

# **Constitution of Sligo Rugby Football Club**

(as amended at the Club AGM on May 29<sup>th</sup>, 2013)

## **Rules of Sligo Rugby Football Club**

1. The club shall be called Sligo Rugby Football Club. The objectives of the Club are the playing and furtherance of Rugby Union Football. All other games, pastimes, or athletic activities, whether indoors or outdoors, lawfully permitted by the Club Committee, in or on the club's property, shall be functions of Sligo Rugby Football Club's Social Section, and shall be incidental or ancillary amenities, subservient in all respects to Rugby Football and its best interest in the Club.
2. The registered address of the Club shall be: Sligo Rugby Football Club, Larass, Strandhill, County Sligo.
3. The Club colours shall be yellow and red and black hooped jerseys, black shorts, and yellow, red and black hooped socks.
4. The Committee of the Club shall consist of the President, Senior Vice-President, Junior Vice-President, Club Chairperson, Honorary Secretary, Immediate Past President, Honorary Treasurer, Assistant Honorary Treasurer, Membership/Registration Secretary, Football Chairperson, House Chairperson, Bar Chairperson, Grounds Chairperson, Social Secretary, Connacht Branch Representative, Chairperson Development Sub-Committee, Senior Rugby Manager, Sponsorship Chairperson, Volunteer Co-Ordinator, Public Relations Officer, and a maximum of three other Members elected at the Annual General Meeting.
5. The quorum for Committee meetings shall be seven. The Committee shall have the power to appoint Sub-Committees.
6. The Committee shall be elected at the Annual General Meeting of the Club, and shall hold office until the next succeeding Annual General Meeting, unless otherwise disqualified under these Rules. In the event of any position not being filled at the AGM, the incoming Committee shall elect a Member to fill the vacancy. The Committee shall hold not less than one meeting per month. No Member of the Committee shall be removed from office, save with the consent of not less than two thirds of the Members present and voting at a Special General Meeting of the Club.
7. The Committee shall exercise management and control of all the business and affairs of the Club. No Member of the Committee, or manager or servant

employed in the Club, shall have any personal interest in the sale of excisable liquors therein, or in the profits arising from such sale. Correct accounts and books shall be kept, showing the financial affairs, and the receipts and disbursements of the Club. These accounts and books shall be professionally reviewed and the outcome shall be presented at the AGM.

The Committee shall have the power to make regulations from time to time touching all matters affecting the Club and its property, and such regulations shall have the same force and effect as these Rules.

The Committee shall have the power to appoint and approve Sub-Committees. The powers, obligations and duties in relation to the discharge by all and any Sub Committee shall be set forth in Appendix 1, annexed to these Rules, and defined therein, as the Protocols. The Protocols shall be capable of amendment by the Committee (See Appendix 1)

The Chairperson of each Sub Committee shall be elected at the Annual General Meeting. In the absence of such appointment, the Committee shall retain the right thereafter, to authenticate, maintain and approve such Sub Committee, and to appoint a Chairperson thereto. Each Sub-Committee shall cease and determine with effect, from the date of the next Annual General Meeting after which it was appointed.

8. At the first meeting after the Annual General meeting, the Committee shall appoint an Executive Committee.
9. The Trustees shall be not less than two, or more than three in number. The Trustees shall be elected at a General Meeting of the Club.
10. The Trustees shall be ex officio Members of the Committee, and of all Sub-Committees of the Club, but shall not have the right to vote at the said meetings.

All property of the Club shall vest in the Trustees of the Club. No personal liability shall attach to the Trustees, or to any Trustee acting in the ordinary and proper force of the Club's business.

The Club and/or the Trustees are authorised and empowered to borrow from time to time sums of money, upon such terms and conditions as may be authorised from time to time by a resolution of the Committee of the Club.

11. Every General Meeting shall be convened by the Honorary Secretary, who shall give notice to each member, either in writing, or through an advertisement in the local press, of the hour, date and place thereof, and of the reason for convening the General Meeting, not less than seven days before the proposed date of the General Meeting. The quorum for a General Meeting shall be 15.

12. The annual General Meeting of the Club shall be held in the month of May where possible, but no later than July each year. Detailed reports concerning the working of the Club for the previous year, and its financial position, shall be presented by the Club Chairperson, the Honorary Secretary and the Honorary Treasurer.
13. A Special General Meeting may be called at any time at the request of the Committee, or on a requisition to the Honorary Secretary, signed by not less than 15 paid up full Members of the Club, giving detailed particulars of the business for which the meeting is required. The Honorary Secretary shall, within 15 days from the receipt of such requisition, convene a Special General Meeting of the Club.
14. The Club Chairperson shall be the Chairperson of all Committee and General Committee Meetings. In his/her absence, a Chairperson may be appointed from those present and entitled to vote.
15. If, at a meeting, a quorum has not assembled within 30 minutes after the time appointed for such meeting, the Honorary Secretary may at his/her discretion declare such meeting abandoned.
16. The voting at every General meeting shall be by ballot (or at the Chairperson's discretion by a show of hands) and in the event of a tie, the Chairperson shall have the casting vote. Only Life Members, and fully paid up Members, are entitled to attend a General Meeting, and are entitled to vote at such meetings, and to hold office in the Club.

17. Membership:

The following categories of Members shall exist:

1. Life Members
2. Full Members
3. Playing Members
4. Family Members
5. Student Members
6. Youth Members
7. Juvenile Members

Persons under 18 years of age shall not be eligible to attend or vote at General Meetings, nor to be supplied with excisable liquors.

Membership shall be granted at the absolute discretion of the Club Committee.

All applicants for Membership must be proposed and seconded by an existing Member, and Membership must be ratified by the Committee. New Members shall pay their subscription upon ratification.

Any Member who has paid the appropriate subscription shall be considered a bona fide Member of the Club, unless such Membership has been refused by a final decision of the Club Committee.

Any person playing or training with the Club, as a guest of the Committee, shall be deemed a Member of the Club for this specific guest period.

- a) Waiver of legal rights: pursuant to the provisions of section 34(1) (b) of the Civil Liability Act 1961, Members waive their legal right to claim against a fellow Member, Committee Member or Trustee, compensation for personal injury, loss or damage, however caused.

#### 18. Annual Subscription

The Committee may from time to time, as they see fit, recommend membership fees to the Annual General meeting. Annual subscriptions fall due on the 1<sup>st</sup> of September, and any paying member, whose subscription is five months overdue, shall forthwith cease to be a member of the Club

#### 19. The Committee shall have the power to elect Honorary Life Members.

#### 20. Should a Member conduct himself/herself in a manner, that, in the opinion of the Committee, is derogatory to the Club, the Committee may call for an explanation, and if they think fit, suspend or remove such a person from Membership, without any obligation to refund his/her subscription

#### 21. Data Protection: Pursuant to the provision of the Data Protection Act 1988-2003, Members consent to the Club obtaining, recording, holding and retaining their personal data (including sensitive personal data), solely for Club purposes, either on its computer, or its manual filing system, and consent to the use of all such data, including disclosure to third parties, for the proper and effective management of the club.

#### 22. No excisable liquor shall be sold or supplied for consumption outside the premises of the Club, for consumption off the Club premises or for consumption on the Club premises other than in accordance with the provisions relating to the sale of excisable liquors set forth in the Intoxicating Liquor Acts 1833 to 2002 inclusive and nothing herein nor in the Registration of Clubs Acts 1904 to 2002 as amended shall operate to prohibit such permitted supply of excisable liquor to any person on the club premises. The Committee shall enforce all Statutory Rules, Regulations and Orders affecting such sale as are for the time being in force.

#### 23. No alteration, amendment, or addition shall be made to the above Rules except at the Annual General Meeting of the Club, with the consent of at least two thirds of the Members present and voting (save that an alteration, amendment, or addition required to comply with any statute may be made by the Committee), provided

always, that should any motion at any General Meeting be considered by not less than fifteen Members present and voting, to be inimical to the best interests of Rugby Football in the Club, such motion shall be referred to the I.R.F.U. Committee, whose decision as to whether or not the Motion be so inimical, shall be final and binding, and pending the decision of that Committee, no steps shall be taken to implement the Motion, notwithstanding that it will have received the said two thirds consent.

Notice of any proposed alteration, amendment or addition shall be given to the Honorary Secretary at least seven clear days before the first day of May preceding the Annual General Meeting.



# **Appendix 1**

## **Club Protocols**

It is expected that the Committee, and each Sub-Committee, will perform its duties in accordance with the Club Protocols listed below, and that all elected or appointed personnel will discharge his/her/their duties, at all times, in accordance with the Club Protocols.

Club Protocols may be amended, deleted or added to by the Committee, provided the proposed amendment(s), deletion(s) or addition(s) has/have been forwarded in writing to the Honorary Secretary by a Committee member, at least 14 days before the date of the monthly meeting at which it is proposed to change the Protocol(s). All such amendments, deletions or additions must be proposed and seconded at the said monthly Committee meeting, and can only be carried if it/they receive the support of not less than two thirds of the Committee members present and voting at that meeting.

### **1. Regulations for the Management of Sligo Rugby Football Club**

(a) The Committee (See Rule 7)

(b) The Executive Committee:

The Executive Committee shall consist of the Club Chairperson, who will serve as its Chairperson, and four other Committee members, who shall be elected by the Committee at the first meeting after the Annual General Meeting.

The Trustees, President and Senior and Junior Vice Presidents may attend meetings of the Executive Committee, but shall not have the right to vote. The Executive Committee shall meet not less than once per month.

The functions of the Executive Committee include:

- Overseeing the execution, as soon as possible, of decisions taken by the Committee, and dealing with matters which arise between Committee meetings, and with matters which it deems to be urgent, or expedient to the welfare of the Club.
- The Executive Committee shall make recommendations to the Committee on matters referred to it by the Committee for its consideration, and on matters which it deems to be urgent.
- The Executive Committee shall deal with disciplinary matters referred to it by any Sub-Committee in the Club, and shall have the power to impose sanctions for breaches of discipline.
- Any Member charged with a breach of the Club's Rules or Protocols shall have the right to appear in person before the Executive Committee hearing, and to



bring a representative to the said hearing, if he/she so desires. He/she shall be informed in writing by the Chairperson of the Executive of the offence he/she is alleged to have committed, about his/her right to bring a representative, and of the time, date and venue for the hearing. A Juvenile or Youth player shall have the right to be accompanied by a parent/guardian, and by a representative.

- The Chairperson of the Executive Committee shall submit a written report of the outcome of the hearing to the Honorary Club Secretary, within two days of the termination of the hearing, and the Member or the parent/guardian of the Youth/Juvenile shall be informed in writing by the Honorary Secretary of the outcome of the hearing.
- The Member, or the parent/guardian of the Youth/Juvenile player, shall have the right to appeal the decision of the Executive to the Committee, and must lodge his/her appeal in writing with the Honorary Secretary, within seven days of the date of the receipt of the letter from the Honorary Secretary stating the verdict of the Executive Committee.
- The Executive Committee shall not incur expenditure on any single item (or issue) in excess of €700, without receiving the prior authorisation of the Committee.
- The Chairperson of the Executive Committee shall present a monthly report to the Committee.

## **2. The Football Committee**

The Chairperson of the Football Committee shall be appointed at the Annual General Meeting.

The Football Committee shall consist of the Chairperson, the Coach of the 1<sup>st</sup> Team, the Coach/Manager of the 2<sup>nd</sup> Team, the Honorary Fixture Secretary, the Development Officer for U-19 Rugby, the Women's Rugby/Tag Rugby Promotion Officer, the Chairperson of the Youths' Section, the Chairperson of the Juvenile Section, the Registration Officer, the Grounds' Chairperson, the Kit/Equipment Manager and the Referee Recruitment Officer.

The functions of the Football Committee shall include:

- Nomination of 1<sup>st</sup> Team Coach/Club Coach, or a panel of Coaches, for ratification by the Committee.
- Nomination of the Club Captain to the Committee for appointment, following consultation with the 1<sup>st</sup>. Team Coach.
- Ratification of all other Coaches in the Club.
- Organisation of Coach Education in the Club.
- Having responsibility for Player Development.
- Having responsibility for the appointment of Selectors for all Club Teams.
- Having responsibility for drawing up a Code of Discipline for all Club Players.

- Having responsibility for dealing with breaches of the Code of Discipline, by recommending sanctions for the said breaches of discipline to the Executive Committee.
- Having responsibility for the organisation and promotion of Tag Rugby Leagues.
- Having responsibility for overseeing the implementation of the Youth Development Officer (YDO) Scheme in the Club.
- Having responsibility for the selection, procurement and upkeep of all branded Club playing and leisure gear, and of training/coaching equipment.
- Recruitment of Referees, and the appointment of Referees for Club home fixtures.

The Chairperson shall convene at least one meeting of the Football Committee each month, and shall submit a monthly report to the Committee.

### **3. The Sponsorship Sub-Committee**

The Chairperson of the Sponsorship Sub-Committee shall be appointed at the Annual General Meeting. In the event of nobody being appointed to the position of Chairperson of the Sponsorship Sub-Committee at the Annual General Meeting, the Committee shall appoint a Chairperson.

He/She shall have the authority to propose members of the Sub-Committee for ratification by the Committee.

The functions of the Sponsorship Sub-Committee shall include:

- The Sponsorship Sub-Committee is responsible for raising the funds necessary to enable the Club to achieve the many objectives and aims in relation to the playing, promotion and development of rugby in the Club's catchment area.
- The Sub-Committee will identify and peruse sponsorship opportunities, and having established a basis for an agreement with a sponsor, shall bring draft proposals to the Committee for approval, and the authority to enter the contracts on behalf of the Club.
- The Sub-Committee shall prepare Corporate Packages, and present them to the Committee for approval, and having identified and agreed terms with companies/individuals, nominate them for approval by the Committee.
- The Sub-Committee shall be responsible for the production of the Club's Annual Yearbook, and for the sale of all advertising therein.
- The Sub-Committee shall be responsible for the sale of all advertising hoardings on the Club's property, as well as the sale of advertising on the Club's website and in all Club publications.
- The Sub-Committee shall be responsible for the planning and organisation of Corporate Events, for the purpose of raising funds for the Club.



The Chairperson of the Sponsorship Sub-Committee shall submit a monthly report to the Committee.

#### **4. The Grounds' Sub-Committee**

The Chairperson of the Grounds' Sub-Committee shall be appointed at the Annual General Meeting, but in the event of nobody being appointed at the Annual General Meeting, the Committee shall appoint a Grounds' Chairperson.

The Chairman of the Sub-Committee may propose, for ratification by the Committee, assistants and/or advisors.

The functions of the Grounds' Sub-Committee shall include:

- The Sub-Committee is responsible for the maintenance and upkeep of the club's pitch facilities, including any lands rented or leased by the Club, and for the maintenance and servicing of floodlighting.
- The Chairperson may submit recommendations for the improvement of facilities to the Committee for approval.
- The Sub-Committee is responsible for the preparation of the Club's pitches for official games.
- The Chairperson will take the ultimate decision on the playability of pitches for all games, save where Connacht Branch or IRFU by-laws/regulations take precedence.

The Chairperson of the Sub-Committee shall submit a monthly report to the Committee.

#### **5. Membership/ Registration Sub-Committee**

The Chairperson of the Membership/Registration Sub-Committee shall be appointed by the Annual General Meeting, but in the event of nobody being appointed at the Annual General Meeting, the Committee shall appoint a Membership/Registration Sub-Committee Chairperson.

The Chairperson may propose assistants/advisors for ratification by the Committee.

The Sub-Committee is responsible for all issues pertaining to membership of the Club.

Areas of responsibility of the Sub-Committee include:

- Proposals in relation to Membership Subscriptions.
- Collection of Subscriptions from Members.
- Registration of players with the IRFU, and the distribution of Membership Cards.
- Retention of Registration Data.

The Chairperson of the Sub-Committee shall submit a monthly report to the Committee.

## **6. The House Sub-Committee**

The Chairperson of the House Sub-Committee shall be appointed at the Annual General Meeting. In the event of nobody being appointed at the Annual General meeting, the Committee shall appoint a Chairperson of the Sub-Committee.

The Chairperson of the Sub-Committee may propose assistants for ratification by the Committee.

Areas of responsibility of the Sub-Committee include:

- The Sub-Committee is responsible for the maintenance and upkeep of the Clubhouse, including the dressing rooms, and the exterior of the Clubhouse.
- The Sub-Committee is responsible for preparing the Clubhouse for discos, or for any social function held therein
- The Sub-Committee is responsible for the secure storage of club property and equipment.
- The Sub-Committee is responsible for the heating of the Clubhouse, and for arranging for the servicing and maintenance of the heating equipment.
- The Sub-Committee is responsible for overseeing the execution of any work in the Clubhouse, sanctioned by the Committee.
- The Sub-Committee is responsible for ensuring that all statutory fire regulations are complied with, as well as all statutory health and safety regulations.

The Chairperson of the Sub-Committee shall submit a monthly report to the Committee.

## **7. The Development Sub-Committee**

The Chairperson of the Development Sub-Committee shall be appointed at the Annual General Meeting. In the event of nobody being appointed at the Annual General Meeting, the Committee shall appoint a Chairperson of the Development Sub-Committee. The Committee shall appoint six other members of the Development Sub-Committee.

The Development Sub-Committee is responsible for the following:

- Planning Club facilities, both indoor and outdoor.
- Dealing with the Planning Authorities in all matters relating to planning permission concerning the Club.
- Identifying property for possible purchase by the Club, and negotiating sale and/or purchase prices.
- Advising the Committee on the employment of contractors for Club development work.
- Advising the Committee on the optimum commercial utilisation of the Club's facilities.

The Chairperson of the Sub-Committee shall submit monthly reports to the Committee.

## **8. The Bar Sub-Committee**

The Chairperson of the Bar Sub-Committee shall be appointed at the Annual General Meeting. In the event of nobody being appointed at the Annual General Meeting, the Committee shall appoint a Bar Chairperson. The Chairperson may propose assistants to the Committee for ratification.

The Chairperson of the Sub-Committee is responsible for the following:

- Ensuring that the Licensing Laws are strictly enforced and complied with.
- Ensuring that the bar complies with all Health and Safety Statutory Regulations.
- Ensuring that the bar is open for business, and is adequately stocked and staffed for all Club functions, and on match days.
- Stock Taking.
- Ensuring that monies taken at the bar are passed to the Honorary Treasurer.

The Chairperson of the Sub-Committee shall submit a monthly report to the Committee.

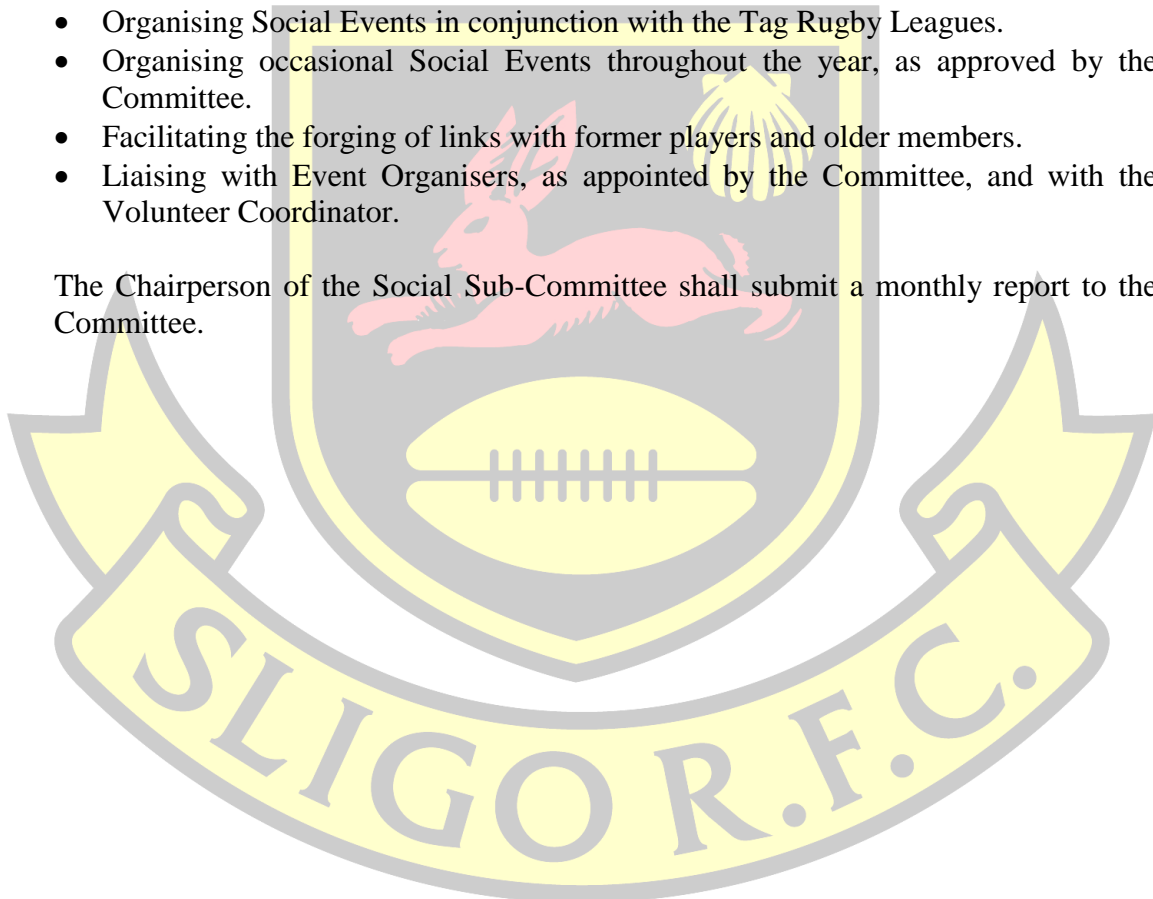
## 9. The Social Sub-Committee

The Chairperson of the Social Sub-Committee shall be appointed at the Annual General Meeting. In the event of nobody being appointed at the Annual General Meeting, the Committee shall appoint a Chairperson of the Social Sub-Committee. The Chairperson may propose assistants, who must be approved by the Committee.

The duties of the Social Sub-Committee include:

- Organising the Club's Annual Dinner.
- Organising the Members Christmas Party.
- Organising Social Events in conjunction with the Tag Rugby Leagues.
- Organising occasional Social Events throughout the year, as approved by the Committee.
- Facilitating the forging of links with former players and older members.
- Liaising with Event Organisers, as appointed by the Committee, and with the Volunteer Coordinator.

The Chairperson of the Social Sub-Committee shall submit a monthly report to the Committee.



**This is a true copy of the constitution as presented and adopted by the AGM of Sligo RFC on May 29<sup>th</sup>, 2013.**

**Signed:**

A handwritten signature in black ink, appearing to read 'Gary Keating', is written over a horizontal line.

**On behalf of the Executive Committee Sligo RFC**