

DEVIZES RUGBY FOOTBALL CLUB

Affiliated member of
Dorset & Wilts. RFU



Member of the RFU
and England Rugby

STANDING ORDERS

*[In the event of a conflict with any other provisions,
the Articles of Association take precedence]*

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General Powers and Objects

1. The powers of Devizes RFC Limited ("the Club") are set out in and contained by its substituted Articles of Association, which define its Objects as being:-

- to provide rugby union, social and other activities and generally to encourage and facilitate the playing of rugby football;
- to provide and maintain club premises at The Sports Club, London Road, Devizes, Wiltshire SN10 2DL;
- to promote, improve, develop and support the interests of rugby union;
- to offer such other benefits to its members as it shall think fit;
- to obtain funding for the activities of the Club by collecting entrance fees, membership subscription, and match fees, by obtaining sponsorship and other available funding, and through the sale of merchandise and other goods produced by the club or related to the activities of the Club;
- to promote amateur rugby within the Club;
- to affiliate to the RFU (through the membership of the Club's nominee to the RFU, such nominee to be the Secretary or another officer of the Club approved by the RFU) and to affiliate to the Constituent Body designated to it by the RFU;
- to comply with and uphold the rules and regulations of the Constituent Body, the RFU (or England Rugby) and the IRB (or World Rugby) as amended from time to time and the rules and regulations of any body to which the RFU is registered or affiliated;
- to acquire, establish, own, operate and turn to account in any way the rugby union facilities of the Club together with buildings and easements, fixtures and fittings and accessories as shall be thought advisable;

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- to make rules, regulations, bye-laws and standing orders concerning the operation of the Club including without limitation regulations concerning disciplinary procedures that may be taken against the members;
- to discipline the members where permitted by its Rules and to refer its members to be disciplined by the RFU or the Constituent Body (as appropriate) where so required by the rules and regulations of the RFU or the Constituent Body (as the case may be);
- to undertake and execute charitable trusts relating to the activities of the Club;
- to make donations or offer support to rugby union clubs which are charities or community amateur sports clubs; and
- to do all such other things as the Board thinks fit to further the interests of the Club or to be incidental or conducive to the attainment of all or any of these objects.

2.1 All authority vests in and is exercised by the Directors' Management Board ("the Board") which must meet at least 6 times a year, is responsible for the management of the Club's business and may exercise all the powers of the Club. But under Article 6.1 the Board may delegate any of its powers to such person or committee, by such means, to such an extent, in relation to such matters or territories, and on such terms and conditions as it thinks fit.

2.2 All actions and/or proceedings taken under such delegated powers must be reported back to the Board in due time.

3.1 Sub-committees to which the Board delegates any of its powers must follow the same procedures as the Board in taking decisions or voting; and the quorum for meetings of any Sub-committee is five. However the Board may make express rules as to the procedures and quorum of any particular Sub-committee, which rules will then prevail over the Articles.

3.2 All Board and Sub-committee decisions must be either unanimous or a majority vote. In the event of a tied vote the person acting as the chairman of that meeting has a casting vote, which should normally be cast against the proposal under consideration and so as to maintain things as they are.

4. In exercise of its power so to do, the Board has approved the Standing Orders and rules or regulations, policies and procedures that follow.

ADMINISTRATIVE STRUCTURE

The administrative structure and the key areas of responsibility are set out in general terms in Appendix 1.

COMMITTEE MEETINGS

"Management Board" means: the President, Chairman, Vice Chairman, Secretary, Treasurer and Sports Club Representative';

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- “Club Committee” means: the Management Board plus: the Chair of the Junior Section, the Chair of the Ladies Section and the Director of Rugby (or their nominated substitutes);
- “Sub-committees” means: the Junior Section; the Ladies’ Section; the Senior Men’s Rugby Section.

The two-monthly cycle operates thus: -

- July - Management Board meets; and Sub-committees met separately
- August - Club Committee meets
- Sept’ - Management Board meets; and Sub-committees met separately
- Oct’ - Club Committee meets
- Nov’ - Management Board meets; and Sub-committees met separately
- Dec’ - Club Committee meets
- Jan’ - Management Board meets; and Sub-committees met separately
- Feb’ - Club Committee meets
- March - Management Board meets; and Sub-committees met separately
- April - Club Committee meets
- May - Annual General Meeting (followed immediately by Club Committee).

Management Board and Club Committee meetings are normally convened by the Club Secretary. Meetings of the Sub-committees are normally convened by the Chair of the Junior Section, the Chair of the Ladies Section or the Director of Rugby respectively.

Whereever possible, all meetings are convened on 2 business days’ by notice in the form of an Agenda accompanied by written reports and other documents to be considered at the meeting.

The quorum for meetings (other than the AGM) is five; but, exceptionally, in cases of emergency, in the absence of a full quorum business may be conducted on a conditional basis provided it is then ratified at the first quorate meeting thereafter.

Resolutions put forward for discussion must be proposed and seconded before any vote is taken thereon; and if an amendment is proposed then that amendment should be voted on first. Any resolution is passed by a simple majority vote; in the event of a tied vote, the Chairman of the meeting may cast a second vote, but this would normally be cast to retain the *staus quo ante*.

Minutes of meetings should be recorded in writing and filed with the Club Secretary not less than 5 business days before the next Management Board or Club Committee meeting. Minutes should be retained for at least 7 years and kept in an archive that is readily accessible in the event of a change of personnel.

Annual General Meeting

1. Once a year the Club has to convene an Annual General Meeting (“AGM”) on notice to the members in order to
 - 1.1 receive the Club’s account, which have to be approved and then filed at Companies House and with HMRC
 - 1.2 receive a report on the activities of the club since the last AGM
 - 1.3 appoint auditors

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- 1.4 elect the President, Chairman, Vice Chairman, Secretary, Treasurer and the other Elected Directors
- 1.5 consider whether to sanction any duly proposed and properly seconded alteration in the Rules
- 1.6 transact any other business properly brought before the AGM.
2. For the sake of good administration and governance, the Management Board has resolved that:-
 - 2.1 the AGM should be held on the third Friday in May, whenever possible, and that a Calling Notice should be sent out at the beginning of March, inviting nominations for election;
 - 2.2 all nominations and any motion or business a voting member would like to have discussed at the AGM should be notified by the proposer to the Club Secretary in writing by 31 March, duly seconded by another voting member;
 - 2.2 the Club Secretary should give members at least 10 clear business days' notice of the AGM in writing, which may be given by posting notice of the same in the Sports Club, on the Club Website, or on Social Media, or by email, or fax or post.