

Musselburgh Rugby Football Club



Constitution

Adopted on 25th August 1993 with Revisions 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14 and 15

Stoneyhill Farm Road
Musselburgh
East Lothian
Scotland GB
EH21 6RN

Phone: +44 (0)131 665 3435

Website: musselburghrfc.com

Twitter: [@MusselburghRFC](https://twitter.com/MusselburghRFC)

Instagram: [@musselburghrfc](https://www.instagram.com/musselburghrfc)

Facebook: [@Musselburghrugby](https://www.facebook.com/Musselburghrugby)

VAT No: 269 4465 18

Integrity

Respect

Inclusion

1. Name

The club shall be called -

Musselburgh Rugby Football Club

2. Address

All written correspondence to -

**Musselburgh Rugby Football Club
Stoneyhill Farm Road
Musselburgh
East Lothian
EH21 6RN
Scotland GB**

The club can also be contacted at its official web site –

www.musselburghrfc.com

3. Colours

The colours of the Club shall be -

Navy Blue and White hooped jerseys
Blue shorts and Red socks
The Women's rugby team jersey may also have
a Red stripe incorporated into the Navy Blue
and White hoops

4. Mission

Our mission is to promote, foster and develop the game of rugby in Musselburgh and the wider community and support all players, coaches and volunteers in their pursuit of excellence, whilst maintaining respect for the club's history and embracing our club's core values of Integrity, Respect and Inclusion.

Vision

We aim to be a thriving and welcoming community-based club for all regardless of age, disability, ability, gender, ethnicity, religion and sexuality. We will strive to provide an environment that allows individuals and teams to be the best that they can be and to develop in a safe, inclusive and fun environment.

5. Membership

- 5.01 **Honorary Life Member**, being persons who have contributed outstanding service to the Club or the game of Rugby Football and who have been elected to Honorary Life Membership by members of the Club present at an Annual General Meeting (AGM). Nominations for Honorary Life Membership proposed and seconded shall be delivered to the President not less than twenty-one days prior to the AGM.
- 5.02 **Honorary President**, being persons whose contribution to the club or the game of rugby football is to be recognised, proposed by the Board of Management and approved by the members of the club present at the AGM.
- 5.03 **Ordinary voting Members** comprising:

- a. Playing members over the age of 18 years on 1st September prior to the AGM.
- b. Playing Women and 3 XV Playing members over the age of 18 years on 1st September prior to the AGM.
- c. Non-Playing members resident in Scotland.
- d. Non-Playing members resident outside Scotland.
- e. Senior members aged 60 or over, who for a period of 5 years or more prior to attaining their 60th year, have held membership as in Articles 5.03a-d.
- f. One adult Family member representing Family Group Membership comprising 2 adults and 1 or more non playing children under the age of 18 years on 1st September prior to the AGM.
- g. Under 21's or Students over the age of 18 years of age on 1st September prior to the AGM.
- h. Patrons
- i. Gold Members

5.04 **Non-Voting members** comprising:

- a. Junior members under 18 years on 1st September prior to the AGM.
- b. Senior members aged 60 years and over who do not fulfil the criteria of Article 5.03.e

5.05 Membership is open to all and no application for membership will be refused on other than reasonable grounds. Candidates must complete an application form. There will be no discrimination on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, political or other opinion.

5.06 The amounts of annual membership subscription payable by 31st July for the ensuing year will be agreed, for each category, at the AGM. An annual membership card will be issued to each member on payment of their subscription or the first instalment of 12 monthly standing order payments and is not transferable. Non-playing gym users will be potentially subject to paying additional subscription fees.

5.07 Any existing member whose subscription is not paid by 30th September of the current financial year and in the case of a new member, within fourteen days of application for membership, will be debarred from playing, voting at all Club meetings and from using the facilities of the Club. Any past member or member in default due to non-payment is required to re-apply for membership.

5.08 Every member shall be deemed to be acquainted with the Constitution of the Club and it is the responsibility of each member to ensure compliance.

5.09 All matters of discipline in the Club will be governed by the Rules of the Disciplinary Procedures. The Rules will encompass the conduct of members, the implementation of all agreed Club policies relating to Child Protection, Drugs and other matters. A Panel appointed by the Board of Management will administer these Rules. The objective of the Disciplinary Rules and procedures is to obtain justice for all and to ensure that decisions are made in a fair, consistent, independent and prompt manner.

6. General Meetings (Annually and Extraordinary)

6.01 The AGM of the club will be held by the First Monday of June each year or on such other day as the Board of Management may determine, being not later than 10 days from that date. Notice of the AGM shall be intimated to all members at least twenty-eight days before the date of the meeting. The notice will include an Order of Business and, if available, the year's accounts.

- 6.02 Reports of the year's activities up to 30th April and a statement of the year's agreed accounts up to 31st March will be made at the AGM.
- 6.03 Thirty members, from membership classes 5.01, 5.02, and 5.03, shall form a quorum. Only membership classes 5.01, 5.02, and 5.03 shall be entitled to vote at the AGM and at any EGM. Non-voting members of class 5.04 shall be entitled to attend any General Meeting of the Club.
- 6.04 At any General Meeting of the Club and any Management meeting, decisions will be taken on the basis of a simple majority vote in favour of the proposal, except in matters relating to the Constitution, where any alteration will only become effective if carried by a majority vote of two thirds of the voting members present at the meeting. Members, duly proposed and seconded, wishing to stand for election for any office referred to in article 7.01 must declare their intention to the President not less than twenty-one days prior to the AGM. Nominations will be displayed on the Clubhouse noticeboard fourteen days before the AGM.
- 6.05 The positions of the Club Captain and Club Vice-Captain will be nominated by playing members at a previously convened meeting and these nominations will be placed before the AGM as recommendations for approval.
- 6.06 The Order of Business will be as follows:
- a. President's Report
 - b. Director of Rugby's Report
 - c. Treasurer's Report (Approval of Accounts)
 - d. Alterations to the Constitution
 - e. Subscriptions for Coming Season
 - f. Election of New Honorary Life Members and Election of new Honorary Presidents
 - g. Election of Board of Management
 - h. Election of Club Captain and Vice-Captain
 - i. Any Other Competent Business
- Competent business must fulfil the following criteria:
- a. Business or motions for determination must be made known to the President **twenty-one days** before the date of the AGM to allow publication on the Clubhouse Noticeboard fourteen days prior to the AGM for the information of all members.
 - b. Only business with content of an 'emergency' nature will be accepted as competent for inclusion within A.O.C.B. and any such business can only be considered if made known to the President prior to the AGM.
- 6.07 An Extraordinary General Meeting (EGM) may be called:
- a. At the discretion of the Board of Management
 - b. By a written request to the President signed by not less than 24 members having voting rights
- 6.08 At least fourteen days' notice of an EGM shall be given to the membership, and the meeting shall be confined solely to the business specified in the Notice. Any EGM of the Club will be fully reported by the President to the next AGM.

7. Board of Management

- 7.01 The Board of Management of the Club shall comprise the following eight positions and be augmented by a general committee appointed at the discretion of the Board:
- a. President
 - b. Vice President
 - c. Treasurer
 - d. Secretary
 - e. Director of Rugby
 - f. General Board Member: Values, Health, Wellbeing and Compliance
 - g. General Board Member: Youth Matters including Child Protection
 - h. General Board Member: Additional Tasks and Responsibilities
- 7.02 All Board Members will be selected, by ballot, by the members present at the AGM. They will hold office until the next AGM, when they will be eligible for re-election.
- 7.03 Should any position not be filled at the AGM the Board of Management will have the power to co-opt a member to fill that vacancy.
- 7.04 The President and any two of the other elected Board Members may conduct urgent business matters as they arise.
- 7.05 The Board of management will appoint the following personnel from the membership of the Club to facilitate the efficient running of the business affairs of the Club:
- a. Bar Convener
 - b. Sponsorship and Fundraising Manager
 - c. Marketing and Social Media Manager
 - d. Youth Representative
 - e. Mini Representative
 - f. Membership Secretary
 - g. Fixture Secretary
 - h. Child Protection Officer
- 7.06 These appointees will form an Executive Group which is delegated to meet as required and manage the operations of the Club. The Board of Management will retain principal and responsible control of the affairs of the Club and will require the Appointed Members to assist the Board by the submission of regular verbal reports, confirmed by written reports, on the activity and progress in their areas of responsibility.
- 7.07 The Chairperson of any Musselburgh RFC meeting will have a casting as well as a deliberative vote.

8. Organisation

- 8.01 The Board of Management and the appointed persons are responsible to the membership for defining, implementing and administering the policies and the aspirational strategies to take Musselburgh RFC to the upper levels of rugby in Scotland.
- 8.02 The Director of Rugby, responsible to the Board of Management, will develop and implement the aspirational strategies to take Musselburgh RFC to the upper levels of rugby in Scotland. The position also requires that the appointee ensure the appointment of suitable and efficient coaching staff, team selectors and personnel to manage fixtures for all age and playing levels within the Club.

- 8.03 The Treasurer, responsible to the Board of Management, will develop and implement the aspirational strategies to take Musselburgh RFC to the upper levels of rugby in Scotland. The position will encompass the organisation of Club administration and the efficient control and strategic development of Club finances.
- 8.04 The Marketing Manager, responsible to the Board of Management, will develop and implement the aspirational strategies to take Musselburgh RFC to the upper levels of rugby in Scotland. The appointee will ensure that every effort is pursued to explore all opportunities that can be exploited and developed will be to the maximum financial benefit of Musselburgh RFC.
- 8.05 The Bar Convener, responsible to the Board of Management, will develop and implement the aspirational strategies to take Musselburgh RFC to the upper levels of rugby in Scotland. The appointee must organise the management of all services to ensure that the Club will profit from the suitable, well run and cost-effective use of premises.
- 8.06 The Board of Management will have the power to co-opt one member, on a temporary basis, to fill a vacancy in their number or when, in the opinion of the Board of Management, their presence would be beneficial to the running of the burden of Club affairs.

9. Finance

- 9.01 The fiscal year of the Club shall be from 1st April to 31st March in the following year.
- 9.02 The treasurer shall be responsible for the management of all Club monies and accounts and the maintenance of accurate records of the financial affairs of the Club.
- 9.03 The Treasurer shall be required to present at the AGM a Statement of Accounts, duly agreed by a qualified accountant recognised by the Central Committee of Accounting Bodies. The agreed accounts of the Club will be displayed on the Club Noticeboard seven days prior to the AGM. The auditor of the Club accounts will be appointed each year at the AGM.
- 9.04 No bank or Building Society account shall be opened in the name of the Club without prior approval of the Board of Management of the Club. All Club monies will be deposited and kept in Bank/Building Society accounts in the name of Musselburgh RFC.
- 9.05 To ensure the smooth running of the Club such other supplementary accounts as may be deemed necessary may be opened with the approval of the Board of Management.
- 9.06 All cheques, greater in value than £500.00 drawn on the accounts of the Club must be signed by two persons, one of whom shall hold the office of President, Vice President, and any other member so authorised by the Board of Management. Electronic banking transactions can be processed by the Treasurer or their appointed deputy.
- 9.07 Any single capital expenditure or loan requirement in excess of £50,000 must be approved by the Club members by an EGM or at the AGM. All monies borrowed by the Club will be recorded in the names of three from the eight members of the Board of Management stated in Article 7.01.
- 9.08 No member shall render the club liable for the payment of any goods or service, without first having received the consent of the Board of Management to place an order for those goods or services. Where an on-going arrangement is in existence, that arrangement must be ratified each year by the Board of Management at its first meeting after the AGM. Any

member placing an unauthorised order for goods or services in the name of the Club will be held personally liable for the payment in respect of those goods or services.

- 9.09 All deeds of property owned or leased by the Club will be vested in the President, Vice President and other members of the Board of Management, ex-officio, as Trustees on behalf of the Club. These Trustees are hereby personally indemnified by the Club against any claim or financial demand in respect of any liability, guarantee or undertaking incurred within the authorisation granted by the Articles of Club Constitution.
- 9.10 All surplus income or profits generated will be reinvested in the Club. No surpluses or assets will be distributed to Members or third parties.

10. Use of Premises

- 10.01 The Board of Management shall have powers to make provision for the sale of alcoholic liquor in the Club premises. The Clubrooms, or any premises administered by the Club which may be used for the sale of alcoholic liquor will observe the provisions of the current Licensing Acts granted to the Club. The Clubrooms, or any premises administered by the Club which may be used for the sale of alcoholic liquor shall be open for the sale of alcoholic liquor at times to be fixed by the Board of Management.
- 10.02 No alcoholic liquor shall be sold or supplied in the Club premises for consumption off the premises except to a member of the Club, in person, for consumption by him/her. No alcoholic liquor shall be sold or supplied to any person under the age of 18 years.
- 10.03 No person shall bring into the Club any alcoholic liquor for their own use or that of any other person or persons without the prior consent of the Board of Management.
- 10.04 The playing of gaming machines within the Club premises, under the conditions of the Gaming Act, is permitted. No other form of gambling shall be allowed.
- 10.05 Fund raising shall be by prior permission of the Board of Management.
- 10.06 The Board of Management shall have the right to allow organisations, bodies and individuals from within the local community the use of the club premises. Bookings must be made through the Club Steward or his/her deputy and ratified by the Board of Management at the earliest opportunity. All gym users must complete a health and safety induction before using the facility.

11. Constitution

- 11.01 No alterations or addition can be made to the Constitution except at the AGM or at an EGM called for that purpose.
- 11.02 Any proposed alteration to the Constitution for determination at the AGM or at an EGM must be duly proposed and seconded and delivered to the President twenty-five days prior to any such meeting to allow publication on the Clubhouse Noticeboard fourteen days prior to the AGM.

12. Dissolution

If, upon the winding up or dissolution of the Club, there remains after the satisfaction of all the Club's debts and liabilities any property whatsoever, the same shall be given or transferred to some other organisation or organisations having objects (that is, aims and activities) similar to the objects of the Club, such organisation or organisations to be determined by the members of the Club by Resolution passed at a General meeting at or before the time of the dissolution, and in so far as effect cannot be given to such provision, then to some charitable objects.

Notes

1. First Amendment 10th June 1997
2. Second Amendment 9th June 1998
3. Third Amendment 8th May 2002
4. Fourth Amendment 5th June 2002
5. Fifth Amendment 17th February 2004
6. Sixth Amendment 12th August 2007
7. Seventh Amendment 10th August 2008
8. Eighth Amendment 12th August 2010
9. Ninth Amendment 20th December 2013
10. Tenth Amendment 13th June 2019
11. Eleventh Amendment 3rd June 2020
12. Twelfth Amendment 16th June 2021
13. Thirteenth Amendment 14th June 2022
14. Fourteenth Amendment 13th June 2023
15. Fifteenth Amendment 11th June 2024