



# Emley Moor ARLFC Constitution

The name of the rugby club shall be Emley Moor Amateur Rugby League Football Club ('Emley Moor ARLFC').

Following a resolution passed by the Club Management Committee on 11th November 2019, the club applied for and has been granted 'incorporation'. Consequently, the club shall also be known as Emley Moor RFL Community Interest Company.

## 1. Aims and objectives of the club:

The main objective of the club shall be the furtherance of the game of rugby league football, on an amateur basis, thereby providing a form of recreation for the benefit of the local community, through;

- ensuring a duty of care to all members of the club
- providing the service in a way that is fair to everyone
- ensuring that all present and future members receive fair and equal treatment
- promoting the club within the local community and in Rugby League

## 2. Membership

- a. Membership should consist of Officers, Members and Player Members of the club.
- b. All Members, Player Members and Officers will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and any codes of conduct or policies that the club adopts.
- c. Membership of the club will be automatic on payment of the membership fees, once the club has acknowledged that such a membership shall be granted.
- d. Where payment is made for a 'Player Member' who is under the age of 18, then a parent/guardian will be considered to be the Member, with rights to vote at the AGM. Membership is also considered to be automatic for volunteers (18 years old and over) who undertake official roles as recorded on the Club's CRF1 or similar registration documents submitted to the RFL and/or their affiliate bodies (e.g. Yorkshire Junior and Youth League, BARLA).

## 3. Membership fees

- a. Membership fees will be set annually; proposed by the Treasurer and agreed by the Club Management Committee and communicated to Members at the AGM, as a minimum.
- b. Fees will be paid; Annually when membership renewals are due (usually from January of each year), by arrangements proposed by the Treasurer and agreed by the Club Management Committee, or on new player registration in accordance with the 'signing-on fees' document.

- c. Player Members shall not be entitled to play until the agreed membership fee has been paid, in accordance with the arrangements agreed by the Club Management Committee and/or 'signing-on fees' document.

#### **4. Player Member League registration and transfers**

- a. New player registration, re-registration and transfers will be undertaken in accordance with the relevant rules and processes as laid down by the relevant playing League (e.g. Yorkshire Junior and Youth League). However, the following 4b clause supersedes such rules and processes.
- b. New player registration and transfers will ordinarily be to the relevant 'True Age' group, where the club operates a team at that age group. Any requests to register or transfer to 'play up' an age group will be determined by officers of the Club Management Committee, who will reach a decision in the best interests of the club, specific team/age group(s) and individual player welfare.
- c. The club reserves the right to refuse a new player registration and transfer to the club as it sees fit. In this case then Membership of the club shall not be granted.

#### **5. Club Management Committee**

- a. The administration and operations of the club will be managed through a Club Management Committee.
- b. The following roles will form the Club Management Committee and once appointed, will become 'Officers':
  - Chair
  - Deputy Chair
  - Secretary
  - Treasurer
  - Facilities Officer
  - Membership Secretary
  - Sport Development Officer
  - 1 x Primary Age group representative
  - 1 x Junior Age group representative
  - 1 x Youth Age group representative
  - 1 x Open Age group representative
  - 3 General Committee Members (no specific roles)
- c. The Officers that make up the Club Management Committee will be elected annually at the AGM, with the exception of the Treasurer which will be elected for a three year term. Officers will automatically retire, however they are eligible for re-election.
- d. Should an Officer resign their position prior to the AGM, then the Club Management Committee reserves the right to appoint an existing Officer or co-opt another club Member to join the Club Management Committee to take-up the role(s). In such instance, this appointment will be up for re-election at the next AGM.
- e. Only Officers will have the right to vote at meetings of the Club Management Committee.

- f. The Management Committee will be convened by the Secretary of the club and held monthly (usually) the first Monday of the month.
- g. The quorum required for business to be agreed at the Club Management Committee meetings will be four, one of which must be a Director.
- h. The Club Management Committee will be responsible for the general running of the club, creating/adopting new policies, codes of conduct and rules that affect the organisation of the club.
- i. The Club Management Committee will be responsible for disciplinary hearings of Members who infringe the club rules/regulations/constitution, where this cannot be solved locally or through the Junior Sub Committee.
- j. The Club Management Committee will be responsible for taking any action of suspension or discipline following such hearings.
- k. The Club Management Committee reserves the right to co-opt any Member on to the Club Management Committee, as they see fit, to aid the smooth and effective running of the Club. For the avoidance of doubt, those co-opted will not gain voting rights, however their views and opinions will be taken into account when reaching decisions.
- l. The following volunteer roles will be invited as a matter of routine to meetings of the Club Management Committee:
  - i. Child Welfare Officer

## **6. Board of Directors**

- a. Following incorporation, the club has established a Board of Directors to oversee and enter into contracts, agreements and financial obligations on behalf of the Club.
- b. The Board of Directors must act in the best interests of the club and in accordance with the legal duty and obligations of Directors as set out in company law.
- c. The Board of Directors will be appointed by the Club Management Committee and will consist of three Directors.
- d. Ordinarily, Directors will be appointed from existing 'Officers' of the Club Management Committee
- e. The Directors will be considered permanent appointments and not subject to election. However, a change of Director will result from either:
  - i. Voluntary resignation by a Director from the Board
  - ii. Removal of a Director from the Board following a breach of the code of conduct for Directors and/or as a result of illegal or unethical activity which may have a detrimental impact on the Club.
  - iii. A vote of at least 2/3<sup>rds</sup> of the Club Management Committee.
- f. The Directors must act in accordance with the Clubs Financial and Contract Procedure rules, as may be amended from time to time.
- g. Ordinarily, the Directors will act under instruction from the Club Management Committee, except where this is contrary to 6b or to comply with other legislation and/or contractual obligations.
- h. Any Director will be able to commit the club to a financial or contractual obligation up to £500. At least two Directors are required to commit the club to financial or contractual obligations above £500. Directors have an obligation to ensure the third Director and Club Management Committee are kept informed of commitments in excess of £500.

## **7. Finance**

- a. All club monies will be banked in an account held in the Emley Moor Community Account (subject to maintenance of small operational floats to manage individual team activity)
- b. The Treasurer will be responsible for the finances of the club.
- c. The financial year of the club will end on 31<sup>st</sup> December of each year.
- d. An auditable statement of annual accounts will be presented by the treasurer at the AGM.
- e. There are 3 designated card holders who can make sundry purchases or undertake financial transactions on behalf of the club; Treasurer, Secretary and Facilities Officer
- f. Any cheques drawn against club funds should hold the signatures of the Treasurer plus one other officer of either Club Secretary, Chairperson or a Director.
- g. No financial undertakings or commitments in the club name should be made without permission of (independent to the relevant age Group) an officer of the Club Management Committee and such sum not to exceed £150, except where made by Directors in exercise of their duties as outlined and controlled in section 6.
- h. Financial undertakings or commitments above £150 and less than £500 must be authorised by at least one officer of the Club Management Committee, which must be either the Treasurer, Chairperson or Secretary and a Director, except where made by Directors in exercise of their duties as outlined and controlled in section 6. All financial undertakings or commitments above £500 must be taken in accordance with section 6(h).
- i. No individual age group monies should be managed by the age group. The Treasurer will hold 'on-account' monies for specific age groups (e.g. tour, sponsorship, fundraising).

#### **8. Annual General Meetings (AGM)**

- a. Notice of the Annual General Meeting will be given by the Club Management Committee, not less than 21 clear days' of the date, to all Members. Publishing the date and time of the AGM via the club website and social media channels, along with notification via email to all age group Team Managers will be considered as having given notice to all Members.
- b. Election of Officers to form the Club Management Committee takes place at the AGM.
- c. All Members present have the right to vote at the AGM. Voting by proxy will generally not be allowed.
- d. The quorum for AGMs will be the at least 4 representatives of the Club Management Committee.
- e. The Club Management Committee has the right to call Extraordinary General Meetings (EGM) outside the AGM. Procedures for EGMs will be the same as for the AGM.
- f. In the event of an equal vote at either AGM or EGM or at Club Management Committee meetings, the Chair shall have the casting vote.

#### **9. Discipline and appeals**

- a. All complaints regarding the behaviour of Members or Players should be submitted in writing to the Secretary, who will notify the Club Management Committee of the complaint within 7 days of receipt.
- b. Any disciplinary committee shall be formed if the need arises, comprising three Club Management Committee members who will have no 'clash of personnel interest' in the matter.

- c. Concerns regarding coaches should initially be dealt with by the Club Welfare Officer who will follow the RFL Safeguarding Policy.
- d. The Club Management Committee has the power to take appropriate disciplinary action including the termination of membership.
- e. The outcome of the disciplinary hearing should be notified in writing to the complainant and the member against whom the complaint was made within 7 days of the hearing.
- f. There will be right of appeal to the Club Management Committee following the disciplinary action being announced and follow the same timelines as above.

#### **10. Dissolution**

- a. A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the Membership.
- b. In the event of dissolution, any assets of the club that remain will be shared equally by the active membership of the club at resolution date and overseen by the named Trustees of the Club, whom are independent of the Club Management Committee.

#### **11. Amendments to the constitution**

- a. The constitution will only be changed through agreement by majority vote at the AGM or EGM.

#### **12. Declaration**

Emley Moor ARLFC hereby adopts and accepts this constitution.

Signed on behalf of the club by the Chair, Jamie Lyne

Dated: 7<sup>th</sup> March 2022