

Battersea Ironsides R.F.C.

REGULATIONS

Version:

Version	Author	Date	Notes
1.0	Steven Wood	15 November 2006	Initial Draft
1.1	Steven Wood	28 March 2007	Review
2.0	Aubrey Botsford	3 April 2009	Revised draft as backup to "Rules of BIRFC Ltd"
3.0	David Kinch	18 February 2010	
3.1	Aubrey Botsford	2 March 2010	Sent to DK and DGH for comment
3.2	David Gardiner-Hill	3 March 2010	
3.3	Aubrey Botsford	15 March 2010	Following DGH comments: sent to DK and DGH for final comments. Key changes/decisions: "Youth" for "Junior"; Youth defined as under 18; right of veto for Minis/Youth chairs in committee; protection of sections moved to Finance
3.4	Aubrey Botsford	21 April 2010	Following meeting (AB, DGH, DK) 19 April 2010
3.5	David Kinch	23 April 2010	
3.6	David Kinch	10 May 2010	Incorporating seniors' comments

CONTENTS

CONTENTS	2
INTRODUCTION	3
REGULATIONS OF BIRFC	4
1. <i>Membership Categories</i>	4
2. <i>Sections within the Club</i>	5
3. <i>Subscriptions</i>	5
4. <i>General meetings</i>	6
5. <i>Officers and Committee</i>	6
6. <i>Finance</i>	8
7. <i>General</i>	8
8. <i>Changes to Regulations</i>	8

INTRODUCTION

BIRFC Ltd is an Industrial and Provident Society and its constitution is set out in a set of rules which can only be changed with approval of the members of the club.

The Club is run by a committee elected in accordance with the Rules. The Committee has power to adopt regulations dealing with the management, organisation and administration of the Club, which is the purpose of these Regulations. If a subject is adequately covered in the Rules, it will not be further discussed in the Regulations. The Regulations therefore should always be read together with the Rules.

Copies of the Rules and the Regulations may be viewed on the Club's website.

REGULATIONS OF BIRFC

1. Membership Categories

- 1.1 In accordance with Rule 6.2 there shall be the following categories of membership:

Category	Definition
Playing Member	A person who participates in playing rugby union (whether competitively or not) for or at the Club and who is over the age of 16 on 1 September
Family Member	A parent or guardian of a Junior Member (as defined in regulation 1.3 below) provided that each such member shall be entitled to only one vote notwithstanding that he or she may be the parent or guardian of more than one Junior Member
Social Member	A person who has attained the age of 18 years who does not participate in playing rugby union

- 1.2 Playing Members, Family Members and Social Members are all voting members and all such Members are entitled to stand for election as officers of the Club.
- 1.3 In accordance with Rule 6.7 there shall be a class of Junior Members which shall comprise people who participate in playing rugby union (whether competitively or not) for or at the Club and who are under the age of 18 on 1 September and who are admitted to the Club in accordance with the Rules. Junior Members shall not be entitled to vote. The Parent or Guardian of each Junior Member under the age of 16 shall be required to join the Club as a Family Member.
- 1.4 On reaching the age of 16, a Junior Member may elect to become a Playing Member by so notifying the Chairs of the Youth and Adult sections in writing. In the absence of such notification, the Member shall remain a Junior Member.
- 1.5 Voting Members are entitled (under the Rules) to receive notice of, attend and vote at general meetings of the Club; 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.
- 1.6 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 or vote at general meetings of the Club or propose and second candidates for election.

2. Sections within the Club

- 2.1 The Club shall comprise three playing sections:
- (a) an Adult (or Senior) section (for Playing Members);
 - (b) a Youth section (for Junior Members aged over the age of 12 and under the age of 18 on 1 September in the relevant year); and
 - (c) a Minis section (for Junior Members under the age of 12 on 1 September in the relevant year).
- 2.2 Each section shall be administered by a sub-committee elected by the Members in the relevant Section and shall, subject to the Rules and these Regulations, have such autonomy in relation to the conduct of its affairs as the Committee shall decide.

3. Subscriptions

- 3.1 Each section of the Club shall be entitled to determine the level of subscription payable by its Members (subject to such minimum as may be determined by the Committee). The proportion of the subscription payable by each Member to be retained for the use of the section to which such Member belongs (or to which the Parent or Guardian belongs in the case of a Junior Member) and the proportion to be applied for the use of the Club as a whole shall be agreed by the Committee not less than two months before the beginning of the subscription year.
- 3.2 The subscription year shall be from 1 September to 31 August inclusive. Any changes in subscriptions payable shall be notified to Members by being included in any email message, notice, newsletter or similar document sent to the Member at his/her last known address, and by posting this information prominently on the Club 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.
- 3.3 Members admitted at any time during the year shall pay the full annual subscription applicable to the section to which they belong, except that Members admitted after 1 January may pay 50% of the full annual subscription or such other amount as the sub-committee of the relevant section shall determine.
- 3.4 If Membership is terminated for any reason, no refund of a subscription fee shall be payable unless the Committee decides otherwise.
- 3.5 Subscription fees shall normally be paid in full in advance. Subject to the agreement of the Committee, each section may allow or require alternative arrangements.
- 3.6 A Playing Member who is in full-time education or unemployed shall be entitled to such lower level of subscription as the Committee shall determine.

4. General meetings

- 4.1 The secretary shall convene the Annual General Meeting as soon as practical after the end of the playing season, or after the last league or competition fixture for any Club team.
- 4.2 No alcohol may be served prior to or during the AGM, should the meeting be held on licensed premises.
- 4.3 A candidate may, if he/she has a good reason and with the knowledge and consent of the secretary, be absent from the AGM.
- 4.4 All other matters for discussion shall be submitted to the secretary, in writing, at least 21 days prior to the meeting and distributed to the membership, in writing, at least 14 days prior to the meeting.

5. Officers and Committee

- 5.1 The interpretation of the Regulations shall be the prerogative of the Committee.
- 5.2 The Committee may create sub-committees on such terms as it shall from time to time decide. The membership and terms of reference of such sub-committees shall be published on the Club website.
- 5.3 The Committee shall include the following officers:

Title	Roles and responsibilities
President	Acts as ambassador for the Club, representing the Club at external meetings as appropriate Assists with recruitment where necessary May be required to undertake interviews with the media
Chair	May also hold any other office except that of President, Secretary or Treasurer Chairs meetings of the Committee Sets agenda and controls discussions in Committee meetings Between Committee meetings, makes decisions in consultation with other officers Plays an executive role as the principal officer throughout the year Can act as point of reference for external agencies, in conjunction with the Secretary Ensures all Club sub-committees meet regularly

REGULATIONS OF BATTERSEA IRONSIDES RFC

Title	Roles and responsibilities
Secretary	Principal administrative officer - the main link between members, committees and outside agencies First point of contact for an outsider Writes agendas and minutes Club meetings
Treasurer	Should be financially qualified Prepares and sets budgets, controls costs Collects subscriptions Administers Club accounts, reporting to external bodies as necessary Appoints auditors if necessary Pays registration fees Organizes section treasurers if necessary and collates all fees Prepares income and expenditure accounts and cash-flow forecasts
Chair, Youth section	Chairs Youth section and is responsible for all elements of the section Represents Youth section in Committee Encourages and supports coaches to develop youth players Link between parents and Club Can act as schools development officer if none exists
Chair, Minis section	Chairs Minis section and is responsible for all elements of the section Represents Minis section in Committee Encourages and supports coaches to develop minis players Link between parents and Club Can act as development officer if none exists

- 5.4 The quorum for meetings of the Committee shall be five. If either:
- (a) a matter affecting the finances of the Club which involves expenditure of more than £1,000; or
 - (b) a matter directly affecting any section in particular is on the agenda,

the quorum for that matter shall include the Chairs of all three sections or their designated representatives. This regulation may only be modified by special resolution of the Members passed in General Meeting.

6. Finance

- 6.1 Each section may maintain a separate bank account into which subscriptions payable by such section's Members shall be paid. The Committee shall determine how the Club's aggregate funds are to be used.
- 6.2 No matter either:
- (a) affecting the finances of the Club and which involves expenditure of more than £1,000; or
 - (b) directly affecting any section in particular,
- may be discussed by the Committee except in the presence of the Chairs of all three sections or their designated representatives. The Chair of each section or his/her designated representative shall have the right of veto over any measure significantly affecting the section by which he is appointed. This regulation may only be modified by special resolution of the Members passed in General Meeting.
- 6.3 All cash balances held by each section of the Club on the date on which the merger of the Senior Section with other sections took effect may be segregated and held in a separately designated bank account, operated by the relevant section, to be applied solely for the benefit of that section of the Club or as otherwise directed by a special resolution passed at a general meeting of members of the section concerned.

7. General

- 7.1 Purchase for and supply by the Club of intoxicating liquor shall be in the absolute discretion of a sub-committee of not less than four Members over the age of 18 who shall be nominated for that purpose by the Committee.
- 7.2 If any Member of the sub-committee for any reason ceases to be a Member of the Club, he/she shall automatically cease to be a Member of the sub-committee, and another member must be nominated by the Committee.
- 7.3 The sub-committee must not in any way be restricted in freedom of purchase.
- 7.4 Any Member may invite a guest or guests to accompany him/her to the Club's premises, provided that a person shall not be introduced as a guest on more than four occasions in any one year commencing on 1 September.

8. Changes to Regulations

Save where these Regulations require that a regulation may only be altered by special resolution of the Members passed in General Meeting, any regulation may be

REGULATIONS OF BATTERSEA IRONSIDES RFC

altered by the Committee. A copy of the Regulations as altered shall be made available to Members on the Club's website as soon as possible thereafter.