
**SAMPLE RULES FOR USE WITH THE SAMPLE
MEMORANDUM AND ARTICLES OF ASSOCIATION
prepared by Farrer & Co LLP for the Rugby Football Union
(updated October 2009)**

Please note that you should take specific legal advice before adopting these Rules (or amending your existing rules to include these rules) to ensure that any amendments or changes are properly made and appropriate to your Club's circumstances, particularly where your Club is registered or intends to register as a CASC.

Where wording appears in square brackets you need to decide whether it (or, in the case of alternatives, which option) applies to your Club.

When you have completed the amendments you should check the clause numbering is sequential and cross-referencing correct.

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OLD SALTLEIANS RUGBY FOOTBALL CLUB LIMITED (“THE CLUB”)

RULES

These rules of the Club are made pursuant to **Article 46 and Article [insert]** of the Club’s Articles of Association. The terms used shall have the same meaning as in the Articles of Association. Where there is any inconsistency between these Rules and the Articles of Association, the provisions of the Articles of Association shall prevail.

1. Membership

Under Article **1.1[insert]**, the Club consists of Voting Members and Non-Voting Members.

2. Voting Members

The Voting Members shall be:

[Set out who the voting (or full) members of the club are and what, if any the requirements of membership of each category is. If you are a CASC all full members must have equal voting rights.]

- (i) people who participate or participated in playing rugby union (whether competitively or not) for or at the Club and who are over 18 years old ;
- (ii) coaches and/or officials who represent or represented the Club in that capacity;
- (iii) present or former administrators, volunteers or others who have suitable qualities to promote the objects of the Club.

Those described in i), ii) & iii) above shall be known as “Full Members” and who are admitted to the Club by the Board upon application in accordance with the Articles; and

- (v) individuals who have been elected as Life Members of the Club in accordance with Article **[31.2.5]**.

3. Non-Voting Members

The Non-Voting Members shall be:

- (i) people who participate in playing rugby union (whether competitively or not) for or at the Club and who are under the age of 18 and who are admitted to the Club by the Board upon application in accordance with the Articles (“Youth Members”);
- (ii) people who are taking part in ancillary activities in the Clubhouse or Grounds which the Board may from time to time approve (“Social Members”); and
- (iii) people who are past players and servants who wish to retain an association with the Club (“Vice Presidents”)

- (iv) any person first applying for membership, shall serve a 12 month probation period (“Probationary Member”). Upon completion of the probationary period the person will be eligible to apply for the appropriate Membership category.

4. Rights and Privileges of members

- 4.1 Voting Members are entitled (under the Articles of Association) to receive notice of, attend and vote at general meetings of the Club (either in person or through his proxy); propose and second candidates for election; receive all Club publications; and to such other membership rights as the Club in general meeting shall from time to time determine.
- 4.2 Non-Voting Members are entitled to receive all Club publications and such other membership rights as the Club in general meeting shall from time to time determine. They are not entitled to receive notice of, attend and vote at general meetings of the Club or propose and second candidates for election.
- 4.3 Voting Members and Vice Presidents are eligible to apply to the Club for International Tickets.

5. Entrance Fee

There shall be such entrance fee for members as the Board may from time to time resolve in accordance with the Articles.

6. Subscriptions

- (a) The annual subscription payable by members of the Club, subject to alteration as provided later in this rule, shall be set by the Board from time to time in accordance with the Articles.
- (b) The subscription year shall be from 1 September to 31 August inclusive in each year. Any change in subscription made by the Board will be notified to members by being included in any notice, newsletter, or similar document posted to the member by being addressed to him at his last known address, or by posting this information prominently on the Website, on or before 31 July next following after the decision to make the increase and will take effect on the first day of September following such notification.
- (c) Members admitted at any time during the year shall pay the full annual subscription/such proportion of the annual subscription as apportioned to represent the number of full months remaining in the subscription year.
- (d) In the event that a member’s membership is terminated for any reason, no refund of a subscription or entrance fee shall be payable unless the Board decides otherwise.

7. Expulsion of Members

The Board has power under the Articles to expel a member in accordance with Article [30].

8. Rules concerning provision of alcohol on the Club Premises

- 8.1 Purchase for the Club and supply by the Club of intoxicating liquor must be in the absolute discretion of the Management Committee (*provided these are all elected by the Members and over 18*).
- 8.2 If any member of the sub-committee for any reason ceases to be a Member, he automatically ceases to be a member of the sub-committee, and another Member must be elected by the Members in his place.
- 8.3 The sub-committee must not in any way be restricted in freedom of purchase.
- 8.4 No one may at any time receive at the expense of the Club or any Member any commission, percentage or similar payment on or with reference to purchases of intoxicating liquor by the Club.
- 8.5 No one may directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Club to Members or guests apart from any benefit accruing to the Club as a whole and apart also from any benefit which a person derives indirectly by reason of the supply giving rise to or contributing to a general gain from the carrying on of the Club.

9. Guests

- 9.1 Any Member may introduce guests to the Club, and any player, coach, other team representative, match official or spectator attending the Club's premises (by invitation of the Club) who is not a Member shall be a guest of the Management Committee, provided that no one whose application for membership has been declined or who has been expelled from the Club may be introduced as a guest.
- 9.2 A Member introducing a guest and any person introduced as a guest of the Management Committee must enter the name and address of the guest together with the name of the introducer in a book which must be kept on the Club's premises.
- 9.3 No one may be admitted as a guest on more than five occasions in any calendar year.

10. Opening of Club premises

- 10.1 The Club is open between 10.00hrs and 23.59hrs on each day or at such other times or for such other periods as the Management Committee shall decide.

11. Permitted hours

The permitted hours for the supply of intoxicating liquor and provision of regulated entertainment shall be as permitted by the Club's Club Premises Certificate, currently:

Mondays to Sundays inclusive - 10.30hrs to 01.00hrs
Christmas Day - 12noon to 03.00hrs and 19.00hrs to 22.30hrs

12. Club Colours

The Club colours shall be predominately red and yellow horizontal bar shirts; navy shorts; red and yellow horizontal bar socks.

13. Club Motto

The Club Motto is "Spectemur Agendo". (Let us be judged by our actions).

14. Management Committee

The Management Committee shall consist of the following Officers:

Chairman*

Treasurer*

Secretary*

Development Secretary

Youth Section Representative (to be nominated by the Youth Section. The Nominated person must be a Voting Member of the Club)

Women's Section Representative (to be nominated by Women's Section. The Nominated person must be a Voting Member of the Club)

Assistant Treasurer

Assistant Secretary

Club Captain

Chairman of Playing & Selection

Positions marked with * will automatically hold the position of Director.

The Committee will have the power to fill any vacancies should they arise and to co-opt members should they feel it appropriate. A person co-opted shall be entitled to vote at a meeting of the Management Committee. A quorum of the Committee shall be 5 members.

15. Playing & Selection Sub-Committee

15.1 Playing & Selection Sub-Committee shall consist of Chairman of Playing & Selection, all team captains and/or vice captains, Club Coach, Match Secretary and Club Chairman.

15.2 Disciplinary Sub-Committee shall consist of Club Chairman, Chair of Playing & Selection, Club Captain and the captain or vice captain of the team in which an incident occurred. For non playing issues the latter will be replaced by a member of the Management Committee. A meeting should be convened at the earliest opportunity following the incident. This Sub-Committee will have the authority to impose such penalties as it deems appropriate and pending any penalties imposed by the Constituent Body or the RFU. Any appeal against the penalties imposed by the Sub-Committee must be in writing.

16. Club Coach

The Club Coach will be appointed or removed by the Management Committee. The Management Committee may negotiate a reasonable financial reward for the services of the Coach.

17. Interpretation of the Rules

The interpretation of the rules shall be the prerogative of the Board.