

CONSTITUTION

WANSTEAD RFC – a Company Limited by Guarantee

1 Name

The Club will be called Wanstead RFC and will be affiliated to the Rugby Football Union.

It will be bound by the terms, conditions and procedures contained within its Articles of Association.

The remainder of this document is complimentary and sets out in common parlance, the roles, duties and obligations of all of the Members and elected officials of the Club.

2 Aims and objectives

- the aims and objectives of the Club will be:
 - to encourage and facilitate the playing of Rugby at all levels and ages.
 - to offer coaching and competitive opportunities in Rugby Union Football.
 - to maintain the standard of governance necessary to retain RFU Accreditation.
 - to promote the Club as a centre for community activity.
 - to manage the facilities of Wanstead RFC.
 - to ensure a duty of care to all members of the Club.
 - to provide all its services in a way that is fair and equal for everyone.

3 Membership

Membership should consist of officers and members of the Club.

Membership of the Club shall be open to anyone on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation or religion.

All members will be subject to the Constitution, Codes of Conduct and the Core Values promulgated by the RFU

Joining the Club will be deemed to be accepting of the Core Values, Constitution and Codes of Conduct that the Club has adopted. The Club may refuse membership or remove it, where there is good cause such as, inter alia, conduct likely to bring the Club or sport into disrepute.

Appeal against refusal or removal may be made to the President.

No one may be admitted to membership or enjoy any privileges of

membership until two days have elapsed between their application and when the membership takes effect.

Members will be enrolled in one of the following categories:

- Full member
- Social member
- Junior member
- Life member.

4 Membership fees

Membership fees will be set annually and agreed by the Management Team or determined at the Annual General Meeting.

Fees will be paid by any of the means offered by the Club.

The Club will maintain subscriptions at levels that will not pose a material obstacle to participation.

5 Governance

The Board of Directors will set the standards and values of the Club and will be accountable to the membership.

The Management Team will be responsible for the effective, efficient and timely running of the Club. They will be accountable to the Board and the membership.

6 Officers of the Club

The officers of the Club, *each of whom will be deemed to be fit and proper*, will be:

- President
- Non-Executive Directors
- Secretary to the Board

- Chair
- Secretary
- Clubs Safeguarding Officer
- Treasurer
- Director of Senior Rugby
- Director of Youth Rugby

- Chair of Senior Rugby
- Chair of Youth Rugby
- Chair of Mini Rugby
- Chair of House
- Chair of Ground
- Chair of Social

Officers will be elected annually at the Annual General Meeting.

All Officers will retire each year but will be eligible for re-appointment.

7 The Board

The Non-Executive Directors and their Secretary will constitute the Board and they will convene as necessary and appropriate.

The quorum required for business to be agreed will be 3.

The business of the Board will be to provide non-invasive oversight of the Management functions, set clear and precise values and confirm strategic goals.

The Board has the power to co-opt as they see fit.

8 The Management

The Club will be managed through the Management Team consisting of:

- President
- Directors of Rugby
- Chairs
- Secretary
- Treasurer
- Safeguarding Officer

The Management Team will be convened by the Secretary and hold meetings as necessary and required.

The quorum required for business to be agreed at Management Team meetings will be 5.

- The business of the Management Team will be:
 - the daily management of the Club.
 - the formulation of policy, Codes of Conduct and Rules that affect the organisation and operation of the Club's activities.

- financial probity and discipline.
- compliance with the Regulatory environment.

The Management Team will have powers to co-opt and appoint as necessary to fulfil its business.

9 Activities

The Club may provide sporting and related social facilities, club sporting equipment, coaching, courses, insurance cover, medical treatment, post-match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.

The Club may also undertake the following:

- sell and supply food, drink and related sports clothing and equipment.
- employ members and remunerate them for providing necessary goods and services.
- pay for reasonable hospitality for visiting teams and guests.
- indemnify the Management Team and members acting properly in the course of the running of the Club.

10 Finance

The Club Treasurer will be responsible for the finances of the Club and will report directly to the Management Team.

The Club's financial year shall run from to .

The property and funds of the Club cannot be used for the direct or indirect private benefit of its members.

A statement of annual account, *including an Income and Expenditure Account together with a Balance Sheet*, will be presented by the Treasurer at the Annual General Meeting.

The accounts will be certified by someone independent of the Treasurer.

11 Annual General Meetings

Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. Not less than 21 clear days' notice to be given to all members.

The AGM will receive a report from officers of the Management Team.

Nominations for officers of the Management Team and Board will be sent to the Secretary prior to the AGM.

Elections of officers are to take place at the AGM.

All members have the right to vote at the AGM.

The quorum for AGMs will be 20.

The Management Team has the right to call an Extraordinary General Meeting (EGM) outside of the AGM. Procedures for EGMs will be the same as for the AGM and **from time to time, the Board may vary those procedures to include the use of e-meetings.**

12 Discipline and appeals

All complaints regarding the non-playing behaviour of members should be submitted in writing to the Secretary ***and be considered within the context of the RFU's Disciplinary Code and Procedures.***

The Management Team will meet to hear complaints within 14 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 14 days of the hearing.

There will be the right of appeal to the President following disciplinary action being announced. The President will, at their discretion, convene a panel of three club members who will consider the matter within 14 days of the Secretary having received the appeal.

13 Dissolution

A resolution to dissolve the Club can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of dissolution, any assets of the Club that remain will become the property of Rugby Football Union.

14 Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or **EGM**.

15 Declaration

Wanstead RFC hereby adopts and accepts this Constitution as an operational guide in respect of the activities, conduct and rights of its members.