



DRONFIELD RUGBY UNION FOOTBALL CLUB

CONSTITUTION - ADOPTED ON THE 11th May 2011

1. NAME:

The name of the club shall be: DRONFIELD RUGBY UNION FOOTBALL CLUB ("the club").

2. HEADQUARTERS:

The Headquarters and address will be The GFSA Club, Gosforth Fields, Dronfield, Derbyshire ("the GFSA").

3. AIMS:

The aims of the club shall be to: Provide facilities for and to promote the playing of the game of Rugby Union Football within the local community.

Advance the interests of Rugby Union Football, to afford our members the opportunity to enjoy the game of rugby in a spirit of good fellowship & sportsmanship.

Foster and maintain the best possible relations, at all times, with all other GFSA clubs, with other rugby clubs, all members of the general public and any other interested parties.

Develop teams at adult, junior and mini levels.

Provide access to sufficient rugby pitches and training areas, maintained to a good standard at all times.

Provide access to a clubhouse premises to include a designated car parking area, clubroom, bar, toilet facilities, players and referees changing accommodation with shower/washroom facilities and storage for club equipment.

Play at the highest possible level without player remuneration whilst maintaining the integrity of the club.

Give every player the best coaching available and to encourage all players to reach their full potential.

Promote the teaching and playing of the game of Rugby Union football in accordance with the rules of the RFU Continuum (Under 7 through Under 12 age groups), the RFU Youth Structured Season and IRB Laws of the Game (all age groups).

Provide an enjoyable, 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 benefit of the members.

Ensure the execution of a duty of care to all members of the club.



Adhere to all policies and procedures that are mandated or recommended by the RFU, Derbyshire RFU And / or any other appropriate governing bodies.

Adopt the RFU Equal Opportunity / Sports Equity Policy.

Provide any other necessities for the efficient running of the club.

4. COLOURS:

The club colours shall be red/black/green shirts, black shorts and red/black socks.

5. ADMINISTRATION OF THE CLUB:

The Administration of the club and its affairs shall be entrusted to the Management Committee, supported by a number of subsidiary committees.

The Management Committee shall consist of the following members:

- Chairman (Chair)
- Honorary Secretary
- Honorary Treasurer
- Director of Rugby
- GFSA Representative
- Mini & Junior Co-ordinator
- Club Development & Seal of Approval Rep

Other club officials may be co-opted depending on the business to be discussed by the Management Committee.

The Management Committee shall meet every month.

The subsidiary committees shall meet at the frequency each decides. Each of these committees shall also provide the Management Committee with reports of activities, where appropriate and as requested by the Management Committee.

There shall also be a club Disciplinary Committee, which shall report to the directly to the Management Committee and meet whenever there is case of alleged misconduct to consider. The Disciplinary Committee shall consist of the Disciplinary Secretary and at least 3 other Management Committee members.

A Terms of Reference (TORs) document, listing the responsibilities of all club committee members and other officials, shall be maintained and kept up to date.

Period of Office: Members of the Management 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.

Committee Vacancies: Should any of the Management Committee and the other RFU golden role posts become vacant at any time, the Management Committee shall be empowered to fill that vacancy and the newly appointed person shall continue in office until the following AGM, and then be eligible for re-election.

Meetings: The Management Committee shall meet on the first Monday of each month and at other such times as they shall decide. At these meetings each Committee member shall have one vote to cast - in the event of the



votes "for" and "against" being equal, 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). Where matters are to be discussed of a personal nature, the Management Committee retain the right to exclude any members of the club from the meeting whilst these subjects are dealt with.

Agenda of all meeting should be distributed to the relevant committee members.

Minutes of all meetings will be taken and subsequently distributed to the relevant committee members, and posted on the club notice board.

Committee Quorums: For the Management Committee the presence of four Committee Members at a meeting shall constitute a "quorum"

"Chairing" Meetings: The Chairman of the club shall preside over all meetings of the Management Committee. In his absence a member will be chosen by those present to act as chairman of the meeting, and the rule in the event of any votes "for" and "against" being equal, as described in "Committee Quorums" above, shall apply.

Powers: The Management Committee shall exercise the widest powers to control the efficient running of the club's affairs.

These powers shall include but are not limited to:

- The authority to co-opt members to Management Committee duties.
- Expulsion or suspension of members.
- Create other subsidiary committees to undertake special tasks.
- Responsibilities over the Clubs finances and the power to borrow at its discretion.

6. 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 and Honorary Members.
- Election of Chairman.
- Election of other members of the Management Committee.
- Election of the remaining RFU Golden Role positions.
- 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 and budgets must be presented in the formats and under the headings and sub-headings as agreed by the club Management Committee.
- 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 Honorary Secretary prior to the AGM.



A request for nominations shall be posted on the club notice board at least one month prior to the AGM.
President

A new club president shall be nominated by the current President and ratified by the Management Committee and shall stay in office for a minimum of 2 years.

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

The purpose of the meeting and its agenda shall be stated in order that all club members can be advised in writing seven days before such a meeting specifying the venue, time and business to be transacted.
General Meeting Quorums

At all General meetings of the club, a quorum shall be formed by the presence of one fifth (or twenty members if less) of the total club voting membership.

7. FINANCIAL MATTERS:

Control of Club Funds: Control over the Club funds shall be exercised by the Management Committee. No contract or arrangement may be entered into or made on behalf of the club without prior written consent from the Management Committee.

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 resolution of a General Meeting of the club.

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 equipment for or on behalf of the club.

Borrowing Powers: The Management Committee shall have power to borrow money for the purposes of the club, upon such terms as it shall think fit.

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.

Accounts (and budgets) shall be presented in the format and under the headings promulgated by the Honorary 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 on progress to the Honorary Treasurer.

8. GFSA:

As a founder member of the GFSA, the club has the rights to up to one third of all of the playing/training facilities, as outlined in the GFSA fair usage policy. At all times the club will adhere to the GFSA fair usage policy.

The club will also adhere to the GFSA constitution, in the event that there is a conflict between the DRUFC constitution and the GFSA constitution, the DRUFC constitution will take precedence



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9. MEMBERSHIP:

Each applicant for club membership shall communicate his/her full name, address and employment status (if applicable) to the club Honorary Secretary in writing. Each application shall then be considered by the Management Committee and approval shall be at that 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.

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.

Membership of the club shall be for a period of one year - renewed annually on the first day of September (except in the case of Honorary Life Members).

Membership categories shall be as follows:

- Honorary Life Members.
- Honorary Members.
- Full Playing Members.
- Full Non-playing Members.
- Student Playing Members.
- Mini and Junior Members.

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

Student Members shall be required to furnish proof of their current full time education.

Mini and Junior members shall be under eighteen years of age on the first day of September in any year, and will have no voting rights at any General Meetings.

Termination of Membership: The Management Committee shall be empowered to expel, suspend for a specified period, or refuse the annual renewal of membership of any club member who offends against the Constitution, of the club or whose conduct (in the opinion of the Management Committee) shall render him/her unfit to continue in membership of the club.

The following actions shall take place before such termination of membership is effective. The Honorary Secretary shall give the member seven days written notice to attend a meeting of the Management Committee, at the same time informing the member of the complaint made against him/her.

No termination of membership shall be valid without the member's opportunity to appear before the Management Committee.

Any member shall cease to be a member of the club whenever a minimum of two-thirds of the Management Committee members attending that hearing shall so decide.



There will be a right of appeal following any disciplinary action. The appeal must be made within 7 days of any disciplinary judgment and the Management Committee should consider any appeal within 14 days of it being lodged.

10. SUBSCRIPTIONS:

On commencement of membership, and then annually at the start of each season, every member shall pay to the Honorary Treasurer the appropriate annual subscription as follows:

Subscription rates Honorary Members shall make a voluntary annual donation of money to the club funds - the sum shall not be prescribed or disclosed. Honorary Life Members are elected to the position in recognition of their having made a major contribution to the club over a period of time, and shall make no further payments in subscription for their life-time.

The following shall pay subscriptions at the rate prescribed by the Management Committee

- Full Playing Members.
- Full Non-playing Members.
- Student Playing Members.
- Mini and Junior Members.

For new members joining after 1st January of a given season a reduced rate may be made available at the discretion of the Management Committee

When Subscriptions are due: All annual subscriptions and donations shall be due on the first day of September every year. In the case of financial hardship, any playing member is encouraged to discuss and agree other possibilities for scheduled payments with the Honorary Treasurer of the club but the intention must always be payment of the complete sum due by the mid-point of the playing season.

Arrears: On the thirtieth day of September every year all members who have failed to pay the appropriate annual subscription (except for those playing members who have made special arrangements) shall be deemed to be in arrears.

The Honorary Secretary shall then deliver written notice immediately to any such member, allowing seven days in which to pay the outstanding subscription. Failure to do so entitles the Management Committee to terminate the offender's membership after a further short period of "grace", not exceeding twenty one days has elapsed.

The Management Committee may also decide to make additional levies to match fees, if the offender is a player, in an attempt to recover the debt. Any playing member who fails to pay match fees after 2 weeks following a match shall similarly be deemed to be in arrears and subject to the same process as described above.

Any members being in arrears with their fees for more than one season shall definitely cease to be a member of the club.



11. SELECTION OF TEAMS:

The selection of senior club teams shall be the sole responsibility of the Playing Committee.

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 criticizing 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 sub-committee.

Members should understand that the club could be held responsible/answerable to the RFU and / or the Derbyshire 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 sub-committee of the RFU and/or the Derbyshire RFU.

The club Disciplinary Committee shall deal with alleged misconduct by players and non-playing members. Anyone sent off (given a red card) by the referee during a game of rugby football will attend a club disciplinary meeting at the earliest opportunity following the sending off.

13. 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 an AGM or EGM. Members of the club with voting rights can propose changes to this Constitution; proposed changes shall be submitted in writing to the Honorary Secretary.

14. 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.



15. 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 Safeguarding Officer appointed at the AGM and approved by the Management Committee.

At least two members of the club 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.

All coaches, helpers and club officials that have contact with children as part of club activities shall be CRB (Criminal Records Bureau) checked. Disclosure forms shall be submitted through the RFU.

16. 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.

This document was approved by the Committee of DRUFC on [5th May 2011]