

## **WEST LINTON LIONS RUGBY CLUB CLUB CONSTITUTION**

### **1. NAME**

The name of the club shall be: WEST LINTON LIONS RUGBY CLUB (hereinafter referred to as the “club”)

### **2. AIMS**

The aims of the club shall be to:

- provide facilities for and to promote the playing of the game of Rugby Union within the local Community for children
- develop teams at mini age groups
- 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
- organise recreational and social events for the benefit of its members
- ensure 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:

Scottish Rugby Union (SRU)  
Tweeddale Sports Council

### **3. COLOURS**

The club colours shall be maroon and yellow.

### **4. MEMBERSHIP**

Each applicant for club membership shall communicate their personal details to the Club Secretary in writing via the club application form. Each application shall then be considered by the club 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. However, limitation of membership according to available facilities may occur on a non-discriminatory basis.

The club shall aim to keep subscriptions at levels that will not pose a significant obstacle to people participating.

#### *Description of Members*

Membership of the club shall be for a period of one year – renewable annually (except in the case of Honorary Members) on the first day of September. Membership categories shall be as follows:

- Honorary Members
- Mini members

### *Termination of Membership*

The club 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 Committee) shall render them unfit to continue in membership of the club.

The following actions shall take place before such termination of membership is effective. The Secretary shall give the member seven days written notice to attend a meeting of the Committee, at the same time informing the member of the complaint made against them. No termination of membership shall be valid without the member's opportunity to appear before the Committee.

Any member shall cease to be a member of the club whenever a minimum of two-thirds of the 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 Club Committee should consider any appeal within 14 days of it being lodged.

## **5. SUBSCRIPTIONS**

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

### a) Subscription rates

- I. Chairperson of the Club and Honorary Members shall make an annual donation of money to the club funds – the sum shall not be prescribed
- II. The following shall pay subscriptions at the rate prescribed by the previous Annual General meeting (AGM)
- III. Mini Members

### b) When due

All annual subscriptions and donations shall be due on the first day of September every year.

### c) Arrears

On the thirtieth day of September every year all members who have failed to pay the appropriate annual subscription shall be deemed to be in arrears.

The 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 club Committee to terminate the offender's membership after a further short period of "grace", not exceeding twenty one days, has elapsed.

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

## **6. ADMINISTRATION OF THE CLUB**

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

The club Committee shall consist of the following members:

- Chairperson of the Club
- Secretary
- Treasurer
- Director of Coaching
- Child Welfare Officer

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

The club Committee shall meet at least quarterly (Aug, Nov, Feb & AGM in May)

Each committee member will provide the club Committee with a quarterly reports of activities and performance.

#### *Period of Office*

Members of the club 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 club Committee posts become vacant at any time, the club 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.

#### *Meetings*

The club Committee shall meet in August, November, February and May 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 Chairperson of the meeting shall have one extra vote to resolve the tie.

#### *Committee Quorums*

For the club Committee the presence of three Committee Members at a meeting shall constitute a “quorum”.

#### *“Chairing” Meetings*

The Chairperson of the club shall preside over all meetings of the club Committee. In their absence the secretary shall preside. In his absence then a member will be chosen by those present to act as chairperson 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.

Some officials may be appointed rather than be elected.

#### *Powers*

The club 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 club Committee duties
- expulsion or suspension of members
- convene General Meetings at any time
- create other subsidiary committees to undertake special tasks
- responsibilities over the Clubs finances

## **7. MEETINGS OF THE CLUB**

### *Annual General Meeting*

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

- approval of the minutes of the previous AGM
- appointment Honorary Members
- election of Chairman
- election of other members of the club 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
- confirmation of the annual subscriptions for all categories of member
- consideration of any other business, the content of which shall have been forwarded in writing to the 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 Secretary at least fourteen days prior to the AGM. A request for nominations shall be posted on the club social media at least one month prior to the AGM.

### *Extraordinary General Meetings*

Extraordinary General Meetings (EGMs) may be held at any time as requested by the Chairperson of the club. The purpose of the meeting and its agenda shall be stated in order the all club members can be advised in writing seven days before such a meeting specifying the venue, time and business to be transacted.

## **8. FINANCIAL MATTERS**

### *Control of Club Funds*

Control over the Club funds shall be exercised by the club Committee. Responsibilities shall include the oversight of administration of the Club's banking accounts. In this context, the Treasurer, shall present quarterly statements of activities and accounts for review at the appropriate club Committee meetings along with all other aspects of accounts and progress against budgets.

### *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.

## **9. SELECTION OF TEAMS**

The selection of teams shall be the sole function of a selection committee which shall consist of:

- Chairperson of the Club (or nominee)
- Director of Coaching
- Mini section coaches

## **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; making racist or sexist remarks; or behaving in any way likely to cause offence.

Members should understand that the club could be held responsible/answerable to the SRU 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 SRU.

## **13. BYELAWS**

The club Committee shall have 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.

## **14. NOTIFICATION AND MODIFICATION OF THE CONSTITUTION**

This Constitution shall be prominently displayed on the website, 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 Committee meeting.

## **15. DISSOLUTION**

Upon dissolution of the club any remaining assets shall be given or transferred as decided by the club Committee. This may, at the club Committee's discretion, be to another registered community amateur sports club, a registered charity or the SRU.

## **16. CHILD WELFARE**

The club will adhere to any guidelines prescribed by the SRU, or other appropriate Child Welfare guidelines. The Child Welfare Officer will be appointed and approved by the club Committee.

## **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 policy 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.