

Cheltenham Civil Service RFC

Name

1. The club will be called Cheltenham Civil Service RFC, hereinafter “the club”.

Affiliations

2. The club will be affiliated to the Rugby Football Union, the Gloucestershire Rugby Football Union and the Cheltenham and District Rugby Combination.
3. The club is the rugby section of the Cotswold Area Civil Service Sports Association (CACSSA), who provide the facilities and are in turn part of the Civil Service Sports Council (CSSC), an incorporated body.

Aims and objectives

4. The aims and objectives of the club will be:
 - a. To offer coaching and competitive opportunities in Rugby Union
 - b. To promote the sport of Rugby Union
 - c. To ensure a duty of care to all members of the club
 - d. To provide all its services in a way that is fair to everyone
 - e. To ensure that all present and future members receive fair and equal treatment

Organisation

5. The club shall be managed by a Management Committee consisting of the Officers plus members as elected at the Annual General Meeting or co-opted by the Management Committee.

6. The Club Captain and Ladies Captain will be appointed by the Management Committee in consultation with club coaches. The players representative(s) will be elected by the playing membership.

Officer

7. The Officers of the club shall be
 - a. Chair
 - b. Vice Chair (Mens and Ladies sections)
 - c. Honorary Secretary
 - d. Head of Youth Section
 - e. Treasurer
 - f. Safeguarding Officer
 - g. Fixtures Secretary (Mens and Ladies)
 - h. Club Coaching Coordinator
 - i. Social Secretaries
 - j. President
 - k. Membership Secretary
 - l. Any Other Relevant Position
8. Officers will be elected annually at the Annual General Meeting. Vacancies may be filled by decision of the Management Committee with additional committee members co-opted at any time to the discretion of the Management Committee.

9. Membership

10. All officers must be club members.
11. All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of conduct that the club has adopted.

12. Club Members will be enrolled in one of the following categories:

- a. Full member (mostly players)
- b. Junior member
- c. Vice President
- d. Life member
- e. other categories as determined by the Management Committee

Membership

13. Full members must be members of the Civil Service Sports Council (CSSC). Other membership categories should note that not being members of CSSC may prevent them accessing the clubhouse outside of formal functions.

14. An additional annual Rugby club membership fee for full members will be determined at the Annual General Meeting. Junior members cannot be members of CSSC and but must be members of the club.

15. Vice Presidents are invited by the President to support the club via an annual donation.

16. Life members are nominated at a club AGM/EGM and elected by a majority vote. They are exempt from any annual club membership payment requirement.

Management Committee

17. The Management Committee shall be responsible for all aspects of day to day management of the club, in consultation with CACSSA as necessary:-

18. The Management committee shall consist of the following officers of the club

- a. Chair
- b. Vice Chair(s)
- c. Honorary Secretary
- d. Treasurer
- e. Head of Youth
- f. Safeguarding Officer

19. The Management Committee, other officers, captains and players representatives will be convened by the Secretary of the club and meet regularly, at least 4 times a year, usually monthly.

20. The quorum required for business to be agreed will be at least four Officers of the club, including at least one member of the Management Committee.

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

22. The Management Committee will be responsible for the organisation of disciplinary hearings of members who infringe the club rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

23. The Chair and Vice Chair(s) shall have full power to deal with any matter for which no provision is made in these rules.

24. Finance

25. All club monies will be banked in an account held in the name of the club.

26. The Club Treasurer will be responsible for the finances of the club.

27. The financial year of the club will end on 30 April.

28. A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

29. Any cheques drawn against club funds should hold the signatures of the Treasurer plus up to two other officers.

30. Annual general meetings

31. Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. Not less than 21 clear days' notice to be given to all members.

32. The quorum required for business to be agreed at an AGM/EGM will be at least four members of the Management Committee, including Chair or Vice Chair.

33. The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts.
34. Nominations for Officers will be sent to the Secretary at least one week prior to the AGM. If no nominations are received, nominations will be accepted from the floor.
35. Elections of officers are to take place at the AGM.
36. All full members and life members have the right to vote at the AGM.
37. The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM except that the notice period may be reduced in urgent cases.

Discipline and appeals

38. All complaints regarding the behaviour of members should be submitted in writing to the Secretary.
39. A Disciplinary Committee will be convened to hear complaints within 21 days of a complaint being lodged. The committee will be independent of the complaint and has the power to take appropriate disciplinary action including the termination of membership.

40. 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 was made within 14 days of the hearing.
41. There will be the right of appeal to the full Management Committee following disciplinary action being announced. The committee should consider the appeal within 14 days of the Secretary receiving the appeal.
42. If a member is sent off during a match, a Disciplinary Committee shall be convened as soon as possible to decide what action the club will take. This must include suspending the player pending a decision by the GRFU Disciplinary committee. The sending off must be reported to the County Disciplinary Secretary within 48 hours.

Dissolution

43. A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.
44. In the event of dissolution, any assets of the club that remain will become the property of Gloucestershire RFU for rugby specific equipment and Cotswold Area Civil Service Sports Association (CACSSA) for other assets.

Amendments to the constitution

45. The constitution will only be changed through agreement by majority vote at an AGM or EGM.

Declaration *[Not part of the Constitution, but part of the AGM/EGM minutes.]*

Cheltenham Civil Service RFC hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED:

DATE:

NAME:

POSITION: Club Chair/Vice Chair

SIGNED:

DATE:

NAME:

POSITION: Club Secretary