

Burnham-On-Sea Rugby Football Club

Constitution & Rules

1. Name

- 1.1 The name of the Club shall be "Burnham-On-Sea Rugby Football Club", hereafter referred to as "the Club".

2. Headquarters

- 2.1 The Club ground and headquarters shall be located at the "Burnham-On-Sea Association of Sports Clubs" site located off Stoddens Road, Burnham-On-Sea, or at such other place as the Members shall decide.

3. Objectives

- 3.1 Subject to compliance with these Rules, the objectives of the Club shall be;
- a) To promote the game of rugby union at all levels in accordance with the laws of the game, providing opportunities for recreation and competition for all.
 - b) To provide for members a rugby ground, clubhouse and all necessary facilities for playing the game of rugby union.
 - c) To provide for members and their invited guests other recreational and social facilities as they may require.

4. Affiliation

- 4.1 The Club shall be affiliated to the;
- a) Rugby Football Union (RFU).
 - b) Somerset Rugby Football Union
 - c) "Burnham-On-Sea Association of Sports Clubs" (BASC).

5. Club Management

- 5.1 The Officers of the Club shall be the –
- a) Chair
 - b) Vice Chair
 - c) Treasurer
 - d) Secretary
- 5.2 No decisions regarding the business of the Club or any money proposed to be spent can be decided without the approval of the Officers.
- 5.3 The business of the Club shall be carried out by a Management Committee consisting of the Officers and others deemed required to the betterment of the club.
- 5.4 All members of the Management Committee (including the Officers) shall be elected at an Annual General Meeting (AGM) and shall hold office for a maximum period of one year, or until the next AGM, whichever is sooner — see Rules 7.1 to 7.4.
- 5.5 The assets of the Club shall be vested in the Management Committee.
- 5.6 In the event of the Chairman of the Club being unable to take the chair at a Club meeting, one of the Officers of the Club shall act in his place and shall take on the powers of the Chairman including a casting vote.
- 5.7 The Management Committee shall have the power to –

- a) fill such vacancies on the Management Committee as may arise between AGMs as long as there is a two-thirds majority vote in favour and this does not conflict with Rule 5.3.
- b) co-opt other members onto the Management Committee when necessary. Such members shall hold office until the next AGM.
- c) appoint one or more sub-committees as deemed necessary and delegate key management functions to them. Such sub-committees (e.g. Mini / Junior Section committee) shall include at least two members of the Management Committee, shall act in accordance with these Rules and shall be accountable at all times to the Management Committee.
- d) regulate and administer the Club in all matters except those required to be dealt with by an AGM or EGM (Extraordinary General Meeting). This will include making such 'House Rules' for the control of the day-to-day operation of the Club and its premises and may make such alterations or additions thereto as it may seem fit. Any such 'House Rules' will be displayed at the Club's headquarters. See Rule 13.1.
- e) expel from the Club any member of the Club deemed guilty of conduct prejudicial or injurious to the welfare of the Club or any of its members. See Rule 10.1. deal with all fines the Club, or any member of the Club acting on behalf of the Club, has brought against it / them.
- f) pay expenses to individuals who have incurred costs while working on Club business. deal with all matters not covered by these Rules.
- g) arrange and convene an AGM and any EGMs as deemed necessary.

5.8 The Management Committee shall meet not less than once per calendar month.

5.9 All members of the Management Committee present at a vote-taking occasion shall have the power to vote. There shall be no proxy voting and each decision shall be made by the simple majority show of hands. In the event of a tie, the Chairman shall have the casting vote.

5.10 A quorum of the Management Committee shall not be less than 50% of its members and must include at least two of the Officers. If at any time there is not a quorum present then the meeting shall not be allowed to make decisions but can make recommendations to the next Management Committee meeting.

5.11 With the exception of the Min / Junior section of the Club, no member of another rugby football club can be a member of the Management Committee.

5.12 No person may be a member of the Management Committee unless they have enrolled in the Club's membership scheme and all associated subscriptions have been paid to date.

5.13 No person below the age of eighteen years may be a member of the Management Committee.

5.14 The Management Committee shall be responsible for keeping accurate accounts of the finances of the Club, to be kept by the Treasurer and audited by a suitably qualified person annually.

6. Club Membership

6.1 All members of the Club shall be enrolled into the Club membership scheme and their name and contact details recorded on a central database.

6.2 Club membership subscriptions must be paid before the end of September each year and the rate for each category of membership, including those associated with the Mini / Junior section of the Club, will be as determined at an AGM. See Rule 8.5 xi).

6.3 Any member who has not paid their subscription by the end of September shall cease to be a member of the Club and will not be entitled to any of the privileges of the Club.

6.4 By securing membership of the Club, all members will be deemed to accept these Rules and confirm their agreement to abide by them.

6.5 Any person who does not join the Club membership scheme shall be a 'guest' for the purposes of Rule 14.1.

6.6 The Management Committee shall, at its discretion, have the power to; refuse or cancel membership. excuse or waive payment of a member's subscription.

7. Election of Officers

7.1 In accordance with Rule 5.4, all Officers of the Club shall be elected at an AGM.

7.2 Every nomination for an Officer or elective member of the Management Committee as in Rule 8.7(with their prior consent), must be in writing and signed by two Club members and handed to the Secretary at least ten days before the date of the AGM. Particulars of every such nomination shall be posted on the clubhouse notice board.

7.3 When nominations are in excess of vacancies, the nominees shall be balloted for by the Club members present at the AGM, the nominee being elected by a simple majority.

7.4 Vacancies not filled at the AGM shall be filled by the Management Committee in accordance with Rule 5.7 a) & b).

8. Annual General Meeting (AGM)

8.1 An AGM shall be convened by the Management Committee in June of each year. See Rule 5.7 a). The date and venue shall be posted in the clubhouse and published at least fourteen days beforehand.

8.2 The serving Secretary shall arrange for all serving members of the Management Committee to receive the minutes of the previous AGM and the proposed agenda prior to the AGM.

8.3 The proposed agenda will be prepared by the Management Committee in accordance with Rule 8.5.

8.4 Any member of the Club who wishes to add an item to the AGM agenda must inform the Secretary in writing at least two weeks before the AGM and have the request seconded by at least two other members of the Club.

8.5 The AGM agenda will be as follows;

- a) Apologies for absence
- b) Minutes of previous AGM
- c) Matters arising from previous minutes
- d) Senior club Chairman's opening and report
- e) Club Treasurer's report and audited statement of all accounts
- f) Serving Senior club Chairman stands down and election of Chairman (Officer)
- g) Serving Management Committee stands down and election of the Management Committee consisting of Other Officers Vice Chair, Treasurer, Secretary and Other members

- h) Club membership subscriptions, including Mini / Junior section.

- i) Proposed Rule changes

- j) Any other business

8.6 Notwithstanding Rule 8.4, other items requested to be added to the AGM agenda may be included under 'Any other business' by the Secretary following agreement with the Officers.

8.7 Members of the Management Committee (including the Officers) shall be elected in accordance with Rules 5.4, 7.1 & 7.2.

8.8 Only fully paid-up members of the Club, who are eighteen or older, may attend and vote at an AGM. Each vote shall be by a simple majority show of hands. In the event of a tie, the motion shall be deemed not to have been carried.

8.9 Any proposals to change the Club's Rules must be notified in writing to the Secretary at least two weeks before an AGM or EGM. All such proposals must be counter-signed by a seconder and must be displayed conspicuously in the clubhouse for at least one week prior to the meeting.

8.10 Any proposals to change the Club's Rules can only be carried by a majority of at least threequarters of the total number of members present and eligible to vote at an AGM or EGM.

8.11 A quorum at an AGM shall not be less than twenty members and must include at least three of the Officers. If at any time there is not a quorum present then the meeting shall not be allowed to make decisions but can make recommendations to the next Management Committee.

8.12 Each new season will be deemed to have started the day following the AGM.

9. Extraordinary General Meeting (EGM)

9.1 An EGM shall be convened by the Secretary on the instructions of the Management Committee or at the written request of at least 50% of the members of the Club at any time giving at least fourteen days' notice.

9.2 The written request will be signed by all of the members calling the EGM and must fully state the reason behind the request. The subsequent EGM will discuss no other matters than those reasons for which the meeting has been convened.

9.3 Only fully paid-up members of the Club may attend and vote at an EGM. Each vote shall be by a simple majority show of hands. In the event of a tie, the motion shall be deemed not to have been carried.

9.4 All proposals to amend any of the Club Rules must be notified to the Secretary as described under Rule 8.9.

9.5 A quorum at an EGM shall not be less than that described in Rule 8.11.

10. Discipline

10.1 The Management Committee shall have the power to deal with all matters relating to the behaviour of Club members (including playing members) whether on Club premises or elsewhere. This may include suspending or, if necessary, expelling any member where their conduct is, in the opinion of the Management Committee, detrimental to the interests of the Club as a whole. See Rule 5.7 e).

10.2 Should a playing member of the Club be dismissed from the field of play he will, at the Management Committee's discretion, be liable for any and all costs arising out of any subsequent official inquiry or hearing.

10.3 Under Rule 10.1, where a Club member is suspended or expelled from the Club the Management Committee shall give notice to the Club member as soon as the decision is taken.

10.4 If the suspended or expelled member so desires, he or she may give notice to appeal against any decision made against them and attend the next Management Committee meeting in order to be heard in answer. The subsequent decision of the Management Committee, at this

meeting, whether to reinstate or terminate the relevant membership will be taken by a single vote which will be final and conclusive.

11. Exclusion of Liability

11.1 Neither the Club, its Officers or any member of the Club's Management Committee will be liable to any member of the Club or guest of a member of the Club for any loss or damage to any property occurring from whatever cause, in or about the club ground or headquarters as described in Rule 2.1.

12. Protests

12.1 All protests from Club members must be made in writing (including email) to the Secretary who will bring such protests to the attention of the Management Committee at the first opportunity.

12.2 All Club members will accept the decision of the Management Committee as final and conclusive.

13. Notice of Club Rules

13.1 A copy of these Rules and any 'House Rules' — see Rule 5.7 d) — is to be posted at the Club's headquarters and, as such, all members will be deemed to have notice of them and to have agreed to be bound thereby.

14. Clubhouse Bar

14.1 All matters affecting the running of the clubhouse bar, such as those listed below, will be the responsibility of the Burnham-on-Sea Rugby Football Club (Burnham-on-Sea RFC)

- Hours of opening
- Rules of membership, including 'guests'
- Behaviour of members and guests
- Entertainment
- Supply and sale of intoxicating liquor

15. Dissolution

15.1 If the number of members of the Club shall at any time fall below fifteen and the members of the Club, at a subsequent AGM or EGM, pass by a majority of at least two-thirds of the members present who are entitled to vote, a resolution of intention to dissolve the Club, the Management Committee shall take immediate steps to discharge all debts and liabilities of the Club. Thereafter, all property and assets of the Club shall be transferred to local sports organisations with similar objectives as agreed by the Management Committee; thereupon the Club shall for all purposes be dissolved.

15.2 A copy of the notice convening an AGM or EGM under Rule 15.1 shall be sent by the Secretary to every member of the Club, whose details are recorded as stipulated in Rule 6.1, not less than fourteen days beforehand.

Signed: *Lee Berry*

Signed: *Steve Hall*

Date: 18.06.2024

Date: 18.06.2024

Name: Lee Berry

Name: Stephen Hall

Position: Chair

Position: Secretary