



## CONSTITUTION STATEMENT

### 7 Bamboos RFC

*The name of the club is 7 Bamboos RFC. 7 Bamboos RFC is a not-for-profit organisation and a non-voting member affiliated to the Gloucestershire Rugby Football Union.*

#### **The aims and objectives of the club:**

- Offer rugby sevens training sessions and tournaments to people in the region Gloucestershire
- Ensure that the Game is played in accordance with the Laws of the IRFB Regulations and the Rules of the Union
- Offer coaching opportunities in rugby sevens
- Ensure a duty of care to all members and associates of the club
- Provide services in a way that is fair to everyone
- Provide equal opportunities for all interested parties
- Promote the club as an integral part of the local community

#### **Membership**

All members are subject to the regulations of the constitution and, by joining the club, are deemed to accept these regulations and code of conduct that the club has adopted. Categories of membership are:

- Full member - completion of membership form annually is mandatory.
- Social/Associate member

Membership fees are set annually and are reviewed and agreed by the Management Committee or determined and agreed at the Annual General Meeting. Annual fees will be paid by the determined deadline before eligibility for selection.

## **Officers of the Club**

Officers are elected annually at the Annual General Meeting. All officers retire at the end of each season but are eligible for re-election. The Officers of the club are:

- Chairman
- Honorary Secretary
- Honorary Treasurer
- Fixtures Secretary

## **Management Committee**

The Management Committee shall comprise

1. The Officers
2. Ordinary Members to carry out specific duties not exceeding five in total.

The Management Committee shall be elected annually at the AGM and shall remain until the end of the following AGM. All members shall be eligible for re-election.

If a casual vacancy arises during the year the Committee may appoint a replacement.

The Management Committee will be responsible for the day to day operation of the Club, for adopting and promoting all new policies, codes of conduct.

The Management Committee will have powers to appoint sub-committees as necessary and also appoint advisers to the Management Committee as necessary in order to fulfil its business.

## **Finance**

All club monies are banked in a bank account held in the name of 7 Bamboos RFC.

The club's Honorary Treasurer is responsible for the financial management of the club's resources.

The financial year of the club will end on the last day of the playing season each year (normally the end of August).

An audited statement of annual accounts will be available for presentation by the Honorary Treasurer and considered for approval at the Annual General Meeting.

All cheques drawn against club funds should be signed by any two signatures of the Honorary Treasurer, Honorary Secretary and the Honorary Chairman.

## **Annual General Meeting**

The Annual General Meeting (AGM) shall be held in July each year.

Notice of AGM and the agenda will be served by the club's Honorary Secretary. Not less than 14 days' notice will be given to all members. All full members of the Club shall have a right to vote nominations for officers and ordinary members of the Management Committee will be sent to the Honorary Secretary at least 14 days prior to the AGM.

Business of the AGM shall include:

- Consider and approve the minutes of the previous AGM
- Receive reports from the Officers and members of the Management Committee
- Receive and approve the accounts of the previous financial year
- Where the law or the members require it , appoint auditors for the ensuing year
- Elect the Officers for the ensuing year
- Elect ordinary members of the Management Committee for the ensuing year ( If insufficient nominations are received 14 days before the meeting, nominations may be taken from the floor at the meeting)
- Consider any resolutions relating to change of Rules
- Consider any resolutions for which due notice has been given
- Hear any matters on the welfare of the Club for future consideration by the Managing Committee

## **Extraordinary General Meeting**

An Extraordinary General Meeting (EGM) may be called by the Management Committee or by at least six members giving notice to the secretary together with the proposed and seconded resolutions to be considered and the reasons for the notice. The Secretary will notify the members of the arrangements for the meeting including the details of the resolution at least 14 days in advance of the meeting. Any amendments to the resolution must be duly proposed and seconded and received by the Secretary before the meeting. These will be added to the agenda by the Chairman

Only full members may vote at an EGM. No business other than that notified by the Secretary will be considered at the meeting

## **Discipline and Appeals**

A Discipline and Appeals Sub Committee will be formed to deal with all matters of both on and off the field. The composition of this Sub Committee will not include any Officers and will be decided by the Management Committee at the start of each season. Any action by the Sub Committee will follow the course of natural justice. Disciplinary action on the field of play will follow the procedures laid down by the Constituent Body.

All complaints regarding the behaviour of club members and associates should be submitted in writing to the Honorary Secretary. Wherever possible, the Sub Committee will convene to hear complaints within four days of a complaint being lodged. The Sub Committee has the power to take the appropriate disciplinary action, including the termination of club membership in the most extreme of circumstances. 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 has been made. The statement will be made within four days of the hearing and include the conclusions as well as the penalty. There will be the right of appeal to the Management Committee following disciplinary action being announced. The Management Committee should consider the appeal within seven days of the Secretary receiving the appeal.

## **Dissolution**

Any 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 be held in trust in the club's bank account until the appropriate actions have been highlighted. In keeping with the club's ethos, any outstanding funds would be distributed evenly amongst highlighted projects within the local community in order to continue promoting the game of rugby union.

## **Amendments of the Constitution**

The constitution (or parts thereof) will only be changed through democratic agreement by a majority vote at an AGM or EGM.

## **Declaration**

These rules were adopted at a General Meeting of the club held on 26<sup>th</sup> February 2018.