to merit such election.
- b) The club positively welcomes applications for membership from all sections of the community irrespective of race, colour, gender, sexuality or disability.
- c) Junior members and shall enjoy the privileges of the Club without voting power. Junior membership shall be conferred to boys or girls attending school on the 1<sup>st</sup> October in the current year.
- d) Social members shall only be entitled to attend social functions run by the Club. If they wish to join in other activities they must be elected to another type of membership and pay the appropriate larger subscription.
- e) Temporary members, members of visiting bona fide sports Clubs, players, officials and guests shall be honorary members of the Club for the days of their visits for pre-arranged games and as such shall be entitled to all the benefits and privileges of membership except that they shall not be qualified to be advisors or members of the committees and shall not be entitled to vote.

The names and addresses of any person seeking membership must for not less than two days before the election, be prominently displayed on the main notice board in the Club House.

All applications for membership will be accompanied by the appropriate fee.

## GENERAL COMMITTEE

The composition of the general committee shall comprise the directors of the limited company plus the following positions:

- i) honorary life members
- ii) Nominated Chairman of Ground, Chairman of Junior Rugby, Chairman of Mini and Midi Rugby, Chairman of Touch Rugby, ICT manager and one other Club member.

## DISQUALIFICATION

No member whose subscription is in arrears shall be nominated for any office or as a member of a Committee or Sub Committee, or shall be allowed to vote.

## ANNUAL GENERAL MEETING

An Annual General Meeting, presided over by the President (or in his absence the chairman of the Club; failing whom the meeting shall appoint a chairman) shall be held not later than the 30<sup>th</sup> June in each year, and at such time as may be appointed by the General Meeting. The Secretary must give at least 14 days notice in writing to every member with the agenda for the meeting, the annual report and an attendance record of the members of the general committee since the last annual general meeting.

## ELECTION OF OFFICERS

a) Nominations for any of the offices must be in writing to the Secretary not less than seven days before the Annual General Meeting and shall bear the signatures of the proposer and seconder of the nominee who shall certify his assent to his nomination going forward.

b) In the event of no nominations being received prior to the Annual General Meeting the Chairman may accept nominations at the Annual General Meeting.

c) All persons nominated for office in the Club shall be listed and the list shall be made available to every member present at the Annual General

Meeting. Each office shall be taken in the order laid down in rule 6 above, and voted for by those present. If more than one nomination has been received for a particular office voting shall be by ballot.

The Chairman of the meeting shall appoint scrutineers and no voting paper shall be accepted after the commencement of the scrutiny.

The result of each scrutiny shall be handed over to the Chairman, who shall declare elected the person who shall have received the highest number of votes for the office concerned. In the event of a tie the Chairman shall have a casting vote.

## ELECTION OF GENERAL COMMITTEE

Nominations for membership of the General Committee shall be made and dealt with in the same way as nominations for officers and may also be accepted at the Annual General Meeting. If more nominations are received than vacancies to be filled a ballot shall be held under the same conditions as those laid down above for officers, but all candidates shall be voted for together. In the event of a tie for the last available place or places on the committee a fresh ballot shall take place for those candidates who have so tied. Should this ballot result in a further tie, the Chairman shall have a casting vote.

## CAPTAINS AND VICE CAPTAINS

The Vice Captain of the 1<sup>st</sup> XV and the Captains and Vice Captains of all the other XVs may be elected at the Annual General meeting where nominations will be taken. Should the Annual General Meeting so wish the selection of Captains and Vice Captains (other than the Club Captain) may be delegated to the General Committee.

The Captain shall be an ex-officio member of the Selection Committee (a sub committee of the General Committee) and the Captains of other XVs shall be co-opted to the Selection Committee each week while their own team is under discussion.

## ELIGIBILITY OF OFFICERS AND COMMITTEE MEMBERS FOR RE-ELECTION

Every officer and member of the General Committee is elected for one year only but all are eligible for re-election if proposed and seconded and willing to stand, subject to having attended at least 50% of the meetings of the General Committee possible during the previous year, unless in the opinion of the General Committee he has had reasonable cause and excuse.

## SPECIAL GENERAL MEETING

A Special General Meeting may be convened at any time by the General Committee; and shall be convened within 21 days from the receipt of a requisition in writing specifying the object of the meeting signed by not less than 20 voting members or if the total number of voting members is less than 100 signed by one-fifth of the total number of voting members. Notice convening a Special General Meeting shall be sent to all members not less than seven days before the meeting, and shall specify the matters to be dealt with. No business other than that notified shall be taken at such meeting.

## BORROWING POWERS

If at any time the Club in General Meeting shall pass a resolution authorising the Committee to borrow money the Committee shall thereupon be empowered to borrow for the propose of the Club such amount of money at such rate of interest and in such manner as shall be specified in such resolution and the Committee may issue mortgages and charges and thereby charge all or any of the property and funds of the Club with payment of the amount so borrowed and interest thereon. All members of the Club whether voting on such resolution or not and all persons becoming members of the Club after the passing of such resolution shall be deemed to have assented to the same as if they had voted in favour of the resolution.

## DUTIES OF THE SECRETARY AND TREASURER

- a) The Secretary shall call all meetings, and enter minutes of the proceedings in the books kept for the purpose.
- b) The Treasurer shall receive and collect all subscriptions and other monies and, under the direction of the Committee make all disbursements. All receipts and expenditure shall be entered into proper books kept for the purpose, which books shall be audited each year prior to the Annual General Meeting by the Hon Auditor (or auditors) appointed in accordance by the rules below. A copy of the balance sheet shall be supplied at the Annual General Meeting to each member who attend such meeting or may be obtained on application to the Treasurer. A copy of the balance sheet shall be displayed on the notice board in the Clubroom before the date of the Annual General Meeting.
- c) In the absence of the Secretary or Treasurer his duties shall be carried out by such member of the General Committee as that Committee shall decide.

## GENERAL COMMITTEE PROCEDURE AND MEETINGS

A General Committee meeting shall be called as soon as is practicable after the Annual General Meeting and shall appoint such Sub Committees as are deemed necessary or desirable and may delegate to them any powers which may be vested on the General Committee itself.

Members of the Club who are not members of the General Committee may be co-opted to Sub Committees to undertake the following duties.

- Social events co-ordinator
- Press and Communications officer
- Website administrator
- Rugby pathfinder representative
- Volunteer co-ordinator
- Schools co-ordinator
- Community co-ordinator
- Development officer
- Database administrator

- Members welfare co-ordinator
- Mini rugby co-ordinator
- Touch rugby co-ordinator
- Super tens project manager

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Members of the Club who are not members of the General Committee may be co-opted to Sub Committees provided that the number of members so co-opted to any Sub Committee shall not exceed three.

The General Committee shall have power to co-opt not more than five members of the club.

## GENERAL COMMITTEE MEETINGS

A Committee meeting shall be called at least four times per annum, and at any time at the discretion of the President, Chairman, Secretary or any three members of the Committee, the latter to give notice in writing to the Secretary.

## QUORUM

A quorum at a General Meeting of the Club shall be 25 and at a General Committee Meeting seven. A quorum at any Sub Committee Meeting shall be at least 50% of the membership of the Sub Committee unless otherwise fixed by the General Committee.

## CLUB MANAGEMENT

- a) The General Committee shall be responsible for the management of the Club, and shall be answerable to the

members of the General Meeting, but the General Committee may delegate executive decisions and action to a Management Committee consisting of the President, Chairman, Secretary, Treasurer, County Representative, and the Chairman of Membership Services, Rugby and Operations Committees. The Management Committee shall be answerable to the General Committee.

- b) The General Committee shall have power to prohibit any games which in their opinion might be injurious to the interests of the Club.
- c) The General Committee is empowered to decide on any matter not covered by these rules.

#### CLUB FUNDS, ASSETS, ETC

Subject to its power to delegate to the Management Committee as set out in rule 20a above the General Committee shall have full control over the funds and assets of the Club. All property and assets shall be in the custody of the General Committee or if necessary vested in Trustees appointed by the General Committee. The General Committee shall have power to remove any of the Trustees and all vacancies occurring by removal, resignation or death shall be filled by the General Committee as soon as possible.

#### HONORARY AUDITOR

An Honorary Auditor (or Auditors) shall be appointed at the Annual General Meeting. He shall audit the accounts of the Club as prepared by the Treasurer, prior to the Annual General Meeting and shall present his certificate with the accounts.

#### SUBSCRIPTIONS

a) The annual subscriptions for the various classes of membership shall be as decided upon from time to time by the General Committee and approved by a General Meeting of the Club.

b) All subscriptions shall be paid by the 31<sup>st</sup> October. Any member whose subscription is in arrears on the 30<sup>th</sup> November may be debarred from the privileges of the Club at the discretion of the General Committee. New members' subscriptions shall be paid within 28 days of election.

Membership cards are not transferable. Any member who shall be proved to have loaned or parted with the possession of his membership card to another may, at the discretion of the General Committee lose the benefit of the privileges of the Club.

## RESIGNATIONS

Any member may resign at any time by giving written notice to the Secretary, provided his subscription is up to date.

## CONDUCT

a) Any officer of the Club shall have power to immediately expel any person from the Club premises whose conduct is in his opinion prejudicial to the interests of the Club. The expelled person shall not re-enter the Club until the General Committee have dealt with the case.

b) The General Committee may suspend or expel from membership any person whose conduct is in their opinion prejudicial to the interests of the Club. But no member shall be expelled under this rule without first being given an opportunity of explaining his conduct to the Committee. The decision of the Committee in this matter shall be final and conclusive and no reasons for such decision to suspend or expel need be given. No person shall have any claim or remedy what so ever against the Club or any member of the Committee in the event of any such suspension or expulsion.

## ALTERATION OF RULES

No alteration shall be made to these rules except at an Annual or Special General Meeting, where approval must be given for the alteration or alterations by a two thirds majority of those present and voting. Full particulars of the proposed alteration or alterations to be made at an Annual General Meeting shall be sent to the Secretary in writing before the 30<sup>th</sup> April. The effect of the proposed alterations or alterations must be inserted in the notice calling the meeting.

## BYE-LAWS

The General Committee is empowered to make and amend such bye-laws as it may from time to time deem necessary or expedient but no bye-laws shall alter or nullify in any way any of the Rules of the Club.

## GUESTS

Every member shall be entitled to introduce visitors subject to such regulations or Bye-laws as shall from time to time be made by the General Committee, and every visitor shall be considered the guest of the member introducing him; provided that no person shall be introduced as a visitor into the Club house who shall have been expelled from membership or rejected as a member or whose conduct or presence in the Club house shall be considered by the General Committee objectionable or prejudicial to the interests of the Club.

The names and addresses of all guests introduced, with the names of the member introducing, must be entered in a book kept in the Club house for that purpose.

No person shall be introduced as a guest more than six times in any one year and no members shall introduce more than three visitors at any one time.

## INTOXICATING LIQUOR

- a) The permitted hours for the supply of intoxicating liquor shall be such as may from time to time be determined by the General Committee in accordance with the terms of the Club's Premises Licence granted under the Licensing Act 2003 or any statutory amendment or modification thereof.
- b) No intoxicating liquor shall be supplied for consumption off the Club premises except to a member who is at that time on the premises.
- c) Intoxicating liquor may only be supplied by or on behalf of the Club in accordance with the Club's Premises Licence.

## INTERPRETATION OF RULES

In the event of any dispute or difference of opinion arising as to the meaning of any of these rules or the interpretation thereof the decision of the General Committee shall be final and such decision shall be recorded in the minutes of the Committee's proceedings.

Where the rules of the club are in conflict with the contents of the Memorandum and Articles of Association of Whitley Bay Rockcliff Rugby Football Club Ltd the contents of the Memorandum and Articles of Association shall be held to prevail.