

**BALLYMENA RUGBY FOOTBALL CLUB**  
**CONSTITUTION OF THE CLUB**  
**Revised May 2017**

**NAME**

1. The Club shall be called Ballymena Rugby Football Club.

**COLOURS**

2. The colours of the Club shall be black and white.

**OBJECT**

3. The object of the Club shall be:
  - (a) to provide and maintain playing fields, pavilion, clubrooms and other necessary accommodation for the members, so as to promote and encourage the playing of Rugby Football and such other sports and pastimes, such as Cricket and Bowls, as may, from time to time, be agreed upon, in Ballymena, and generally to provide facilities, and a safe environment, for recreation and social intercourse among the members.
  - (b) to develop sport by :
    - (1) encouraging participation in activities;
    - (2) providing members with suitable competition;
    - (3) assisting members to improve their personal sporting standards;
    - (4) organising competitions locally;
  - (c) to support, or subscribe to such charities and other charitable purposes, as shall be recommended by the Finance Committee.

The Club is a non-profit making organisation. All profit and surpluses will be used to maintain or improve the Club's facilities. No surpluses or assets will be distributed to members or third parties. No surpluses or assets will be distributed or transferred other than to another registered CASC, a registered charity, or the Sport's governing body, for use in community sport, on winding up or dissolution of the Club.

**EQUITY POLICY STATEMENT**

4. (a) The Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following definition of sports equity:

*“Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.”*

- (b) The Club respects the rights, dignity and worth of every person, and will treat everyone within the context of their sport by providing equality of opportunity for successful participation between persons of different religious belief, political opinion, racial group, ethnicity, age, marital status or sexual orientation, gender, ability; persons with a disability and persons without, persons with dependents and persons without.
- (c) The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- (d) All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- (e) The Club will deal with any incidence of discriminatory behaviour seriously, according to Club disciplinary procedures.
- (f) The Club is fully committed to safeguarding the well-being of its members. Every individual in the Club should, at all times show respect and understanding for their rights, safety and welfare, and conduct themselves in a way that reflects the principles of the Club and the guidelines contained in the Code of Ethics and Good Practice for Children's Sport in Ireland. Each member shall receive a copy of the Club's Child Protection Policy, Procedures and Codes of Conduct.

## **AFFILIATION**

5. The Club shall be affiliated to the Irish Rugby Football Union.

## **MEMBERSHIP**

6. All members shall have an equal right to avail themselves of all Club facilities to which their membership entitles them, while remaining subject to the Rules of the Club, and the regulations of the Irish Rugby Football Union.

(a) The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating

(b) The Club membership categories shall consist of:

- (1) Ordinary (those over-65 shall be entitled to a 50% discount in subscription), who shall be entitled to vote at General Meetings of the Club.
- (2) Associates, who shall not be entitled to vote at General Meetings of the Club, and who may be categorised as the Board of Governors from time to time thinks fit for the purpose of assessing Annual Subscriptions.
- (3) Honorary.
- (4) Life (limited)
- (5) Honorary Vice-President.

(c) Application for membership, on the provided Application Form, is welcomed from any individual, regardless of any differences as listed in Rule 4b. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

(d) Membership of the Club shall be by election by a two-thirds majority of the Board of Directors then present, and voting on the application. A candidate so elected shall be notified, requested to pay his/her subscription and furnished with a copy of these rules.

(e) The Club Board of Directors may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the members.

(f) No new member shall be entitled to any of the privileges of the Club until his/her subscription has been paid.

(g) The total number of Associate Members, Honorary Members and Honorary Vice- Presidents shall not exceed 3 times the number of Ordinary Members.

(h) No person under the age of eighteen shall be admitted as an Ordinary Member of the Club.

(i) Honorary Members and Honorary Vice-Presidents may be elected by the Board of Governors for life, or for such period as the Board of Governors may determine, in recognition for special services to Rugby Football, or other sport, or to the Club. At least one month's notice of any such nomination shall be given to the Board of Governors. Honorary Members or Honorary Vice-Presidents of the Club shall be elected by a two-thirds majority of the Board of Governors then present and voting on the nomination. Honorary Members and Honorary Vice-Presidents shall have free membership for their lifetime, but shall be subject to all the conditions of the Club Rules.

(j) All members will receive a copy of the relevant Code of Conduct, a copy of the club's Child Protection Policy and a copy of the Club Rules. Each member/parent (if member is under-18) shall be obliged to sign and return an acknowledgement that they have read and agreed to abide by the Code of Conduct, the Constitution and the Child Protection Policy. All Junior members shall be required to sign the Junior Club Code of Conduct and Fair Play Policy.

(k) All members shall carry membership cards while on the club premises.

(l) An alphabetical list of the names and addresses of every official and member of the club shall be kept on the club premises.

## **ANNUAL MEETING**

7. (a) An Annual Meeting of the Club shall be held not later than 31st May in each year at such hour and place as the Board of Directors shall decide, to receive the Honorary Secretary's report, and to transact general business and any special business, of which due notice has been given to the Honorary Secretary; and to elect from the members a President, Chairperson, Vice-Chairperson, Honorary Secretary, Honorary Treasurer, Honorary Assistant Secretary, Honorary Assistant Treasurer, Senior and Junior representatives to I.R.F.U. (Ulster Branch), Captain of the Club, the Directors of Senior Rugby, Finance, and Social & Fund-raising Functions, to be elected initially for one year, and subsequently biennially, the Directors of Business Development & Marketing, Property & Grounds, Community Rugby, and Communications, to be elected initially for two years and subsequently biennially, and up to six Club Members to act on the Board of Governors.

Nominations for all members of the Board of Governors, except the said Club Members shall be posted on the Club notice-board.

At such meeting, all annual subscriptions shall be reviewed on the recommendation of the Board of Directors, acting on the advice of the Finance Committee.

A further Meeting shall be held not later than 31st October each year, to receive the Honorary Treasurer's report for the past year.

(b) Four weeks' notice of the date of the meetings shall be posted on the Club's notice-board, and those members entitled to vote shall be given notice of the meeting by circular to be sent out not less than seven days before the meeting.

(c) No business shall be proceeded with unless at least fifteen members be present.

(d) In case there is no quorum assembled within half an hour of the time named in the circular, the meeting shall stand adjourned till the week following, and so in like manner for each successive week. Notice of such adjournment shall be posted on the Club's notice-board.

(e) All existing officers and arrangements shall continue in status quo until a quorum be obtained.

(f) At all meetings of the Club, whether Annual or Extraordinary, the President shall take the chair, or in his/her absence, the Club Chairperson shall preside. Failing them, a Chairperson shall be elected by the majority vote of the members present.

(g) In case of equality of votes, the chair shall be taken by the senior member present. On divisions, the Chairperson may vote as a member, and also, in case of equality, give the casting vote.

## **EXTRAORDINARY MEETING**

8. (a) The Honorary Secretary shall call an Extraordinary Meeting of the Club by circular to be sent out not less than seven days before the meeting, if and when so directed by the Board of Governors, or on receiving a requisition signed by at least 10 ordinary members of the Club, stating the object for which the meeting is to be held. Such meeting shall be held within six weeks of receipt by the Honorary Secretary of such requisition.

(b) No business other than that stated in the circular can be gone into at such meeting, nor shall any resolution be valid unless at least fifteen members are present.

## **OFFICE BEARERS**

9. (a) The Office-bearers of the Club shall be the President, Chairperson, Vice-Chairperson, Honorary Secretary, Honorary Treasurer, Honorary Assistant Secretary and Honorary Assistant Treasurer.

(b) All posts are open to all men and women, who are Ordinary Members or Honorary Members of the Club.

(c) All Officers shall be elected at the Annual General Meeting.

### **The President shall:**

(a) be the principal representative of the Club,

- (b) chair the Annual General Meeting or any Extraordinary General Meeting,
- (c) ensure that meetings of the Board of Governors are convened in accordance with Rule 10(c),
- (d) chair meetings of the Board of Governors,
- (e) be entitled to attend the meetings of any sub-committee,
- (f) hold office for normally not more than five years consecutively.

**The Chairperson shall:**

- (a) ensure that all meetings of the Board of Directors are convened in accordance with Rule 11(c),
- (b) chair meetings of the Board of Directors,
- (c) be a member of the Board of Governors,
- (d) represent the club at away games,
- (e) be, ex-officio, a member of all sub-committees,
- (f) hold office for not more than one year consecutively.

**The Vice-Chairperson shall:**

- (a) chair meetings of the Board of Directors in the absence of the Chairperson,
- (b) chair such sub-committees as may be determined by the Board of Directors,
- (c) be a member of the Board of Governors.
- (d) be, ex-officio, a member of all sub-committees,
- (e) hold office for not more than one year consecutively.

**The Honorary Secretary shall:**

- (a) give notice of, and arrange all General Meetings, ensuring that attendance and voting are restricted to duly entitled persons,
- (b) give notice, to those entitled to attend the Annual General Meeting, of any proposals to alter Rules,
- (c) keep a record of attendance for the Annual General Meeting,
- (d) make and keep minutes of all Annual or Extraordinary General Meetings,
- (e) prepare and deliver an Annual Report to the Annual General Meeting,
- (f) report, as soon as possible, to the Chairperson of the appropriate committee, any irregularity coming to his/her notice,
- (g) bring all correspondence to the notice of the appropriate officer or committee, and ensure that any necessary reply issues as promptly as possible,
- (h) communicate or negotiate, on behalf of the Club, with the Irish Rugby Football Union, and/or the Ulster Branch of the I.R.F.U., or delegate such responsibilities to named individuals, following the agreement of the Board of Directors,

- (i) obtain from the members, orders for International Match tickets, place appropriate orders with the IRFU and allocate tickets to members within the criteria from time to time in force,
- (j) assist with the registration of all players into the IRFU computerised registration system,
- (k) be, ex-officio, a member of all sub-committees.

**The Honorary Assistant Secretary shall:**

- (a) assist the Honorary Secretary as and when required,
- (b) make and keep minutes of the meetings of the Board of Directors,
- (c) produce and send a copy of the Fixture Booklet to each member at the start of each season,
- (d) bring all correspondence to the notice of the appropriate officer or committee, and ensure that any necessary reply issues as promptly as possible,
- (e) apply to Police Service for Northern Ireland for Late Licences,
- (f) assist the Membership Secretary to send out reminders to members when annual subscriptions are due, and subsequently issue Membership Cards on receipt of payment of those subscriptions,
- (g) assist the Membership Secretary to keep an accurate record of all subscriptions paid, and pass on all payments received to the Honorary Assistant Treasurer,
- (h) keep an accurate database of all categories of Club members.

**The Honorary Membership Secretary shall:**

- (a) assist the Honorary Assistant Secretary to send out reminders to members when annual subscriptions are due, and subsequently issue Membership Cards on receipt of payment of those subscriptions,
- (b) assist the Honorary Assistant Secretary to keep an accurate record of all subscriptions paid, and pass on all payments received to the Honorary Assistant Treasurer,
- (c) update the database of all categories of Club members.

**The Honorary Treasurer shall:**

- (a) be responsible to the Board of Governors for the proper conduct of the financial affairs of the Club, and, in conjunction with the Director of Finance, ensure that officers and subcommittees operate in accordance with budgets, and financial procedures laid down by the Finance Committee,
- (b) collect all monies due to the Club, and lodge them in the Club's bank account(s) at the earliest possible date,
- (c) make all payments due by the Club, on the date prescribed by specific credit agreements, or normal business practice,
- (d) maintain proper records of all receipts and payments,
- (e) present the Annual Statement of Accounts and Financial Report at the Annual General Meeting called for that purpose.

**The Honorary Assistant Treasurer shall:**

- (a) assist the Honorary Treasurer as and when required,
- (b) lodge monies as become available at the earliest possible date,

(c) assist the Honorary Assistant Treasurer and the Honorary Assistant Secretary in the collection and recording of subscriptions.

## **BOARD OF GOVERNORS**

10. (a) The Board of Governors shall consist of the President; Chairperson; Vice-Chairperson; Immediate Past Chairperson; Honorary Secretary; Honorary Treasurer; Chairperson of the Supporters' Club; Representatives from each of Cricket, Bowls, Youth Rugby, Mini Rugby; Ladies Representative; Club Captain; Captains of adult teams; Club representatives on Ulster Branch committees; together with up to six other elected Club Members.

(b) Any member of the Board who does not attend at least two of its meetings in the year is ineligible for re-election for the ensuing year.

(c) The Board of Governors shall meet once every two months, on such dates as prescribed by the President, who will chair the meetings, with minutes recorded by an appointed Secretary. In the absence of the President, a Chairperson shall be selected from those present.

(d) Each section of the members of the club, competitively playing games other than Rugby Football, shall be represented on the Board of Governors by one member.

(e) In the event of a vacancy, the Board of Governors may, at its discretion, co-opt a successor, who shall act for the unexpired term of office of the member whose place he takes.

(f) The Board of Governors shall oversee the entire management of the property, business and affairs of the Club, including power to make Bye-laws not inconsistent with these Rules, and to impose penalties for their violation, which Bye-laws shall be binding until altered or set aside by a General Meeting. The Board of Governors shall have unlimited authority on every question of order and shall be the sole interpreters of the Rules and Bye-laws of the Club until set aside at a General Meeting.

(g) Seven members of the Board of Governors shall form a quorum.

(h) The President, or whoever takes the Chair in his/her absence, shall have a vote, and a casting vote, at all meetings of the Board of Governors.

(i) The Board of Governors shall have power to deal with any matter which is not specifically provided for in the Club Constitution, or of such urgency as would preclude the calling of an Extraordinary General Meeting, provided their action is then reported to such a meeting at an early stage.

(j) Any necessary issue of Governance shall be dealt with by a small advisory group drawn from and agreed by the Board members.

## **BOARD OF DIRECTORS**

11 (a) The Board of Directors shall consist of the Chairperson; Vice-Chairperson; Immediate Past Chairperson; Honorary Secretary; Honorary Treasurer; Honorary Assistant Secretary; Representative of the Supporters' Club; and the seven Directors named in Rule 7(a).

(b) Directors are appointed for a period of two years, and are elected or re-appointed at the Annual General Meeting.

(c) The Board of Directors shall meet on the third Wednesday of each month, chaired by the Club Chairperson, who shall remain neutral and only have a casting vote. Minutes will be recorded by the Honorary Assistant Secretary.

(d) Four members of the Board of Directors shall form a quorum.

(e) In keeping with the Club Child Protection Policy, the Board of Directors shall appoint a member of the Club who shall have a remit for Child Protection. This will include attending relevant training courses, liaising with relevant agencies when necessary, and bringing to the attention of the Board of Directors any incidents or information deemed appropriate.

- (f) The Board of Directors will appoint a Health and Safety Officer.
- (g) Sub-Committees, including sport section committees, may only be formed with the sanction of the Board of Directors, and the election of members of such committees is subject to the approval of the Board of Directors.
- (h) All Sub-Committees, standing or temporary, shall report to the Board of Directors and be responsible to it.
- (i) The Board of Directors may ask the Convenors of any Sub-Committees to attend the meetings of the Board of Directors in an advisory capacity.

#### **BUSINESS DEVELOPMENT AND MARKETING COMMITTEE**

- 12 (a) The Business Development and Marketing Committee shall consist of a Director elected at the Annual General Meeting; Convenors of Marketing, Sponsorship, Corporate Lunches and any other related Sub-Committees; Lady Chairperson and other members as deemed appropriate by the Director.
- (b) The Business Development and Marketing Committee shall be responsible for:
- (1) Special Projects,
  - (2) Funding sources,
  - (3) Sponsorship,
  - (4) Advertising Boards,
  - (5) Corporate Lunches,
  - (6) Assistance to Ladies Committee,
  - (7) Major external Fund-raising events.
  - (8) Marketing Plan.
- (c) Convenors of the above Sub-Committees shall be appointed by the Director.
- (d) The Business Development and Marketing Committee shall meet once per month on dates prescribed by the Director, who shall chair the meetings. Minutes shall be recorded by an appointed secretary.
- (e) Three members of the Business Development and Marketing Committee shall form a quorum.

#### **SENIOR RUGBY COMMITTEE**

- 13 (a) The Senior Rugby Committee shall consist of a Director elected at the Annual General Meeting; First XV Team Manager; Club Head Coach; Adult team Captains and Managers; Recruitment Officer; Honorary Fixture Secretary; Honorary Match Secretary; Junior Rugby Convenor; Senior and Clubs Committee Representatives to Ulster Branch; AIL Clubs Committee Representative; Schools Representative, and other members as deemed appropriate by the Director.
- (b) The Senior Rugby Committee shall be responsible for:
- (1) Recruitment of players for the adult teams,
  - (2) Liaison with Ulster Branch on the above matters
  - (3) Liaison with local schools,
  - (4) Management of the adult teams,
  - (5) Selection of the adult teams
  - (6) Coaching for the adult teams,
  - (7) All IRFU/AIL Function.
  - (8) Registration of players,
  - (9) Kit
- (c) Convenors of Sub-Committees shall be appointed by the Director.
- (d) The Senior Rugby Committee shall meet once per month on dates prescribed by the Director, who shall chair the meeting. Minutes shall be recorded by an appointed secretary.

(e) Three members of the Senior Rugby Committee shall form a quorum.

### **COMMUNITY RUGBY COMMITTEE**

14 (a) The Community Rugby Committee shall consist of a Director elected at the Annual General Meeting; Youth and Mini representatives to Ulster Branch; Convenor of Youth Committee; Youth Development Officer; Convenor of Mini rugby; Bears representative; Ladies Rugby representative; Coach/Manager of each Youth XV, and other members as deemed appropriate by the Director.

(b) The Community Rugby Committee shall be responsible for:

- (1) Fixtures/Competitions for all Youth and Mini rugby,
- (2) Liaison with Ulster Branch on the above matters,
- (3) Youth Rugby,
- (4) Mini/Rascals/Bears Rugby,
- (5) Ladies' Rugby,
- (6) Player Registration,
- (7) Recruitment of players for youth teams,
- (8) Kit.

(c) Convenors of Sub-Committees shall be appointed by the Director.

(d) The Community Rugby Committee shall meet once per month on dates prescribed by the Director, who shall chair the meetings. Minutes shall be recorded by an appointed secretary.

(e) Three members of the Community Rugby Committee shall form a quorum.

### **FINANCE COMMITTEE**

15. (a) The Finance Committee shall consist of a Director elected at the Annual General Meeting; Honorary Treasurer; Honorary Assistant Treasurer; Honorary Membership Secretary; Club Shop Manager; Bar Convenor, and other members as deemed appropriate by the Director.

(b) The Finance Committee shall be responsible for:

- (1) Membership and Subscriptions,
- (2) Bar,
- (3) Wages/Salaries of employees,
- (4) Club Shop,
- (5) Accounts/Audit,
- (6) Insurances,
- (7) Application for Grants,
- (8) Investments,
- (9) Funding.
- (10) Gates

(c) Convenors of Sub-Committees shall be appointed by the Director.

(d) The Finance Committee shall meet once per month on dates prescribed by the Director who shall chair the meetings. The minutes shall be recorded by an appointed secretary.

(e) Three members of the Finance Committee shall form a quorum.

### **PROPERTY AND GROUNDS COMMITTEE**

16 (a) The Property and Grounds Committee shall consist of a Director elected at the Annual General Meeting; Property Convenor; Grounds Convenor; Representatives from each of Cricket and Bowls; and other members as deemed appropriate by the Director.

(b) The Property and Grounds Committee shall be responsible for:

- (1) Buildings, contents and fixed assets,

- (2) Security System,
- (3) Playing surfaces,
- (4) Equipment,
- (5) Floodlights.
- (6) Health & Safety standards.

(c) Convenors of Sub-Committees shall be appointed by the Director.

(d) The Property and Grounds Committee shall meet once per month on dates prescribed by the Director who shall chair the meetings. The minutes shall be recorded by an appointed secretary.

(e) Three members of the Property and Grounds Committee shall form a quorum.

### **COMMUNICATIONS COMMITTEE**

17 (a) The Communications Committee shall consist of a Director elected at the Annual General Meeting; Public Relations Officer; Honorary Assistant Secretary; Honorary Membership Secretary; First XV Manager; Youth Convenor; Director of Social & Fund-raising Function, and other members as deemed appropriate by the Director.

(b) The Communications Committee shall be responsible for:

- (1) Media relations and Issuing statements to the Local and National Press.
- (2) Production of Club Newsletter and any other internal or external items of information.
- (3) Production of Team Sheets for home Games.
- (4) Annual Year-book.
- (5) Community Relations.
- (6) Web-site.

(c) Convenors of Sub-Committees shall be appointed by the Director.

(d) The Communications Committee shall meet once per month on dates prescribed by the Director, who shall chair the meetings. The Minutes shall be recorded by an appointed secretary.

(e) Three members of the Communications Committee shall form a quorum.

### **SOCIAL AND FUND-RAISING FUNCTIONS COMMITTEE**

18 (a) The Social and Fund-raising Functions Committee shall consist of a Director elected at the Annual General Meeting, and other members as deemed appropriate by the Director.

(b) The Social and Fund-raising Functions Committee shall be responsible for all Functions organized within the Club except those organized by, or for the benefit of, outside agencies.

(c) Convenors of Sub-Committees shall be appointed by the Director.

(d) The Social and Fund-raising Functions Committee shall meet once per month on dates prescribed by the Director, who shall chair the meetings. The Minutes shall be recorded by an appointed secretary.

(e) Three members of the Social and Fund-raising Functions Committee shall form a quorum.

### **TRUSTEES**

19. (a) There must be at least 5 and not more than 10 Trustees of the Club.

(b) A trustee must be a Club Member, over 18 years of age, and have at least three years membership prior to appointment.

(c) The Trustees shall be appointed by election at a General Meeting from among the members of the Club, and on a vacancy occurring among the Trustees, a new Trustee shall be appointed at the next ensuing General Meeting.

(d) Each Trustee shall remain in office until death or resignation, or until he/she ceases to be a member of the Club, or until he/she is, for any reason, removed from office by a resolution passed at a General Meeting of the Club.

(e) The property and effects of the Club shall be vested in Trustees already appointed, or their successors, in trust for the ordinary members for the time being.

(f) The Trustees shall, when authorised by a resolution passed by a two-thirds majority of the members of the Board of Governors present and voting at a meeting of that Board, sell, lease, grant, demise, mortgage or charge any of the property and effects of the Club vested in them, and shall also execute all documents necessary to effect the same, and Trustees shall be indemnified against any risk and expense out of the club property, provided they act in a prudent and sensible manner consistent with the interests and objects of the Club. The minutes of the meeting at which such resolution is passed shall, when confirmed, be evidence of such authority.

(g) The Trustees may meet as and when necessary, but in any event once per year, with the Club Honorary Treasurer to review the Club Annual Statement of Accounts.

### **CLUB FUNDS**

20. (a) The Honorary Treasurer shall be in charge of the Club funds.

(b) The Board of Directors shall have power to authorise expenditure on behalf of the Club, and, through its nominee, to borrow from the Bankers of the Club or such other lending agency as the Board deems appropriate.

(c) The Annual Statement of Accounts shall be certified by the Board of Governors prior to presentation at an Annual General Meeting.

(d) Cheques drawn against Club funds shall be signed by two of four members specified by the Board of Directors.

### **ADDITIONAL GAMES**

21. (a) Members who wish to play games other than Rugby Football, such as Cricket and Bowls, for which the Club decides to provide facilities, shall make such additional payments as may be fixed for each year by the Board of Directors acting on the advice of the Finance Committee.

(b) An Annual Meeting to elect Captains, Fixtures Secretary, Selection Committee and such other officers as are provided for in these Rules or required in connection with the management and control for such additional games, shall be held each year at such time as may be convenient.

(c) Each section of members of the Club playing games other than Rugby Football shall elect an Honorary Secretary and Honorary Treasurer, who shall be responsible for such duties as may be required of them.

### **PAYMENT OF SUBSCRIPTIONS**

22. (a) All annual subscriptions shall be due on the first day of September and shall be paid in advance; but any member entering the Club on or after first day of July in any year shall, on paying his/her annual subscription for the current year, be exempt from paying the annual subscription for the following year.

(b) No member shall have a vote or be entitled to ballot at any meeting while his/her subscription is in arrears.

(c) Any member omitting to pay his/her subscription by the 31st October in the year in which it is due, shall be held to be in arrears and shall be excluded from the privileges of membership of the Club and the Board of Directors shall be empowered to post on the Club's notice-board, as a defaulter, the name of any person whose subscription is unpaid after 31st October in the year in which it is due.

(d) No member whose subscription is in arrears may take part in games or enjoy any of the benefits of membership.

### **RESIGNATIONS**

23. Members not sending in their resignations, in writing, to the Honorary Membership Secretary before the 31st October in any year, shall be considered members for the ensuing year.

## **COMPLAINTS AND INVESTIGATION PROCEDURE**

24. (a) Any member who believes the conduct of another member is contrary to the Constitution of the Club, or likely to bring the Club into disrepute, may inform the Board of Directors by writing to the Honorary Assistant Secretary.

(b) A meeting of a Disciplinary Panel of three, selected by the Board of Directors from their numbers, shall be held within fourteen days of the complaint being received. All parties involved will be invited to attend individually to speak to the Panel. The alleged offender may be accompanied by another member of his/her choice.

(c) The Honorary Assistant Secretary shall inform both the member who made the complaint and the member who is the subject of their decision, within seven days of a decision being taken by the Disciplinary Panel, and ratified by the Board of Directors.

## **INFRINGEMENT OF RULES – DISCIPLINARY PROCEDURE**

25. (a) It shall be lawful for the Board of Directors, on the recommendation of the Disciplinary Panel, to expel from the Club, refuse to renew membership, suspend or otherwise deal with any member who breaks any Rules of the Club, or conducts himself/herself in a manner which is contrary to the best interests of the Club, and such member shall therefore forfeit all property in the Club.

(b) The Board of Directors may call on any such member for further explanation, but the Board is authorised in the meantime to suspend any such member from the privileges of membership.

## **APPEALS PROCEDURE**

26. (a) A member sanctioned by the Board of Directors in accordance with Rule 25(a), shall have the right of appeal to the Board of Governors. This will be convened within 21 days of the request for the appeal being lodged with the Honorary Secretary.

(b) If the appeal as above has been unsuccessful, such member has the right of further appeal to an Extraordinary Meeting which will be convened within 21 days of the request for this further appeal being lodged with the Honorary Secretary. The decision reached at such meeting shall be final.

## **DONATIONS**

27. All donations made to the Club for a specific purpose shall be so applied, and all life subscriptions shall be either funded or, at the option of the Finance Committee, disbursed for the permanent benefit of the Club. In the latter case, special mention of the amount of such disbursement and the purpose to which same has been applied shall be entered in the minutes of the Finance Committee.

## **DISSOLUTION OF THE CLUB**

28. The Club shall not be dissolved unless with the consent of two-thirds of the ordinary members to be testified by their signatures to a requisition for the winding-up of the same.

## **CLUB RULES**

29. (a) The Rules of the Club shall be printed in a book and posted on the Club's notice-board. All members shall be supplied with a copy by the Honorary Membership Secretary.

(b) The current Bye-laws and Regulations made by the Board of Governors shall also be printed from time to time and posted on the Club's notice-board.

(c) No new Rule or alteration shall be made except by a resolution passed by a two-thirds majority of those present, and entitled to vote, at a General Meeting, and a notice in writing, of every proposed alteration or addition shall be transmitted to the Honorary Secretary and by him/her laid before the Board of Governors, and subsequently posted by him/her on the Club's notice-board fourteen days previous to the meeting.

(d) Notification of any changes in the Rules of the Club shall be submitted to all parties to whom notice is required to be given by any relevant legislation.

## **SUPPLY OF INTOXICATING LIQUOR**

30. (a) There shall be exhibited in a conspicuous part of the Club premises, in a statement printed in plain type, of the hours during which intoxicating liquor may be supplied on the premises.
- (b) Intoxicating liquor may be supplied on the premises during the hours and on the days permitted by the terms of the Registration of Clubs (Northern Ireland) Order 1996, or as so modified by any successor thereto, or until 1.00am on the occasion of functions in the Clubhouse authorised by the Finance Committee. The number of such functions shall not exceed that as may be permitted from time to time by relevant legislation.
- (c) No intoxicating liquor shall be supplied for consumption outside the Club premises at any time.
- (d) No member of any Committee, or no manager or servant employed in the Club, shall have any personal interest in the supply of intoxicating liquor therein, or in the profits from such supply.
- (e) No person shall be paid at the expense of the Club any commission, percentage or similar payment on or with reference to purchases of intoxicating liquor by the Club.
- (f) No person shall, directly or indirectly, derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Club or members or guests apart from any benefit to the Club as a whole.

## **PROHIBITIONS**

31. (a) No person under the age of eighteen years shall be permitted to be in any part of the Club premises which contain a bar, or is used exclusively or mainly for the supply, consumption or storage of intoxicating liquor, after 9.00 pm.
- (b) No intoxicating liquor shall be supplied on the Club premises to any person under the age of eighteen years.
- (c) The Clubhouse shall close each night at 11.30 pm, and all members are required to be off the Club premises at that time, save when a function permitted under Rule 30(b) is taking place, and also save those members who may be assisting in the supply of intoxicating liquor, who shall be entitled to remain on the Club premises only.

## **VISITORS**

32. (a) Visitors may be admitted to the Club premises on the introduction of a member over the age of eighteen. The member shall, immediately on the admission of the visitor to the Club premises, enter his/her name and the name and address of his/her visitor in a book which shall be kept for that purpose and which shall show the date of each visit. A member shall be responsible for his/her visitor strictly observing the Rules, and shall not leave the Club premises before his/her visitor. A visitor shall not be supplied with intoxicating liquor in the Club premises unless upon the invitation, and in the company of, a member.
- (b) The Board of Governors shall have the power to make Bye-laws for the exclusion or limitation of the number of visitors on any special occasion, and the times on which visitors may be introduced to the Club premises.
- (c) No member shall in any circumstances introduce to the Club premises as a visitor anyone whose reputation or conduct, in the opinion of the Bar Sub-Committee is, or has been objectionable.
- (d) The same visitor, except where that person is a parent, spouse or child of a member, shall not be introduced more than twenty times in any period of twelve months to the Clubhouse.
- (e) In the case of a team or another body of persons who are, as members of another Club, Society or Organisation visiting premises for the purpose of taking part in, or in the organisation of, arrangements for any pastime, sport, game or recreation on the Club premises, it shall suffice for the Secretary or other Officer of the Club, to enter in the visitors' book the name of such Club, Society or Organisation, and the number of such visitors, and thereafter on the occasion of that visit, intoxicating liquor may be supplied to such visitors at the request and in the presence of any Officer of the Club.

Date: 22<sup>nd</sup> May 2014