



CLUB CONSTITUTION

1. NAME

The name of the club shall be;

WHITEHALL RUGBY FOOTBALL CLUB (hereinafter referred to as the “club”)

2 AIMS

The aims of the club shall be to;

- Provide a club ground situated at Ridgeway Playing Fields.
- Provide facilities for and to promote the playing of the game of Rugby Union Football within the local Community for adult men and women, and children.
- Develop teams at adult, junior and mini levels.
- Provide sufficient rugby pitches and training areas maintained to a good standard at all times.
- Provide a clubhouse premises to include clubroom, bar, toilet facilities, players and referee changing accommodation with shower/washroom facilities, storage for club equipment and stock.
- Provide a designated car parking area.
- Play at the highest possible level whilst maintaining the integrity of the club.
- Give every player the best coaching available and to encourage all players to reach their full potential.

- Provide children with a safe and caring environment in which to learn the game
- Promote the teaching and playing of the game of Rugby Union football in accordance with the rules of the RFU Continium (Under 7 through Under 12 age groups), the RFU Youth Structured Season and IRB Laws of the game (all age groups).
- Provide an enjoyable and safe, suitably resourced, welcoming environment for all children wishing to learn and play the game of Rugby Union football.
- Promote the 'spirit of rugby' which recognizes and rewards effort as much as achievement and encourages enjoyment, teamwork, and respecting the efforts of others.
- Organise recreational and social events for the benefits of it's members.
- Ensure the execution of a duty of care to all members of the club.
- Foster the best possible relations, at all times, with other clubs, all members of the general public and any other interested parties.
- Ensure that affiliation is maintained to appropriate bodies in pursuance of the club's aims, including to the;
 1. Rugby Football Union (RFU)
 2. Gloucestershire Rugby Football Union (GRFU)
 3. Bristol Combination Rugby Football Union (BRFU)
 4. Bristol Referees Society
- Adhere to all policies and procedures that are mandated or recommended by the RFU, Gloucestershire RFU or other appropriate governing bodies.
- Adopt the RFU Equal Opportunity/Sports Equity Policy.
- Provide any other necessities for the efficient running of the club.

3. COLOURS

The club colours shall be myrtle & gold shirts, blue shorts and myrtle & gold hooped socks.

4. MEMBERSHIP

Each applicant for club membership shall communicate his/her full name, address, and full contact details including email address to the Membership Secretary by completing a membership form. Each application shall then be considered by the club Executive Committee, and approval shall be at the Committee's sole discretion.

Membership of the club will be open to anyone, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities may occur on a non-discriminatory basis.

The club shall have different classes of membership and subscription on a non-discriminatory and fair basis. The Club shall aim to keep subscriptions at levels that will not pose a significant obstacle to people participating.

Description of Members

- Honorary Life Members
- Honorary Vice Presidents
- Vice Presidents (VP's)
- Full Playing Members
- Full Non-playing Members
- Student Playing Members
- Family Members
- Social (Associate Members)
- Mini & Junior Members

Honorary Life Members, Hon Vice Presidents, Vice Presidents, Full Playing Members and Full Non-playing Members shall have the privilege of casting one vote at all General Meetings.

The appointment of an Honorary Life Member & Honorary Vice President shall be at the discretion of the Executive Committee.

Junior members shall be under nineteen years of age on the first day of September in any year. Student members shall be required to furnish proof of their current full time education.

Membership of the Mini & Junior Section is open to all children between the ages of 5 & 18 as at the first day of September in any year. It is the intention of the club to run squads in each of the following age groups:

- Minis: Under 6, Under 7 & Under 8
- Midis: Under 9, Under 10, Under 11 & Under 12
- Juniors: Under 13, Under 14, Under 15, Under 16, Under 17 & Colts.

Termination of Membership

The club Executive Committee shall be empowered to expel, suspend for a specific period, or refuse the annual renewal of membership of any club member who offends against the Constitution or any of its Policies or Procedures of the club or whose conduct (in the opinion of the Disciplinary Committee) shall render him/her unfit to continue in membership of the club.

Please see appendix 1-4 for Drink & Drugs, Equity, Disciplinary policies.

5. SUBSCRIPTIONS

On commencement of membership, and then annually at the start of the financial year (1 May), every member shall pay to the Membership Secretary the appropriate annual subscriptions as follows;

Honorary Life Members & Honorary Vice Presidents need not make any contribution unless voluntary wishing to do so in recognition of their having made a major contribution to the club over a period of time.

The following shall pay subscriptions at the rate prescribed by the previous Annual General Meeting (AGM) or by the Executive Committee.

1. Vice Presidents
2. Full Playing Members
3. Full Non-playing Members
4. Student Playing Members
5. Family Members
6. Social (Associate) Members
7. Mini & Junior Members

For new senior players, their first year shall be free of charge, but subject to match fees. Players joining during the course of the season shall play pro rata and at the discretion of the Membership Secretary. Rates of annual subscription for Mini and Junior playing members shall be proposed to the Executive Committee and then communicated appropriately to the Junior Committee. Special consideration may be made for families where three or more children wish to apply for membership of the club.

When due

All annual subscriptions and donations shall be due from the first day of May each year. For full Playing Membership, a discount of £10 from the agreed fees will be given if payment is made to the Membership Secretary by the last day of August. Should payment have not been received by the last day of September, then a £10 surcharge will be applied, and deem the player unavailable for selection. In any case of hardship for any type of membership, any member is encouraged to discuss and agree other possibilities for scheduled payments with the Membership Secretary. For Mini & Junior related special cases, the Executive Committee in conjunction with the Mini & Junior Committee, will consider the option to waive full or part payment of the subscription where it is considered that the child's family may have reduced means and enforcing payment would prevent the child learning and playing the game.

6 ADMINISTRATION OF THE CLUB

The administration of the club and its affairs shall be entrusted to the club Executive Committee, supported by a number of subsidiary committees (see below).

The club Executive Committee shall consist of the following members:

- Chairman of the Club
- Vice Chairman of the Club
- Honorary Secretary
- Honorary Treasurer
- Director Of Rugby
- President of the Club

Other club officials may be co-opted depending on the business to be discussed by the club Executive Committee (business which will include major matters brought to the attention of the club Executive Committee by the Club General Committee)

The club Executive Committee shall meet at least monthly.

The club General Committee, reporting directly into the Executive Committee, shall consist of the members of the club Chairman/Vice Chairman, plus the following other club officials;

- Clubhouse Manager
- Mini & Juniors Chair
- Honorary Match Secretary
- Honorary Fixture Secretary
- Club Coach
- Club Press Officer
- Membership Secretary
- Representative from Social Committee
- Representative from Club Development Committee
- Representative from Rugby Committee
- Coaching Coordinator
- 100 Club Organiser
- Child Welfare Officer
- Commercial Manager
- Club Captain
- Catering Manager
- Ordinary Members Voted in at AGM

The club General Committee shall meet once a month but prior to the Executive Committee. Other officials of the Club who may be co-opted depending on the business to be discussed by the club General Committee;

- Any team Captain, vice Captain
- Any team Manager

In addition, subsidiary committees, reporting directly to the club Executive Committee, shall be as follows

- Social Committee
- Commercial Committee
- Club Development
- Tour Committee
- Rugby Committee

These subsidiary committees shall meet at the frequency each decides. Each of these committees shall prior to the completion of the overall club budget for a coming financial year submit their budget proposals for approval by the club Executive Committee. Each of these committees shall also provide the club Executive Committee with monthly reports of activities.

The Mini & Junior Section Committee, reporting directly to the Executive Committee, shall consist of the following members:

- M & J Section Chair
- M & J Treasurer
- M & J Secretary
- Child Welfare Officer
- M & J Registration Secretary
- M & J Fixture Secretary
- Coaches from all age groups
- Appointed volunteers

The M&Js Section committee is responsible for the administration and management of the M&Js Section. It shall manage the M&Js finances (in accordance with a budget agreed with the Club treasurer, to whom quarterly statements of activities will be presented)

Each M&Js age group shall be encouraged to have one representative from their age group at meetings of the M&J's Section committee to assist in the running of the M&Js Section and communication of the decisions taken to their age groups. The M&Js Section Committee shall meet monthly.

The M&J's section will adopt the same disciplinary procedures as the clubs and the members on each panel will remain the same.

Period Of Office

Members of the club Executive Committee and the Club General Committee shall be elected (or, as relevant, appointed) at every AGM, and their period of office shall be for one year until the following AGM. Members of the M&Js committee will be voted at their AGM.

Committee Vacancies

Should any of the Club Executive Committee and General Committee membership posts become vacant at any time, the club Executive Committee shall be empowered to fill that vacancy and the newly appointed Committee member shall continue in office until the following AGM, and then be eligible for re election. A similar process shall be followed for the M&J's Section Committee.

Meetings

The club Executive Committee shall meet on the first Tuesday of each month and at other such times as they shall decide. The club General Committee shall meet on the fourth Tuesday of every month and at other such times as shall be decided by the club Executive Committee. The M&Js section Committee shall meet on the second Wednesday of the month. At these meetings, each Committee member shall have one vote to cast. In the event of a tie, the member acting as Chairman of the meeting shall have one extra vote to resolve the tie.

All meetings shall be open to attendance by any member of the club who wishes to attend and observe (with no voting rights). Agenda of all meetings should be distributed to the relevant committee members, and posted on the club notice board.

Committee Quorums

For the club Executive Committee the presence of three Committee Members at a meeting shall constitute a 'quorum'. For the club General Committee the presence of eight Committee Members at a meeting shall constitute a 'quorum'. For the M&Js Section Committee the presence of five members at a meeting shall constitute a 'quorum' (with at least one of the Chairman, Treasurer or Secretary must be present)

Chairing Meetings

The Chairman of the club shall preside over all meetings of the club Executive Committee and the club General Committee. In his absence the Vice Chairman shall preside. In his absence then a member shall be chosen by those present to act as chairman of the meeting, and the rule in the event of any tie in votes, shall apply.

Powers

The club Executive Committee shall exercise the widest powers to control the efficient running of the Club's affairs. These powers shall include:

- The authority to co-opt members to the club Executive Committee and club General Committee duties
- Expulsion or suspension of members
- Convene General Meetings at any time
- Create subsidiary committees to undertake special tasks
- Determine the hours during which the club premises shall be open
- Responsibilities over the Clubs finances and the power to borrow up to a value of £2,000

7 MEETINGS OF THE CLUB

Annual General Meeting

The Annual General Meeting (AGM) of the club shall be held during the month of June every year and at that meeting the following business shall be transacted:

- Approval of the minutes of the previous AGM
- Appointment of President, Honorary Vice Presidents and Honorary Members
- Election of Chairman & Vice Chairman
- Election of other members of the club Executive Committee
- Election (or as relevant appointment) of other members of the club General Committee
- Appointment of Auditors

- Presentation of statement of the club's accounts for the current financial year, properly signed and audited for approval, and presentation of the budget for the following season. Accounts & budgets must be presented in the formats and under the headings and sub headings as agreed by the club Executive Committee. If audited and signed accounts and/or the budget for the upcoming year are not ready at the commencement of the AGM, then a Special General Meeting (SGM) shall be arranged for members to attend and this is to be no later than the beginning of September (following the AGM)
- Confirmation of the annual subscriptions for all categories of members, and the match fees for all categories of playing member, that shall be applicable for the forthcoming season (unless to be dealt with at an SGM to be no later than the beginning of September (following the AGM)
- Consideration of any other business, the content of which shall have been forwarded in writing to the Honorary Secretary at least fourteen days prior to the meeting

Election

Members seeking election to the Club Committee posts shall ensure that their nomination, duly proposed and seconded in writing, shall have been received by the Hon Secretary at least fourteen days prior the AGM. A request for nominations shall be posted on the club notice board at least one month prior to the AGM

Special Meetings

Special General Meetings (SGM) may be held at any time as requested by the Chairman of the club, or written notice from one fifth (or thirty members if less) of the total club voting membership requiring such a meeting – in both cases the meeting shall be convened by the Hon Secretary within twenty one days of such request or notice.

General Meeting Quorums

At all General meetings of the club, a quorum shall be formed by the presence of one tenth (or twenty members if less) of the total club voting membership. At that meeting, the business shall exclude election of members of the M&Js Section Committee.

8 FINACIAL MATTERS

Commission

No person shall at any time be entitled to receive at the expense of the club or any club member, any commission, percentage or similar proceeds from the purchase of intoxicating liquor by the club. Nor shall any person derive any pecuniary benefit from the supply of intoxication liquor by, or on behalf of, the club to members or guests apart from 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 carrying on of the club

Application Of Profit

No money or property of the club or any gain arising from the carrying on of the club shall be applied otherwise than for the benefit of the club as a whole or for some charitable or benevolent purpose or purposes decided by the resolution of a General Meeting of the club

Control Over Club Funds

Control over the Clubs funds shall be exercised by the club Executive Committee. Responsibilities shall include the oversight of administration of the Club's banking accounts. In this context, the 100 Club organiser, the Hon Treasurer from the M&Js Section Committee, shall present monthly statements of activities to the Hon Treasurer for review at the appropriate Executive Committee meetings along with all other aspects of accounts and progress against budgets

Borrowing Powers

The club Executive Committee shall have power to borrow money for the purposes of the club, upon such terms as it shall think fit, and may appoint any of its members to give such security as shall be specified in the resolution and to enter into such agreements as shall be necessary in relation thereto to a value of £2,000. Any amounts exceeding £2,000 shall be recommended by the executive committee but sanctioned by the Club General Committee.

Accounts

Full accounts of the financial affairs of the club, duly audited by the auditors, and the budget for the following year, shall if at all possible be made available to every club member prior to the convening of, and at, the AGM of the club. If the audited accounts, and/or the budget for the following year, are not available at the AGM then they are to be made available to every club member prior to or at a SGM to be held by the beginning of September (following the AGM).

Accounts (and budgets) shall be presented in the format and under the headings promulgated by the Hon Treasurer. Under the financial management system in place for the club there shall be nominated persons responsible for each of the main accounting headings for the initial monitoring of progress of accounts against agreed budgets and reporting to the Honorary Treasurer.

9 BAR

Purchase and supply of liquor

The entire responsibility for the purchase and supply of intoxicating liquor shall be vested in the Club Manager who will answer directly to the Club Executive Committee.

Sales of Intoxicating Liquors to strangers

There may be admitted to the Club's registered premises, persons other than members or their guests who are members and guests of visiting Rugby Union Football and other sports teams, visiting Referees, or organisations that with the agreement of the club have organised corporate events at the Club's premises. The total number of such persons shall not exceed one hundred from any one visiting club or organisation, and intoxicating liquor may be sold to them by the club or on behalf of the club for consumption on the club premises but not elsewhere.

Minors

No intoxicating liquor may be sold to persons under the age of eighteen years and no persons under that age may consume intoxicating liquor on the premises.

Bar Hours

The permitted hours for the supply of intoxicating liquor shall be 0700 hours to 0200 hours. However the club shall only use that range of hours exceptionally; normally hours will be over a shorter range of hours, and in line with licensing requirements.

10 GUESTS

Any club member shall be entitled to introduce guests to the club provided that no person whose application for club membership has been expelled or suspended from the Club membership shall be introduced as a guest.

11 SELECTION OF TEAMS

The selection of senior club teams shall be the sole function of a selection committee which shall consist of;

- Chairman of Selectors (to ensure everyone is treated fairly and in line with selection policy)
- Director of Rugby
- Club Coach(s)
- Club Captain
- Playing captains and vice captains
- Team Managers

The Chairman of Selectors shall act as secretary. The selection of each team shall be the responsibility of the Director of Rugby, Club Coach, Club Captain, the Playing Captain of the team concerned and the relevant Team Manager. The Selection Committee shall have the power to co-opt further non voting members at its discretion.

The selection of the M&Js teams shall be the sole function of each age group's Coach(s)

12 CODE OF CONDUCT

All members of the club are expected to play, or support the playing of the game of rugby football in accordance with the spirit of good sportsmanship and fair play.

In particular, members should ensure that in their playing of the game, and also in their general behaviour, they at no time indulge in actions which could blemish the good name of the club or bring the reputation of the game into disrepute, including; insulting opponents; making offensive remarks or gestures to the referee/ touch judges or opposition supporters; deliberately feigning injury; taking property belonging to opponents or their Club; publicly criticising the referee; playing under the influence of excessive alcohol or the influence of drugs; making racist or sexist remarks; or behaving in any way likely to cause offence.

The Club shall publish codes of conduct for all coaches, officials and volunteers working with young people, players and spectators. Any breach of the respective Codes of Conduct shall result in appropriate disciplinary action being taken by the club disciplinary committee.

Members should understand that the club could be held responsible/answerable to the RFU/ and/or the Gloucestershire RFU for the actions of its members in respect of any misconduct. The club will discourage from selection any player who repeatedly infringes this code, and in respect of any such player or member may hold an inquiry into alleged breach and suspend or expel from membership any serious offender.

Any action taken by the club in respect of the above shall be without prejudice to any sanctions imposed on the club or any of its members by the disciplinary committee of the RFU and/or the Gloucestershire RFU. There will be two disciplinary committees, one for on the field incidents and one for off field incidents, and will each consist of three people as determined by the club Executive Committee.

13 BYELAWS

The club Executive Committee shall have the power to make byelaws for regulating the conduct and affairs of the club provided the same are not inconsistent with the rules set out in this club Constitution. Such byelaws shall be posted in some conspicuous part of the club premises and shall be binding on all members.

14 NOTIFICATION & MODIFICATION OF THE CONSTITUTION

This Constitution shall be prominently displayed in the clubhouse, and individual members may receive their own copy if requested.

No alteration, additions to or deletions from this Constitution shall be made except by a resolution carried by a majority of the members present at a club Executive Committee meeting. Members of the club with voting rights can propose changes to this Constitution; proposed changes shall be submitted in writing to the Honorary Secretary. The contents of this document will be reviewed at least once a year or Annually at the Club's Annual General Meeting.

15 DISSOLUTION

If upon the winding up or dissolution of the club there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall be paid to or distributed to another registered community amateur sports club for rugby union, to the RFU for use in community related rugby union initiatives, or to a charitable organisation.

16 CHILD WELFARE

The club will adhere to any Child Welfare guidelines prescribed by the RFU, or other appropriate Child Welfare guidelines. The Club shall have a volunteer Child Welfare Officer (CWO), who shall be appointed from the M&Js Section Committee under the remit of that Committee, and approved by the club Executive Committee. Where volunteers are available the club shall also have a deputy CWO.

At least two members of the club, one of whom shall be a qualified RFU coach, shall have attended formal child welfare training. The club shall have a Child Welfare Policy document which is displayed on the club notice board, and is freely available to all parents and children. Copies of the document shall be distributed to the M&Js Section members at registration. All coaches, helpers and club officials that have contact with children as part of the club activities shall be CRB (Criminal Records Bureau) checked. Disclosure forms shall be submitted through the RFU.

17 DATA PROTECTION

The club is committed to the principles and practices of data protection as laid out in the Data Protection Act 1998, subordinate and related legislation and codes of practice and other official guidance. This will be achieved through appropriate management, and the strict application of criteria and controls. All persons having access to any personal material will follow good data protection practice and must handle personal data responsibly. More detail can be found in the Club's Data Protection Policy.

18 M&Js COACHING

Each M&Js Section age group shall be run by one or more RFU Qualified coaches. Qualification shall be by attendance at an approved, and appropriate to the age group, RFU Coaching course. The club Executive Committee shall fund the training courses for volunteer M&Js coaches.

19 M&Js INSURANCE

The M&Js Section coaches shall be covered by Public Liability Insurance by the club arranged through the RFU

20 M&Js FIRST AID

The M&Js Section shall for each age group have a minimum of one person (coach, manager, or volunteer CRB checked) holding a relevant first aid qualification in attendance at all training session and matches.

This document was last updated on 28 July 2010 (Version 2.0). It was approved by the club executive Committee & club General Committee on 3 August 2010 and at a Special General Meeting on 25 August 2010. The contents of this document will re reviewed at least one a year or Annually at the Club's Annual General Meeting

Signed



Iain Pring
Chairman
Whitehall Rugby Football Club

Date

25 AUGUST 2010