

CLUB RULES FOR
CRAWLEY RUGBY UNION FOOTBALL CLUB

Accepted by SGM 26th May2005

TITLE AND OBJECT

1. The Club shall be called the Crawley Rugby Football Club, and its objects shall be to organise the playing of Rugby Union Football, foster the interest of its members in the game, and provide members with social facilities.
2. The Club shall provide all of its services in a way as to be fair to everyone and ensure that all present and future members receive fair and equal treatment.
3. The Club shall be a full member of the Rugby Football Union and of the Sussex Rugby Football Union and shall be conducted in accordance with the Rules and Bylaws of those Unions. The Club shall subscribe to the Sussex Society of Rugby Football Union Referees.

HEADQUARTERS

4. The Headquarters of the Club shall be at the Club House, Willoughby Fields, Ifield Avenue, Crawley, Sussex.

MEMBERSHIP

5. Any person shall be eligible to be nominated for membership of the Club. A written application, proposed and seconded by members of the Club with full voting rights (excluding the categories listed at paragraph 14) must be lodged with the Club Secretary giving name and address and the category of membership required. No persons shall be admitted for membership or be admitted as candidates for membership without an interval of at least two days between nomination or application for such membership and admission..
6. The Management Committee at its monthly meeting will approve all such applications. A majority vote will apply and if application is refused, the applicant will be notified in writing
7. There shall be the following classes of membership:
 - Full playing member
 - senior [*Rugby Union - men and women*]
 - under 18 years
 - special needs
 - Full non playing member
 - Social member
 - Club associate member
 - Occasional playing member
 - Honorary member
 - Vice Presidents

8 (a) **Full senior playing members** on payment of the appropriate subscription are entitled to play senior rugby, attend AGMs, have full speaking and voting rights and stand to become officers of the Club. On payment of the appropriate additional subscription, one child up to 17 years is entitled to play mini/youth rugby and become an under 18 full playing member. Their spouse/partner and children under 18 years not playing rugby automatically become members of the Club but do not have AGM and voting rights.

(b) **Full playing members under 18 years** on payment of the appropriate subscription are entitled to play youth or mini rugby but do not have AGM and voting rights.

Parents and siblings of fully paid up under 18 playing members are entitled to enter the Club and use its facilities on those occasions when the member concerned is involved in activities at the Club, eg, playing, training, or social events (Xmas Party, etc). This paragraph makes provision for those parents who do not wish to become formal members of the club but whose children play mini or junior rugby.

(c) **Special needs members** are entitled to play special needs rugby and are entitled to attend AGMs, have speaking and voting rights on all matters except senior playing (both sexes) and stand to become officers of the Club

9. **Full non playing members** are entitled to attend AGMs, have speaking and voting rights on all matters except senior playing (both sexes) and stand to become officers of the Club. On payment of the appropriate additional subscription, one child up to 17 years is entitled to play mini/youth rugby and become an under 18 full playing member. Their spouse/partner and children under 18 years not playing rugby automatically become members of the Club but do not have AGM and voting rights.

10. **Honorary Members** may be elected at any General Meeting of the Club on the recommendation of the Management Committee and in recognition of outstanding service to the Club. Such membership may be for life or such other period as the meeting may determine but shall carry no voting entitlement unless either the period of Honorary Membership is for not less than 5 years or the member is a serving member of the General Committee, in which case the member shall be entitled to the voting rights of full non-playing members.

11. **Vice Presidents** shall be elected in the same way as for full members except that the proposal by a Club member must be seconded by a member of the General Committee. On election, vice presidents will have the same entitlements as a full senior playing member and voting rights of a full non playing member.

12. **Social members** are entitled to use the Club and their spouse/partner and children are automatically members of the Club.

13. **Club Associate Members** shall be full playing members of sporting clubs who wish to make seasonal use of Club facilities. Clubs applying for Club Associate Membership must submit in writing names of their full playing members and the starting and finishing dates of the season. The General Committee must approve Club Associate Membership by a two-thirds majority and display prominently for at least 7 days on the Club premises the proposal for election before approval.

Club association membership is extended to members of the East Coast Bays Rugby Football Club in recognition of the formal “twinning” of Crawley and East Coast Bays. Any member of East Coast Bays RFC on visiting Crawley RFC will automatically have club associate membership and not be required to submit names for approval.

14. An **Occasional Playing Member** shall pay a match subscription of an amount to be determined by the Management Committee, and his membership shall terminate at the end of the day of this visit. No one person shall be an Occasional Playing Member on more than three days in any one season.

15. Contracted employees of the club and the following **classes of membership shall not be entitled to vote**, have speaking rights or stand for office at any Annual General Meeting, Special General Meeting or General Committee Meeting:

- (a) Social members
- (b) Club Associate Members
- (c) Full playing members under 18 years
- (d) Special needs members
- (e) Occasional Playing Members

Social members and Club associate members may serve on a Committee or Sub-Committee as co-opted members but shall not be entitled to vote except at the discretion of the Chairman of the Committee or sub Committee.

OFFICERS

16. All members of the Club entitled to vote at the AGM (see paragraphs 4 to 14) can be elected as officers of the Club subject their being nominated at the AGM by two similarly entitled members as proposer and seconder.

17. At each AGM officers of the Club shall be elected to specific posts for the following year. All officers must be full members (playing or non playing), Vice President members or (subject to Clause 9 restriction) Honorary members of the Club. The number and type of posts to be filled will be determined by the Management Committee prior to the AGM but shall include a Chairman, Secretary, Treasurer, Director of Rugby and House Chairman. Any officer may retire by giving one weeks notice to the Secretary and all shall retire at each AGM but shall be eligible for re-election at that meeting.

MANAGEMENT

18. All officers elected at the AGM become members of the General Committee from which the Management Committee is formed. The Management Committee is made up of the Chairman, Vice-Chairman, Secretary, Treasurer, Director of Rugby and House Chairman. The Management Committee has responsibility for the day to day management of the Club and formulating strategy. The General Committee and management structure of the Club is shown at Appendix A. The General Committee provides a forum for officers to report on activities they are responsible for and to ratify decisions taken by the Management Committee.

19. Only officers who are elected at AGM shall become members of the General or Management Committees, provided that any vacant posts following AGM may be filled by the Management Committee nomination.
20. The Management Committee shall meet monthly and a quorum shall be four members. Other officers may be asked to attend by the Chairman as necessary and shall have the right to vote on issues discussed by the Management Committee at the meeting they are asked to attend.
21. The General Committee shall meet quarterly and a quorum shall be six persons. The General Committee provides a forum for committee members to report on activities they are responsible for.
22. Not less than three days written or verbal notice must be given by the Club Secretary for meetings of the General and Management Committees.
23. Decisions at General and Management Committees are made by a simple majority with the Chairman having a casting vote in the event of equality.
24. The Management Committee shall determine where necessary the interpretation of these rules. Any matter not covered by them shall be dealt with by the Management Committee whose decision is final.
25. The Management Committee may appoint sub committees to deal with different aspects of the Club's activities. All sub committees appointed shall have at least one member from the Management Committee and one from the General Committee; other members of sub committees can be drawn from within the Club, providing only that they are full members (playing or non playing), Vice President members or (subject to Clause 9 restriction) Honorary members of the Club. Social members and Club associate members may serve on a Committee or Sub-Committee as co-opted members but shall not be entitled to vote except at the discretion of the Chairman of the Committee or sub Committee. The sub committees will operate in accordance with directions of the Management Committee which will delegate such powers to the sub committee as it may determine and approve any rules drawn up for its operation. Minutes of meetings of sub committees shall be taken and a copy passed to the Club Secretary. The sub committees shall also periodically make report of their activities to the Management or General Committee.
26. Where sub committees hold their own AGM, e.g. Seniors, Ladies and Youth playing sections, individual members from those sections vote and elect their own captains and (sub committee) officers. They may also elect the officer(s) who will serve and represent them on the Club General Committee for the forthcoming year. Where the Management Committee (prior to the main AGM) ratify the representative so elected, the person chosen will be elected without further vote at the main AGM, provided only that any member may dispute the election in which case the election will be subject to review and full vote.

PURCHASE AND SUPPLY OF INTOXICATING LIQUOR

27. The Management Committee shall be responsible for the purchase and supply of intoxicating liquor for and by the Club.

28. All proceeds from the sale of intoxicating liquor shall be part of the Club's general funds and no person at the expense of the Club shall receive commission or similar payment on purchase of liquor for the Club and no individual member of the Club shall receive whether directly or indirectly any pecuniary benefit from the supply of intoxicating liquor.

29. The hours for supply by the Club of intoxicating liquor shall be within those prescribed by the local licensing justices.

30. The Club shall be permitted to sell intoxicating liquor for consumption on the premises to bona fide guests of members properly introduced and accompanied by the introducing member who shall be responsible for their conduct. The member shall enter his own and his guests name in the visitors book which shall be kept for that purpose and failure to do this shall result in the guest being requested to leave the premises. The Committee shall have the right to object to the introduction of any particular guest.

31. The Club shall be permitted to supply alcohol for consumption on the premises to non members in the following circumstances,

- a. where they are members of clubs of the Rugby Football Union or of other national Rugby Football Unions visiting the Club for the purpose of playing or watching a game of Rugby Football or otherwise at the invitation of the Committee for rugby related purposes
- b. where they are attending any function promoted by and the responsibility of a Club member present at the function

32. On no more than 12 occasions in any one year, the Club premises may be let to persons or organisations for the purpose of a bona fide private function. Persons attending such a function may be supplied with intoxicating liquor by or on behalf the Club, whether they are members or not, provide that seven days notice in advance shall be given in advance to club members and the Superintendent of Police, Crawley.

33. No intoxicating liquor shall be supplied for consumption off the premises except to members. No person under the age of 18 shall purchase or consume alcoholic drink on Club premises.

34. If the voting membership falls below 25 persons, the Honorary Secretary must notify the local licensing authority so that the bar licence may be reviewed.

ANNUAL GENERAL MEETING

35. The Annual General Meeting shall be held by the end of June on a date fixed by the Committee, or which at least fourteen days notice shall be given. Twelve members shall form a quorum. The business of the meeting shall be:

- (a) To receive the reports from the Chairman (on the general activities of the Club), Secretary (on general matters) and the Treasurer (on financial matters, including the balance sheet and statement of accounts for the preceding financial year).

- (b) To elect the Officers of the Club.
- (c) To appoint auditors and nominate one representative on the Committee of the Sussex Rugby Football Union.
- (d) To review and approve annual and match subscriptions for the ensuing season. All categories of membership subscription shall be included in the review, including the amounts payable *in addition to their subscription* by full senior playing and non playing members in respect of children playing mini/youth rugby (see paras 7a and 8 above).
- (e) To make any alteration to these rules.
- (f) To decide on any resolution submitted by the General Committee or by a member as hereinafter provided (such resolutions shall be clearly stated in the notice convening the meeting).

Prior to the election of officers, two tellers shall be elected by the Meeting. The decisions of the meeting shall be by straight majority vote.

Playing members only shall vote in the election of the general Committee post of Club Captain.

36. Any member wishing to move any resolution at the Annual General Meeting shall give notice thereof to the Secretary three weeks before the Annual General Meeting.

SPECIAL GENERAL MEETING

37. The General Committee may summon a Special General Meeting at their discretion or on receipt of a request signed by seven members of the Club stating the matter to be submitted to such a meeting. In either case at least seven days' notice stating the object of the meeting shall be given to all members of the Club, and twelve members shall form a quorum.

SUBSCRIPTIONS

38. Annual and match subscriptions shall be in accordance with those decided at the Annual General Meeting.

39. Annual Subscriptions are due to be paid to the Hon. Treasurer on the 1st July and will carry a deduction (if applicable) if paid by the first Saturday in September. After the 1st November any member whose subscription has not been paid will cease to be a member. New members shall pay on joining, provided that the Management Committee can at its discretion reduce the subscription payable where a new member only benefits from part of a season.

40. A playing member shall pay a match subscription for each match in which he plays of an amount to be approved by the Annual General Meeting in respect of the ensuing season.

RESIGNATION AND EXPULSION

41. Any member wishing to resign must send his resignation to the Secretary in writing.

42. If at any time the conduct of any member of the Club is in breach of these rules or shall be such as to make his continuance as a member injurious to the interests of the Club, his membership may be determined by a two-thirds vote of the General Committee, or, if the member himself so chooses, by a two-thirds vote of a Special General Meeting summoned by the General Committee at the member's request to discuss the matter. A member whose membership is terminated shall forfeit his subscription.

ACCOUNTS

43. The Accounts of the Club, made up to the 30th April, shall be audited each year by the Auditor appointed at the Annual General Meeting.

44. All cheques shall be signed by the Hon. Treasurer and countersigned by either the Secretary or another member of the Management Committee.

45. All expenditure of Club monies, other than that incurred by Officers in the normal administration of the Club shall be approved by the Management Committee either directly or through Sub-Committees with delegated powers of such approval. Such approvals shall be minuted.

46. All expenses reasonably incurred by Officers in the normal administration of the Club such as for stationery, telephone calls, postage and the disbursement of travelling expenses for away matches shall be paid by the Club.

ALTERATION OF RULES

47. These rules shall not be amended, or rescinded, or new rules made except by a two-thirds majority vote at a General meeting of the Club. Any proposition for the alteration of these rules at such a meeting shall be notified to all members of the Club at least 14 days in advance of the meeting.

DISSOLUTION

48. In the event of the clubs dissolution, any assets must be applied for sporting and charitable purposes in such a way that no member may profit therefrom.

EAST COAST BAYS RUGBY FOOTBALL CLUB

49. Crawley RFC officially recognises East Coast Bays RFC as the formal link in New Zealand for the purpose of social and playing links between the two countries.

(c) Crawley RFC 2005