

WHITECRAIGS RUGBY CLUB

CONSTITUTION AND RULES

8th May 2018

1 Name of the Club

- 1.1 The Club shall be called the **WHITECRAIGS RUGBY CLUB** (hereinafter referred to as "*the Club*"). The playing fields and Clubhouse shall be situated at West Lodge, 199-201 Aurs Road, Newton Mearns, Glasgow G77 6PX.

2 Relationship to Whitecraigs Rugby Club Limited (hereinafter referred to as "*the Company*")

- 2.1 The Club are tenants of the Company for the use of the Clubhouse and outdoor facilities. The Club shall pay a licence fee for such use and the amount shall be determined between the Company and the Club on a regular basis.
- 2.2 All Heritable Property shall belong to the Company. All Leases to tenants and the operation of the bars shall be the sole responsibility of the Company.

3 The Aims and Objects of the Club

- 3.1 The Club shall be a non-profit making organisation. All profits and surpluses shall be used to maintain or improve the facilities of the Club.
- 3.2 The objects of the Club shall be:
- a) To promote and encourage the playing of rugby football in accordance with the laws of the Scottish Rugby Union.
 - b) To promote and encourage the playing of squash in accordance with the laws of Scottish Squash Limited.
 - c) To promote and be an active participant of the Newton Mearns Community Sports Hub.
 - d) To promote any form of sporting activity, fete, display, or other entertainment, which will assist in fostering and maintaining the social side of the Club.
 - e) To raise funds for the purposes of maintaining and developing the playing fields and clubhouse and generally of expanding the facilities available to the members.

4 Membership

4.1 All categories of Membership, corresponding Joining Fees, if any, Subscriptions and the disciplinary process of the Club for all categories of membership are detailed in the membership policy document held by the Honorary Secretary and can be viewed on the Club website www.whitecraigs.org.

4.2 The Club shall endeavour to ensure that no person receives less favourable treatment on the basis of, nor suffer disadvantage by reason of:

- Age
- Class or socio-economic status
- Ethnic origin, nationality (or statelessness) or race
- Gender (including gender re-assignment)
- Sexual orientation
- Marital or civil partnership status
- Disability (including mental or physical disability)
- Political belief
- Religious belief (including absence of religious beliefs)

4.3 Only those members whose joining fees, if any, and/or monthly/annual subscriptions presently due by them to the Club, have been paid up to date, shall have the right to vote at General meetings and stand for election to the General Committee, with the exception of Country members and members Under 18 years of age who shall not have any such rights (hereinafter referred to as "*voting members*").

5 Office Bearers, Committees and Management

5.1 General Committee

5.1.1 With the exception of those items pertaining to Heritable Property belonging to the Company, Leases to tenants or the operation of the bars, which are the responsibility of the Company, the business and affairs of the Club shall be under the management of the General Committee comprising of the following Executive members; President, Vice-President, Honorary Secretary and Honorary Treasurer and the following non-Executive members; Rugby Captain, Squash Captain, Youth Rugby Representative, Membership Convenor, Sponsorship Convenor, Social Convenor, House and Grounds Convenor, representatives from the Company and others required to attend from time to time by the President.

5.1.2 Five (5) members, of which two (2) must be Executive members, shall form a quorum for the General Committee.

- 5.1.3** The General Committee shall meet for the despatch of business, adjourn and otherwise regulate their meetings as they think fit but at least nine (9) meetings must be held per year. At no time shall there be an interval exceeding six (6) weeks between any two meetings of the General Committee except that no meetings need be held in the months of June and July provided that the resultant interval between meetings does not exceed three (3) months.
- 5.1.4** The General Committee shall have the power to appoint all Sub-Committees. Executive members of the General Committee shall be ex-officio members of all Sub-Committees.
- 5.1.5** All members of the General Committee shall be voting members of the club, elected or re-elected at the Annual General Meeting, with the exception of the Rugby Captain and Squash Captain who shall be elected by their respective sports section and ratified at the Annual General Meeting.
- 5.1.6** Any voting member of the Club, may stand for a General Committee post by submitting his/her nomination in writing to the Honorary Secretary not later than seven (7) days prior to the Annual General Meeting, supported by a Proposer and Secunder who must also be voting members. In the event that more than one nomination is received for any General Committee post then a vote will be taken at the Annual General Meeting.
- 5.1.7** The General Committee shall have the power to fill any vacancy in any committee or sub-committee occurring during the year with any voting member of the Club.
- 5.1.8** Any Deed, Instrument or other Document, to which the Club is a party, shall be sufficiently executed on behalf of the Club if it is signed by any two (2) Executive members of the General Committee. This excludes any Deed, Instrument or other Document dealing with Heritable Property, Leases to tenants or ones dealing with the operation of the bars, which are the responsibility of the Company.
- 5.1.9** The Honorary Secretary and Honorary Treasurer shall be empowered to sue for, recover and discharge all debts due to the Club. No member shall be at liberty to make any disbursements or incur any debt whatever in the name of or on behalf of the Club without the authority of the General Committee.
- 5.1.10** The General Committee shall have the power to act on behalf of and in the best interests of the Club, as they deem necessary to be expedient or convenient for the proper conduct and management of the Club.

6 Meetings

6.1 General Meetings

6.1.1 The Chairman of the meeting shall be the President, failing whom the Vice President, failing whom any voting member appointed by the Meeting. The Chairman, in event of an equality of votes, shall have a casting vote as well as a deliberative vote. Ten (10) voting members shall form a quorum and, unless otherwise herein provided, a simple majority shall prevail.

6.1.2 Voting shall be conducted in such a manner as the Chairman of the meeting may consider most convenient. Votes may be given personally or by proxy whether on a show of hands or by ballot. The instrument appointing a Proxy (who shall be a voting member of the Club) shall be in writing under the hand of the Appointer and shall be given to the Honorary Secretary not less than twenty-four (24) hours before the meeting.

6.1.3 The Honorary Secretary, or nominated deputy, shall keep Minutes of all meetings and shall conduct the general correspondence of the Club.

6.2 Annual General Meeting

6.2.1 The Annual General Meeting of the Club shall be held during the month of May or as soon as possible thereafter at the discretion of the General Committee.

6.2.2 The Honorary Secretary shall give members one month's notice of the date of the Annual General Meeting together with notice of the last day for receiving nominations for election to the General Committee and ratification of the proposed Rugby Captain and Squash Captain, by posting a notice on the Notice Board in the Clubhouse and posting a notice electronically on the Club website. All nominations must be in the hands of the Honorary Secretary not later than seven (7) days before the date of the Annual General Meeting of the Club and when received shall be posted on the Notice Board in the Clubhouse and posted electronically on the Club website. .

6.3 Extraordinary General Meeting

6.3.1 An Extraordinary General Meeting of the members may be called at any time as deemed necessary by the General Committee or shall, on the written request of ten (10) voting members, be convened by the Honorary Secretary. The Honorary Secretary shall give members seven (7) days' notice of said meeting by posting a notice on the Notice Board in the Clubhouse and posting a notice electronically on the Club website.

- 6.3.2** The business of the meeting shall be specified in the notice calling the Meeting and that business alone shall be transacted at the Meeting.
- 6.3.3** One month's notice of any proposed amendment or alteration of the Constitution and Rules shall be given in writing by the Honorary Secretary who shall specify such proposed amendment or alteration by posting a notice on the Notice Board in the Clubhouse and posting a notice electronically on the Club website.

7 Accounts

- 7.1** The Honorary Treasurer shall keep regular and distinct books recording receipts and payments of all monies belonging to the Club. At the close of each financial year he/she shall prepare a Statement of Accounts showing the income and expenditure of the Club for that year and the assets and liabilities of the Club at year end.
- 7.2** The Honorary Treasurer shall have his/her Statement of Accounts duly audited and shall submit the audited Statement of Accounts together with his/her report thereon at each Annual General Meeting.
- 7.3** An Auditor shall be appointed at the Annual General Meeting each year.

8 Assets, Effects and Monies

- 8.1** The assets, effects and monies of the Club shall belong to the members equally among them during the term of their membership but the right and interest of every member shall be personal and limited to himself/herself and shall expire with his/her membership and shall not be assignable or arrestable or pass to his/her heirs or executors.
- 8.2** If, upon the winding up or dissolution of the Club there remains after the satisfaction of all the Club's debts and liabilities any assets whatsoever, the same shall be given or transferred to some other organisation or organisations having objects (i.e. aims and activities) similar to the objects of the Club. Such organisation or organisations to be determined by a majority of three quarters of the voting Members present at a General meeting at or before the time of dissolution, and in so far as effect cannot be given to such provision then to some charitable objects.

9 Liability of Members

- 9.1** A majority of three quarters of voting Members present at a General meeting of the Club shall have the power to assess the whole of the Members of the Club for payment of such sum equally as may be considered necessary for liquidating the obligations of the Club. Any such member failing to make payment of his/her share of the said assessment within one month of the date of the notice demanding payment of same shall cease to be a member of the Club. His/her name shall be struck off the roll of members, but he/she shall remain liable for his/her share of the said assessment.

9.2 Members shall be held personally liable for any loss of or damage to the Premises, Assets and Effects of the Club or the Company occasioned by any wilful act or negligence on their part or on the part of their guests.

10 Constitution and Rules

10.1 The Constitution and Rules of the Club shall not be altered except at an Annual General Meeting or an Extraordinary General meeting called for that purpose and then only by a majority of three quarters of voting Members present.

11 Child Protection/ Safeguarding

11.1 The Club complies with the requirements of the current Scottish Rugby Union (SRU) Child Protection Policy / Safeguarding, a copy of which is held by the Child Protection Officer and the Honorary Secretary and can be viewed online on the Club website.

11.2 All coaches of members Under 18 years of age must have certification under the Protection for Vulnerable Groups (PVG) 2007 Act, records of which are held by the Child Protection Officer and a copy held by the Honorary Secretary.

12 Data Protection

12.1 The Club complies with the requirements of the General Data Protection Regulation (GDPR) (EU) 2016/679 and has a GDPR Data Protection Policy which is held by the Honorary Secretary.

13 Privacy Protection

13.1 The Club has a Privacy Policy which is held by the Honorary Secretary and can be viewed online on the Club website.