Southwark Tigers Rugby Club

Constitution

1. Name

The name of the organisation shall be Southwark Tigers Rugby Club (hereafter also referred to as ‘the club’), and will be affiliated to the England Rugby Football Union.

2. Aims and Objectives of Tigers

a) To introduce, encourage, and further the sport of rugby to the children and young people of Southwark, and its environs
b) To seek to ensure that funds are available from external sources, to ensure that costs to children and their family are kept to a minimum; this will ensure that personal financial circumstances do not contribute to preventing a child from having access to rugby
c) To promote the club within the local community and the larger world of rugby
d) To ensure all activities and processes are executed fairly, and with full regard to the equalities statement of the club, at 3 below.
e) To offer coaching and competitive opportunities in rugby
f) To ensure a corporate duty of care to all those associated with the club

3. Equalities statement

Southwark Tigers Rugby Club will seek to ensure that all adults and children associated with the club, promote an ethos of equality of opportunity regardless of ethnicity, culture, gender, disability, religion and sexual orientation.

The Club is proud of the rich cultural diversity of its members and will endeavour to respond appropriately to members with special needs i.e. dietary needs.

The children of the club are learning and growing. It is the responsibility of the adults to ensure that the children in the club are encouraged to have an outlook on life that reflects mutual respect and understanding of our culturally diverse club and its environment.

4. Participants of the club

The participants are Members and/or Officers of the club.

The Members of the club are the children, young people, and adults who are registered with the club and take part in activities, in accordance with club rules and regulations.

The Officers of the club are club members who comprise the Management Committee (as at 5 below), with general and specific duties and responsibilities as agreed by the Committee from time to time.

Other adults, aged 18 or over, with a positive interest in the club, but not a part of the Committee, will be considered to be Associate Members of the club. They may attend the AGM, and contribute to the business, but will not have formal voting rights.
5. The Management of the club

Management responsibility of the club is vested in a Club Manager with a Management Committee.

Club Members do not have automatic attendance or voting rights at business meetings of the club, nor do they have a direct role in managing the club. However, players representatives will be a non-voting part of the Committee to ensure members views are known and fully considered in all business of the club.

The Committee will comprise Officers who are drawn from parents, carers, and other relevant and interested persons, voted onto the Committee at formally convened business meetings. The Committee also has the power, at the discretion of the Chair, to co-opt members onto the Committee at other times.

The Committee will elect from its number a Chair, Secretary, and Treasurer, and either one or two Member Representatives. The Club Manager is a part of the Committee. The Committee may elect to any other Officer positions it deems necessary from time to time.

All Committee members, with the exception of the Club Manager, will hold office for a 2 year period, and will retire at an AGM; however they will be eligible for re-election.

The Club Manager is not ordinarily required to retire. While holding the post, the Club Manager will be a full member of the Committee.

The Club Manager is appointed by the Committee.

The Club Manager will advise the Committee on all aspects of rugby, as it affects the club. The Committee will carry out it’s business with due consideration to that advice.

Any Committee member failing to attend three consecutive Committee meetings, is automatically expelled from the Committee. However they will be eligible for re-election.

Any person wishing to resign from the Committee, should give written notice to the Chair. At the discretion of the Chair, that resignation may take effect either immediately, or at the next Committee meeting.

6. The General Duties of the Committee

The Committee will:-

a) Ensure that all actions and decisions are in the best interests of the club.
b) Have full oversight and responsibility for all aspects of the business of the club, and maintain a record of that business.
c) Maintain the finances of the club, and maintain proper banking practices, with written records and accounts, and with appropriate auditing.
d) Maintain a record of any items owned by the club.
e) Convene at least three General Meetings in a year, (one of which will be an Annual General Meeting), including Extraordinary General Meetings if required.
f) Elect to the committee, ensuring that there be no more than 15, and try to ensure no less than 6 persons, are serving on the Committee at any time.
g) Appoint to officer posts, as required.
h) Maintain written records of Committee meetings.
i) Maintain strategies for ensuring new members come into the club.
j) Maintain and uphold a healthy, safe, and wholesome environment in which members can enjoy rugby.
k) Maintain and uphold club disciplinary matters, as in rules set from time to time.
l) Seek to ensure that the club is not brought into disrepute in any way.
m) Encourage the participation of parents and carers in club activities.
n) Annually agree and set Membership fees, or other fees as applicable.
o) Develop and maintain strategies for fundraising, thereby seeking to ensure that any costs to the members and their families is kept to a minimum.
p) Establish and maintain club policies, especially child protection, first aid, health and safety, Code of Conduct, and other items as considered necessary from time to time.
q) Seek out, approve, and maintain a variety of income sources for the benefit of the club.
r) Appoint sub-committees as deemed appropriate.
s) Should the club employ any person, the Committee will be responsible for all appointment and contracting matters.
t) Should the club have an employee, the club will seek to employ in respect of employment law and other recognised employment good practice.
u) Seek registration of the club as a charitable concern with the Charities Commission, and once so registered, maintain and uphold the club as a charitable concern.

7. Committee Meetings, and other procedures of the Committee

The Committee will elect from its number, a Chair, Secretary, Treasurer, one or two Members Representatives, and any other Officer positions deemed necessary.

The Committee will meet for business at least twice per year (‘Ordinary Committee Meetings’), and in addition will meet for an AGM. The Secretary will convene management committee meetings and will maintain a written minute of each meeting. The minutes will be distributed, and considered for approval at the next meeting of the Committee.

Date and Venue for Ordinary Committee Meetings will be notified to all Committee members with at least 7 days notice. An Ordinary Committee meeting will be a quorum if no less than 6 of its number are present.

8. Finance

1. All club monies will be banked in an account held in the name of the club.
2. The bank account will require two of up to four signatories agreed by the Committee.
3. The Club Treasurer will be responsible for managing and auditing the finances of the club, on behalf of the Committee.
4. The Treasurer will hold a petty cash of up to £50.00, or as set by committee from time to time.
5. The financial year of the Club will start on 1st September and end on 31st August.
6. Expenditure may be agreed as follows:-
   a) up to £100 by the Treasurer, with the agreement of two other Committee members.
   b) above £100, but below £500 by the Treasurer plus four other committee members.
   c) above £500 will require the consent of a formally convened Committee meeting.
7. At the time of writing, the Club does not charge a membership subscription, and therefore remains accessible to all players regardless of financial income. In the event that the Club may need to consider introducing a subscription, the issue of membership fees will remain a standing item on the AGM agenda, and will be reviewed annually.

9. Annual General Meeting

a) The Committee will present an AGM with an annual report of the club’s activities
b) The Committee will present an AGM with audited accounts for the previous year
c) An AGM will discuss any proposals, (submitted in writing to the Secretary no less than 2 weeks prior), and take a vote if required.

d) An AGM will elect Committee Members for the following year.

e) An AGM will be convened, no later than 15 months following the previous AGM. A minimum of 4 weeks notice will be publicised as to date and venue. The AGM will be a quorum if no less than 10 persons are present, at least 6 of which shall be Committee Officers.

f) The AGM will be open to Committee Officers, and also all other persons aged 18 years or over, who in the view of the Chair, have a direct link with the club, or substantive positive interest in the club. It will also be open to those below the age of 18, and not holding office on the Committee, at the discretion of the Chair.

g) Business will be in accordance with an agenda, held by the Secretary. Agenda items must be lodged with the Secretary not less than 2 weeks prior to the AGM, or Committee Meeting. Items of 'Any Other Business' will be admitted during the meeting at the discretion of the Chair.

h) All business is agreed upon the principle of a simple majority vote of those present. Proxy votes may be accepted at Chair's discretion. The Chair has a second, or casting vote, where required.

10. Extraordinary General Meeting

An Extraordinary General Meeting may be convened for urgent matters arising.

It will be convened within 7 days of the Secretary receiving a written request signed by no less than 6 Committee Members, or a majority of the Committee, whichever is the greater), and stating the reason for the meeting.

Those qualified to attend such meetings will be as for an AGM. Reasonable attempts will be made to inform those persons of the meeting.

11. Changes to this constitution

No change may be made to this Constitution without agreement of an AGM.

In the event that the club becomes a registered charity, then the prior written approval of the Charities Commissioners will be required before any change can be put to an AGM for approval.

12. Winding up clause

In the event of Southwark Tigers Rugby Club becoming a registered charity, no change may be made to this section without the prior written agreement of the Charities Commissioners.

Southwark Tigers Rugby Club may be dissolved by a resolution of an Extraordinary General Meeting, convened to consider such a resolution.

At least 21 days notice must be given to those entitled to vote at an EGM, of that meeting.

That resolution will be passed, if it is agreed by no less than two thirds of the votes of those present and entitled to vote.

On dissolution, any assets remaining with Southwark Tigers Rugby Club, when all liabilities have been satisfied, shall become the property of the England Rugby Union.

13. Adoption of this document
THIS CONSTITUTION WAS ACCEPTED AND AGREED AT AN ANNUAL GENERAL MEETING

Signed................................................. Date...........5/2/2004..........

Name ......................................................
Julia Margaret Hammond

Club Manager

Signed................................................. Date.................................

Name ......................................................

Club Chair

Signed................................................. Date...........6/2/2004..........

Name ......................................................
Vernon Neve-Dunn

Club Secretary