

CONSTITUTION OF PENICUIK R.F.C.

- 1 The Club shall be named Penicuik Rugby Football Club.
- 2 All correspondence shall be addressed to Penicuik Rugby Football Club, Penicuik, Midlothian.
- 3 The objects of the club shall be:
 - a To promote interest and participation in the game of Rugby Union Football.
 - b To encourage social and recreational activities among club members.
- 4 Membership of the club shall be open to all and no application will be refused other than on reasonable grounds. There will be no discrimination on grounds of race, occupation, gender, religion or political persuasion.

Membership of the club shall be divided into the following classes:

- a Full Members who shall include all playing members of the club, former playing members of the club who wish to apply for full membership and members whose application for full membership has been approved by the Executive Committee of the Club in terms of Clause 5. Full membership will only be open to persons who have attained the age of 18 years.

The assets and liabilities of the club shall belong to the Full Members equally among them.

The partner of a Full Member and/or their dependants under the age of 18 each resident at the home address of the Full Member shall be afforded Joint or Junior Membership respectively, valid for the duration of his/her membership upon request.

- b Patrons, who shall not be entitled to vote at Annual and Special General Meetings, nor serve on the General Committee of the Club. The number of Patrons shall not exceed forty per cent of the total membership.
- c Joint Members, who shall be partners of a Full Member, named on the Full Member's membership forms. Joint Members shall enjoy the same privileges of Club Membership as their Full Member partner, save for voting rights.
- d Junior Members, who shall be playing members of the Club who have not attained the age of 18 years.
- e Temporary Members being players and officials of visiting teams.

- f Life Members who, on account of their outstanding achievements in the game of Rugby Union Football in general, or in recognition of their distinguished service to the Club in particular, have Life Membership conferred upon them at an Annual General Meeting or Special General Meeting called for that purpose. A recommendation to confer Life Membership shall only be made by the Executive Committee and shall only become effective if carried by a majority vote of two thirds of the voting members present at the Meeting.

Full members and Life Members shall be the only class of members entitled to vote at Annual and Special General Meetings. However, in the absence of a Full Member, their Joint Membership partner may cast a vote on their behalf.

Full Members and Life Members shall all be permitted to stand for election to the General Committee of the Club. In addition, Joint Members may also stand for election to the General Committee but both Full and Joint Member from a single membership may not both stand for election in the same year.

Should nominations not be received for any position on the General Committee, the Executive Committee shall appoint a Club Member (Full, Life or Joint) to fulfil the role at the earliest practical opportunity. Under these circumstances, the restriction on Full and Joint Members from a single membership shall not apply. However, the club accounts may not be operated by two individuals from a single membership.

Every member of the Club shall be expected to assist the General Committee in the running of the Club when called upon to do so.

- 5 Applications for membership shall be made to the Secretary on the appropriate form which shall then be displayed on the Club's notice board for at least seven days prior to consideration by the Executive Committee. An interval of at least two weeks shall elapse between receipt of an application and its consideration by the Executive Committee who shall have power to grant or refuse such application.
- 6 Minimum subscriptions, payable by 30th September in each year, shall be such amounts as shall be specified in the Bye Laws of the Club for each category of Membership.

A General Meeting of the club, called with due notice, shall have power to vary such subscriptions. The Executive Committee shall have power to vary the subscription of any member. The Temporary Members before mentioned shall not be required to pay any annual subscription but they shall be entitled to full use of the facilities of the club.

- 7 a A General Committee which shall be responsible for the conduct of the affairs of the Club shall be formed and will comprise the following:-

President, Vice-President, Secretary, Treasurer, Bar Manager, Social Organiser, Match Secretary, Fund Raiser, Rugby Convenor, Club Captain, Youth Organiser, Young Player Representative and one other member.

The Young Player Representative shall be a Full Playing Member of the Club less than 26 years of age at the date of election.

- b An Executive Committee which shall be responsible for the day-to-day running of the Club shall be formed and will comprise the following:

President, Vice-President, Rugby Convenor, Secretary, Treasurer, Young Player Representative and the other member referred to in 7a.

All members of the General Committee will be elected at the annual general meeting of the Club, shall serve for a period of one year, and shall be eligible for re-election. No one person shall hold two elected General Committee Positions at the same time.

- c An Administration Committee shall be formed and will comprise the following:

Vice-President (as Convenor), House Manager, Bar Manager, and Social Organiser.

- d A Rugby Committee shall be formed and will comprise the following:

Rugby Convenor, Youth Organiser, Club Captain, Club Coaches and Match Secretary.

First Fifteen and Age Group Coaches to be agreed with the Rugby Convenor, Rugby Convenor, Youth Organiser and Club Captain, approved by the Executive Committee.

The Treasurer may appoint a Membership Secretary to assist with the collection of subscriptions.

- 8 a The General Committee shall meet monthly to discuss all matters relevant to the Management of The Club.
- b The Rugby Committee will meet monthly.

A quorum for meetings of the General Committee shall be seven; for meetings of other Committees a quorum shall be three.

The President shall chair meetings of the Executive and General Committees. In his absence, the Vice-President, who failing the Rugby Convenor, shall act on his behalf.

In the event of a member of the General Committee relinquishing office in the course of the year, a successor will be appointed by the Executive Committee

- 9 The General Committee or the Executive Committee may establish sub-committees at their discretion. Such sub-committees will be established for a specific purpose and the Convenor shall report progress to the General Committee or Executive Committee as required. The membership of such sub-committees shall be not less than three.

The President shall be ex officio a member of all the Club's Committees and sub-committees.

All other members of the Executive Committee are entitled to attend and speak (but not vote) at meetings of any Club Committee or sub-committee of which they are not already members by virtue of para 7.

- 10 No Office-Bearer of the club nor any member of the General Committee nor any manager or servant employed in the Club shall have any personal interest in the sale of alcoholic liquor within the club premises or in profits arising from such sale.
- 11 No alcoholic liquor shall be sold or supplied to any person under the age of eighteen, whether a member of the club or not.
- 12 No visitor shall be supplied with alcoholic liquor in the club premises unless on the invitation and in the company of a member.

Upon the admission of any visitor to the club premises or immediately on his being supplied with alcoholic liquor, the member who has invited him shall enter his own name and the name and address of the visitor and the date of the visit in the Visitors Book which shall be kept for such purpose.

Temporary membership will be afforded to visiting teams and officials of a sporting and recreational nature on the day the event takes place.

No member may introduce more than 5 visitors on anyone day.

- 13 No alcoholic liquor shall be sold or supplied in the club premises for consumption off the premises.

The club opening hours shall conform with the current Licensing Act in force at the time or such hours as may be determined by the Executive Committee within the framework of the Act.

- 14 Every member shall be deemed to be acquainted with the Rules of the club and it shall be the responsibility of every member to ensure compliance therewith.
- 15 The club shall make provision for an Annual General Meeting to be held in June of each year or on such date as may be decided by the Executive Committee.
- 16 Notice of the Annual General Meeting shall be intimated at least fourteen days before the date of the Meeting.

Each member shall have the right to request a paper copy of notification of Annual General Meetings and Special General Meetings by submitting such request to the Club Secretary in writing or by email or by indicating that preference on the membership details form submitted with payment of annual subscriptions.

Due notice of Annual and Special General Meetings shall be considered to have been given in the event of:

(a) A suitably worded article being posted for public view on the front page of the club web site.

and

(b) A suitably worded email being sent to the Club members' mailing list.

and

(c) A printed copy of the notice being posted on the main club noticeboard within the clubhouse.

and

(d) Printed copies of said notice being dispatched to Club members that have requested such paper notification.

- 17 A Special General Meeting may be called:
 - a at the discretion of the Executive Committee or General Committee.
 - b by a written request signed by not less than 10 (ten) full members.

- 18 At least fourteen days' notice of a Special General Meeting shall be given to the Full Members and the Meeting shall confine itself to the business specified in the notice.
- 19 The Financial Year shall end on 30th April each year and the Treasurer shall submit a financial statement duly audited, showing income and expenditure. The books and accounts, showing the cash intromissions of the Treasurer, shall be made available on request for inspection at the Club's premises.
- 20 The Bank Account shall be in the name of Penicuik Rugby Football Club and shall be operated by any two of the following Office-Bearers, namely, President, Secretary or Treasurer or Bar Manager.

In the event of the Club deciding to wind up its activities, the club General Committee holding office at the time shall recommend the method of disposal of funds or property remaining after satisfaction of all the Club's debts and liabilities. Such recommendation should be that such funds or property be transferred to some other organisation(s) having either objectives similar to Penicuik Rugby Football Club or, failing that, some other charitable objectives. Their decision shall be submitted to the Full Members at the Annual General Meeting for approval.

- 21 Any proposal to undertake new activities shall be ratified at the Annual General Meeting.
- 22 Any alterations or additions to the Constitution shall only be made at an Annual General Meeting or at a Special General Meeting called for that purpose. Such alterations or additions shall only become effective if carried by a majority vote of two-thirds of the voting members present at the meeting. Notice of alteration or amendments to the Constitution shall be made in writing and must be in the hands of the Secretary at least seven days prior to the date of the Annual General Meeting.
- 23 Any disciplinary action required in the interests of the club and the game against a member or groups of members shall be dealt with by the Executive Committee.

No member of the club whose membership has been terminated by the club will be allowed to be admitted as a visitor to the club.

- 24 All deeds and other writings granted by the club shall be sufficiently authenticated by being signed by the President, Secretary and Treasurer and attested by two witnesses.
- 25 The General Committee shall have power to borrow money with or without pledging any of the assets of the club as security for any purpose which the General Committee consider will further the objects of the club.

