

NORWICH REBELS
2016

CLUB CONSTITUTION

CONTENTS

PAGE	SECTION
2	1. Name and Affiliation
2	2. Aims and objectives
2	3. Membership and fees
3	4. Management Committee
4	5. Finance and Accounts
4	6. Property and Funds
4	7. Annual General Meetings
5	8. Discipline and appeals
6	9. Data Protection
6	10. Dissolution
6	11. Amendments to the constitution
6	12. Declaration

NORWICH REBELS 2016

CLUB CONSTITUTION

1. NAME AND AFFILIATION

- 1.1 The club shall be called 'Norwich Rebels' (herein after referred to as the Club).
- 1.2 The Headquarters of the Club shall be as determined by the Club from time to time or in the event of no such determination, the address of the Chair.
- 1.3 The Club has adopted the a number of the England Touch Association (ETA) / Federation of International Touch Inc. (FIT) policies, including at the current time: Safeguarding, Policy, Anti-Bullying Policy, Participant Agreement and Code of Conduct, Use of Photography and Public Imagery Policy, Transport Drop Off and Collection Guidelines, Member Protection Policy, and What to do regarding concerns about a child's welfare.

2. AIMS AND OBJECTIVES

- 2.1 The aims and objectives of the Club shall be:
- To promote participation in the amateur sport of Touch in the Norwich Area.
 - To support the development of Touch within the Norwich Area.
 - To offer coaching and competitive opportunities in Touch.
 - To ensure a duty of care to all members of the club.
 - To provide all its services in a way that is fair to everyone.

3. MEMBERSHIP AND FEES

- 3.1 Membership of the Club shall be open to anyone over the age of 15 interested in Touch Rugby on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. (However, membership may be limited according to available facilities on a non-discriminatory basis).
- 3.2 The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- 3.3 Membership should consist of Management Committee Members and members of the club.
- 3.4 All members joining the Club shall be deemed to accept the terms of this Constitution.
- 3.5 Fees will be paid weekly on a pay per play basis.
- 3.6 Members shall pay Membership fees as determined in consultation with the Management Committee. The Club in the General Meeting may also require Members to contribute to the funds of the Club by way of a special levy.
- 3.7 Any person seeking to join the Club shall complete a membership form. Membership is open to all and no application for membership will be refused on other than reasonable grounds. There will be no discrimination on grounds of race, occupation, sex or religious, political or other opinion.

NORWICH REBELS

2016

CLUB CONSTITUTION

3. MEMBERSHIP & FEES (CONT)

3.8 The Management Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or the sport of Touch into disrepute.

4. MANAGEMENT COMMITTEE

4.1 The affairs of the Club shall be conducted by the Management Committee.

4.2 The business administration and governance of the club and shall be entrusted to the Management Committee consisting of:

- Chair Person,
- Secretary,
- Treasurer,
- Social Secretary,
- Membership Secretary,
- Coaching Co-Ordinator,
- Safeguarding and Welfare Officer.

Only these posts will have the right to vote at meetings of the Management Committee.

4.3 The Management Committee meetings will be convened by the Secretary of the club and held no less than two times per year.

4.4 The quorum required for business to be agreed at Management Committee meetings will be five. The Chair person has the final and casting vote in the case of any ties.

4.5 The Management Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.

4.6 The Management Committee will have powers to appoint subcommittees as necessary to fulfil its business.

4.7 The Management Committee will be responsible for 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.

4.8 Management Committee Members will be elected annually at the Annual General Meeting (AGM).

4.9 All Committee Members will retire each year but will be eligible for re-appointment.

4.10 In the event that more than one nomination is received for a vacant Management Committee Member position, a vote will be held at the AGM. All Club Members will be eligible to vote.

4.11 If the post of any Management Committee member should fall vacant after such an election, the Management Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.

NORWICH REBELS

2016

CLUB CONSTITUTION

5. FINANCE AND ACCOUNTS

- 5.1 All Club monies will be banked in an account held in the name of the Club.
- 5.2 The Club Treasurer will be responsible for the finances of the Club.
- 5.3 The financial year shall run from 1st April to 31st March each year.
- 5.4 The Treasurer shall be responsible for the preparation of Annual Accounts of the Club.
- 5.5 The Accounts shall be certified by the Treasurer. If disputed by a Management Committee member, an appropriate independent person will be appointed to audit the accounts.
- 5.6 All cheques drawn against the Club's funds shall be signed by one nominated office-bearer / designated signatory

6. PROPERTY AND FUNDS

- 6.1 The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by these Rules and all surplus income or profits are reinvested in the Club.
- 6.2 The Committee will have due regard to the laws on discrimination and safeguarding.

7. ANNUAL GENERAL MEETINGS

- 7.1 The Club shall hold an Annual General Meeting in the month of April or May.
- 7.2 Notice of Annual General Meetings (AGM) will be given by the Club Secretary. Not less than 21 clear days notice to be given to all members except for the first. No business shall be conducted unless fair notice thereof is contained in the Agenda.
- 7.3 The AGM will receive a report from officers of the Management Committee and a statement of the accounts.
- 7.4 Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM.
- 7.5 Elections of Management Committee Members shall take place at the AGM.
- 7.6 All members have the right to vote in elections at the AGM.
- 7.7 Voting: With the exception of changes to the Constitution, decisions put to a vote shall be resolved by simple majority at General Meetings. The Chairman of the Club shall hold a deliberative as well as a casting vote at general meetings, in each case at the time the meeting commences its business.

NORWICH REBELS

2016

CLUB CONSTITUTION

7. ANNUAL GENERAL MEETINGS (CONT)

7.8 The quorum at General Meetings shall be 75% of the Management Committee members.

7.9 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.

An EGM shall be called by an application in writing to the Secretary supported by at least 10% of the members of the Club. The Management Committee shall also have the power to call an EGM by decision of a simple majority of its members.

7.10 The Agenda, reports and all items of business proposed by Members must be sent to all Members and the Chair person, at least 14 days before the date of the next AGM. All items on the agenda including reports and business must be supported by written documents.

7.11 **Order of Business**

The order of business to be transacted at the AGM shall be detailed in the Agenda for said meeting, as detailed in point 8.10. It will contain:

- Apologies.
- Minutes from previous AGM/EGMs
- Committee members' reports.
- Financial report.
- Election of Management Committee
- Items not supported by pre-circulated written documentation can only be discussed at the discretion of the chairperson.

8. DISCIPLINE AND APPEALS

8.1 All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.

8.2 A sub-committee of the Management Committee (made up of at least two members of the Management Committee) will meet to hear complaints within 14 days (or such longer period as the Management Committee deem appropriate to allow a proper investigation into the complaint) of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

8.3 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 seven days of the hearing.

8.4 There will be the right of appeal by the person against whom the complaint was made to the Management Committee following disciplinary action being announced. A sub-committee of the Management Committee (made up of at least two members of the Management Committee who to the extent possible shall not include any individual who sat on the initial hearing) should consider the appeal within seven days of the Secretary receiving the appeal.

NORWICH REBELS

2016

CLUB CONSTITUTION

9. DATA PROTECTION

9.1 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.

10. DISSOLUTION

- 10.1 Management Committee Members may vote to wind up the Club if not less than three quarters of those present vote for that proposal at a properly convened general meeting.
- 10.2 The Management Committee will then be responsible for the orderly winding up of the Club's affairs.
- 10.3 After settling all liabilities of the Club, the Management Committee shall dispose of the net assets remaining to one or more of the following:
 - to another Club with similar sports purposes which is a registered charity and/or
 - to another Club with similar sports purposes which is a registered CASC and/or
 - to the Club's governing body for use by them for related community sports.

11. AMENDMENTS TO THE CONSTITUTION

The constitution will only be changed through agreement by The Management Committee.

- 11.1 Any change to the Constitution shall require a two thirds' majority of those present, eligible to vote and voting at a General Meeting.
- 11.2 A proposal to change the Constitution must be submitted in writing to the Secretary who shall circulate the proposal to all members and allow seven days for submission of any amendments before calling a meeting in accordance with rule 7.2 above.
- 11.3 All proposals for changes to the Constitution shall be signed by two members eligible to vote at a General Meeting.

12. DECLARATION

Norwich Rebels hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed:	Date:	Signed:	Date:
Name:		Name:	
Position: Club Chairperson		Position: Club Secretary	