



# CLUB RULES and CONSTITUTION

## 1. Name

1.1 The Club is called Lisburn Rugby Football Club.

1.2 Grounds and premises:-

71 Eglantine Road,  
Magherageery  
LISBURN  
BT27 5RQ

## 2. Colours

2.1 The colours of the Club shall be royal blue, green, old gold and black.

## 3. Objects

3.1 The objects of the Club are:

a. The main purposes of the club are to provide facilities for and to promote participation in the amateur sport of rugby union in Lisburn and the surrounding area.

b. all other lawful things as are incidental to or are considered by the Executive Committee to be desirable or conducive to the attainment of the foregoing objects of the Club.

## 4. Affiliation

4.1 The Club shall be affiliated to the Irish Rugby Football Union (Ulster Branch).

## 5. Policy Statement

5.1 This 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 objects of the Club and the guidelines contained in the Sports Council of Northern Ireland and the Irish Sports Council's joint *Code of Ethics and Good Practice for Children's Sport* and the guiding principles of good practice set out by the Irish Rugby Football Union.

5.2 This club is committed to developing healthy, fair and enjoyable sport. With that guiding philosophy, sport must be drug free and played in accordance with the spirit and letter of the rules. This club makes a contribution to the development of rugby through guarding the ethical standards of sport and ensuring that competitors, mentors and spectators are involved with drug free rugby.

## 6. Child Protection Policy

6.1 To ensure that the best practice is followed by the Club we shall work closely with the Irish Rugby Football Union (Ulster Branch). In order to promote the best practice in children's sport, we shall comply with the guidelines of the Sports Council of Northern Ireland and the Irish Sports Council's joint *Code of Ethics and Good Practice for Children's Sport* and the guiding principles of good practice set out by the Irish Rugby Football Union.

## 7. Classification of members

7.1 Membership of the Club shall consist of the following classifications:-

a. **Ordinary members**

b. **Life members**

c. **Youth members**

d. **Mini members**

e. **Associate members**

f. **Country members**

g. **Family members**

## **h. Honorary members**

### **8. Qualification for and features of membership**

- 8.1 Qualification for Ordinary membership a candidate shall be:
- Eligible for membership.
  - 18 years of age or over and shall have full voting rights in the affairs and management of the Club.
  - A reduction of 50% shall be allowed for a member who is 65 years of age or over.
  - A reduction of 50% shall be allowed for a member who is in Full Time Third Level Education or an Apprentice to a Trade.
  - A reduction of 100% shall be allowed for a member who is registered with the Irish Rugby Football Union (Ulster Branch) as a Lisburn Rugby Football Club referee.
- 8.2 Qualification for Life membership a candidate shall be:
- Any Ordinary member who may apply to the Executive Committee to become a Life member.
  - Has been an Ordinary member of the Club for not less than 5 years.
  - Have full voting rights in the affairs and management of the Club.
  - The granting of Life membership shall be entirely at the discretion of the Executive Committee.
  - Upon becoming a Life member the member shall make a payment representing all future subscriptions.
  - A Life members shall be entitled to all the privileges of membership for life unless they cease to be a member under the provisions of rules 24, 26 or 27.
  - The payment required to be made by virtue of rule 8.2.e shall be determined from time to time by the Executive Committee and agreed at the Annual General Meeting.
- 8.3 Qualification for Youth membership a candidate shall be:
- Eligible for membership.
  - 8.3b Date of eligibility for each age category is aligned with the IRFU Long Term Player Development pathway and
  - shall have no voting rights in the affairs and management of the Club.
- 8.4 Qualification for Mini membership a candidate shall be:
- Eligible for membership.
  - Date of eligibility for each age category is aligned with the IRFU Long Term Player Development pathway and
  - shall have no voting rights in the affairs and management of the Club.
- 8.5 Qualification for Associate membership a candidate shall be:
- Eligible for membership.
  - 18 years of age or over who shall have no voting rights in the affairs and management of the Club.
  - Persons who are entitled to the full facilities of the clubhouse but is not permitted to play rugby for the Club.
  - Persons who are coaches or parent volunteers. (Providing they achieve the minimum coaching qualification necessary and if in a regulated position i.e. age grade coaches, are recruited/selected via the guidelines outlined by the IRFU (Ulster Branch)).
  - Shall not be admitted in such numbers as will result in the number of Associate members being more than three times the number of Ordinary members.
- 8.6 Qualification for Country membership a candidate shall be:
- Eligible for membership.
  - Persons of 18 years of age or over and
  - who shall have no voting rights in the affairs and management of the Club and
  - has a permanent address outside Northern Ireland including BFPO.
- 8.7 Qualification for Family membership candidates shall be:
- Eligible for membership.
  - Members of the same family.

- c. One Ordinary member or Associate member and one Youth member or one Mini member.
  - d. A reduction of 100% shall be allowed on the subscription of each subsequent member of the family who is a Youth member or Mini member.
- 8.8 Qualification for Honorary membership a candidate shall be:
- a. A Person who has been recommended by the Executive Committee to the members at a General Meeting and elected by said members as an Honorary member on account of them being a prominent rugby player, or having rendered special service for the advancement of the game of rugby football, or to the Club, or being distinguished in public life.
  - b. There may not be more than 10 Honorary members at any one time.
  - c. Honorary members shall not pay any entrance fee or subscription.
  - d. Honorary members shall be entitled to all the benefits and privileges of membership except that they shall not be qualified to be officers or members of the Executive Committee, or to vote at any General Meeting.
- 9. Proposal of candidates**
- 9.1 Membership of the club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
  - 9.2 A candidate must be proposed by forwarding their Nomination Form to the Honorary Membership Secretary, accompanied by the appropriate subscription and the amount of entrance fee (if any).
  - 9.3 If at the time a candidate has been duly proposed, the Executive Committee has decided that the membership lists for that particular category are closed for the time being, the proposed member's name shall be placed on a waiting list for prospective members.
- 10. Substitution of proposer or seconder – Now removed**
- 11. Time of nomination and posting of particulars of candidates – Now removed**
- 12. Inaccuracies in candidates' details**
- 12.1 Any omission from or inaccuracy in the particulars furnished to the Honorary Membership Secretary may at the Executive Committee's discretion invalidate a proposal and any election made in consequence of it.
- 13. Order of election**
- 13.1 Provided that at the date of the election they appear to be eligible for membership, all candidates for election as members must come up for election in the order in which their names have been given to the Honorary Membership Secretary. This order shall also constitute the order of the waiting list referred to in rule 9.3.

**14. Admission of members**

- 14.1 Every Ordinary, Associate and Country member must be admitted, by election, by the Executive Committee.
- 14.2 A candidate for election who receives the votes of the majority of the Executive Committee must be declared elected.
- 14.3 No person shall be admitted as a member if in the opinion of the Executive Committee, shown by simple majority, their character or conduct is such as to be injurious to the Club or for any reasonable cause the Executive Committee shall decide that such person would not be a desirable member of the Club.
- 14.4 The Executive Committee may refuse membership only for good cause as conduct or character likely to bring the club into disrepute. Appeal against refusal or removal may be made to the members.

**15. Procedure after election**

- 15.1 Immediately a candidate is elected they must:
  - a. be given notice of their election;
  - b. be furnished with a copy of these rules
- 15.2 On payment of their entrance fee (if any) and first subscription, an elected candidate becomes a member of the Club and is entitled to all the benefits and privileges of membership, and agrees to be bound by these rules.

**16. Prospective Ordinary members**

- 16.1 Players may be selected to represent any Club XV provided they lodge a completed Nomination Form with the Honorary Membership Secretary before their second match. They then can play until their application is considered by the Executive Committee.

**17. Entrance fee and subscription**

- 17.1 The entrance fee is whatever sum the Executive Committee determines from time to time or as agreed at the Annual General Meeting.
- 17.2 The annual subscription is whatever sum the Executive Committee determines from time to time, and agreed at the Annual General Meeting, making special provision for various categories of membership.
- 17.3 Due notice of the current annual subscription and entrance fee must be given by being displayed in a conspicuous place in the Club premises in the place where notices for the attention of members are usually displayed.

**18. Subscription date**

- 18.1 All annual subscriptions are payable on the first day of September in each year without demand.
- 18.2 Except the first subscription of a new member which is payable as provided by rule 15.2.
- 18.3 Persons elected after 31<sup>st</sup> December in any year shall pay half the Annual Subscription for the year of admission.

**19. Payment of entrance fee and subscriptions**

- 19.1 Any member who pays their entrance fee and subscription by the clubs direct debit scheme shall be notified of payment conditions, terms and date of collection 10 days in advance.
- 19.2 Entrance fees and subscriptions paid by cheque must be made payable to the Club and crossed "a/c payee".
- 19.3 No person shall be allowed to become a member of the Club and have relief of the payment of the regular entrance fee or subscription, except those with certain qualifications defined in rule 8 and subject to conditions and regulations specified in rule 8.

**20. Subscriptions in arrears**

- 20.1 If any member fails to pay their annual subscription on or before the first day of October in that year, notice must be sent to them calling their attention to their failure to pay.
- 20.2 If the member does not pay the amount within 14 days from the posting of that notice, their name may immediately be posted in the club premises as a defaulter, at the discretion of the Executive Committee.
- 20.3 If the member's subscription is not paid by the day following posting of their name, the Executive Committee may terminate their membership.
- 20.4 If at any time the member gives the Executive Committee a satisfactory explanation, they may, at the discretion of the Executive Committee and on payment of arrears, be re-admitted to membership without payment of any entrance fee.
- 21. List of members**
- 21.1 An alphabetical list of the names and addresses of every official and member of the Club shall be kept on the premises of the Club.
- 22. Membership Cards**
- 22.1 All members shall have their Membership Card on their possession, while on the Club premises, and shall produce same for inspection if so requested.
- 23. Change of address**
- 23.1 Members are requested to advise the Honorary Membership Secretary, in writing, of any change of address.
- 23.2 All notices posted to the last notified address shall be deemed to have been received.
- 24. Resignation of members**
- 24.1 Any member may resign their membership by giving notice in writing to that effect to the Honorary Membership Secretary.
- 24.2 Every such notice must, unless otherwise expressed, be deemed to take effect as from the next day following its receipt provided that any member giving such notice after the first day of September in any year will be liable for all subscription arrears to the date of their resignation.
- 25. Effect of ceasing to be a member**
- 25.1 On ceasing to be a member of the Club, a person forfeits all rights to and claims upon the Club and its property and funds.
- 26. Members adjudged to have brought the club into disrepute**
- 26.1 Any member who shall infringe any rule or bye-law, or whose conduct, whether within the clubhouse or elsewhere, who may bring the standing of the club into disrepute, may, at the discretion of the Executive Committee, have their membership refused, suspended or terminated.
- 26.2 Any member convicted of an offence by a court of summary jurisdiction or other court, may be reprimanded, suspended or expelled, but an opportunity may be afforded to advance a defence.
- 26.3 Voting of the Executive Committee, in this case, shall be by ballot, with two-thirds majority of those present and voting being necessary.
- 27. Discipline of members**
- 27.1 The Executive Committee may from time to time make and amend rules of behaviour and discipline for the members ("the Disciplinary Rules") not inconsistent with these rules, as it thinks necessary for the management and well being of the Club and may impose reasonable penalties for breach of any of the Disciplinary Rules.
- 27.2 The Executive Committee shall appoint a Disciplinary Committee and an Arbitration Committee with clearly defined procedures to resolve problems relating to the conduct of its members. This shall include bullying. The complaint should be in writing to the Honorary Secretary or Children's Officer, if appropriate, and should be responded to

- within 7 days. The Committee should consist of representatives from the Executive Committee, the Children's Officer, if necessary, and Ordinary members of the Club.
- 27.3 The Executive Committee shall take immediate note of any breach of the Disciplinary Rules or these rules and shall call a disciplinary hearing of the Disciplinary Committee to consider the breach as soon as reasonably possible.
- 27.4 If the complaint involves suspected child abuse or a criminal offence the Children's Officer should be consulted and the Disciplinary Committee disbanded. The statutory authorities will then be informed.
- 27.5 The Honorary Secretary must inform the member in question of the time and place of the said disciplinary hearing and the nature of the complaints against them in sufficient time to afford them a proper opportunity of offering their explanation.
- 27.6 The Disciplinary Committee should review any relevant paperwork and hold any necessary meetings with all parties to proceed with complaints into any incident of suspected misconduct that does not relate to child abuse. It should, as soon as possible, inform the Executive Committee of the progress of the disciplinary process. This should be done within 14 days.
- 27.7 The Disciplinary Committee should furnish the individual with the nature of the complaint being made against them and afford them the opportunity of providing a response either verbally or in writing, but usually at a meeting with the Disciplinary Committee.
- 27.8 Written confidential records of all complaints should be safely and confidentially kept.
- 27.9 The Disciplinary Committee may expel or suspend from the privileges of membership for such period as they may decide, any member who, in the opinion of the Disciplinary Committee has acted in contravention of the Disciplinary Rules or the rules of the Club or in a manner detrimental to the interests of the Club. The decision of the Disciplinary Committee must receive the sanction of the majority of those present at the disciplinary hearing.
- 27.10 The Arbitration Committee shall have the power to confirm, set aside or change any sanction imposed by the Disciplinary Committee.
- 27.11 Any member considering himself aggrieved shall have the right to appeal to an Extraordinary General Meeting properly requisitioned by them under rule 46.2 whose decision shall be final. Any such appeal must be made in writing to the Honorary Secretary within 7 days of the decision of the Arbitration Committee being notified to the member, and the appeal shall be heard as soon as is reasonably practicable thereafter.
- 27.12 If any party is not satisfied with the outcome the matter can be referred to the Irish Rugby Football Union (Ulster Branch). However efforts to resolve the issue at Club level should be exhausted before the Irish Rugby Football Union (Ulster Branch) is engaged in attempts to resolve the matter.
- 28. Former member/suspended member not to be admitted**
- 28.1 Any member who is suspended or expelled shall not be entitled to be a visitor or a guest in the Club and shall forfeit all their rights and privileges under these rules but if suspended shall remain liable to pay their subscription during their suspension. If in office or on the Executive Committee they shall vacate their office forthwith.
- 29. The Principal Officers**
- 29.1 The Principal Officers of the Club shall be the Chairperson, the Honorary Secretary and the Honorary Treasurer.
- 30. Executive Committee**
- 30.1 The business of the Club (except as otherwise provided by these rules) shall be managed by an Executive Committee formed from Ordinary or Life members all of whom must be elected at the Annual General Meeting for not less than one year consisting of:-
- a. The President
  - b. The Vice President
  - c. Chairperson

- d. Honorary Secretary
  - e. Honorary Treasurer
  - f. Chairperson of Rugby Committee
  - g. Honorary Membership Secretary
  - h. Chairperson of Public Relations Committee
  - i. Chairperson of House Committee
  - j. Chairperson of Fund Raising Committee
  - k. Immediate Past Chairperson (1 year)
- 30.2 The Chairperson of the Club shall act as Chairperson of the Executive Committee, or in the event of their absence, the Executive Committee may appoint a Chairperson for the duration of the meeting.

**31. Election of members of Executive Committee**

- 31.1 At each Annual General Meeting all members of the Executive Committee must retire but are eligible for re-election.
- 31.2 Any two Ordinary or Life members may propose any candidate or candidates, for election to the Executive Committee by notice in writing to the Honorary Secretary at least 14 days before the Annual General Meeting, and the Honorary Secretary must display the proposals in a conspicuous place in the Club premises in the place where notices for the attention of members are usually displayed.
- 31.3 Every Ordinary or Life member of the Club is entitled, but not obliged, to vote for as many candidates as there are vacancies to be filled.
- 31.4 The candidates who receive most votes must be declared elected, and in the case of two or more candidates receiving an equal number of votes, the Chairperson of the meeting has a second or casting vote or may determine the matter by lot.

**32. Vacancies on Executive Committee**

- 32.1 The Executive Committee may appoint an Ordinary or Life member to fill any casual vacancy on the Executive Committee until the next Annual General Meeting.
- 32.2 Any member so appointed must retire at the next Annual General Meeting but may be elected as a member of the Executive Committee at that meeting.

**33. Meetings of Executive Committee**

- 33.1 The Executive Committee must meet at least once in every month from August to June, and at such other times as may be necessary, to examine the accounts and arrange the affairs of the club at such place and time as shall be notified in writing to members by the Honorary Secretary.
- 33.2 7 members of the Executive Committee shall constitute a quorum.
- 33.3 Minutes of all the proceedings of the Executive Committee must be taken and must conform with the requirements of the Registration of Clubs (Accounts) Regulations (N.I.) 1997 or any amendment to or re-enactment of the said regulations.
- 33.4 There shall be no proxy voting at any Executive Committee meeting.

**34. Power of Executive Committee**

- 34.1 The Executive Committee shall have 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. Such Bye Laws shall be binding until altered or set aside by a General Meeting. The Executive Committee shall have unlimited authority on every question of order and shall be the sole interpreter of the rules



and Bye Laws of the Club until such interpretation be set aside at an Annual General Meeting or Extraordinary General Meeting.

- 34.2 The Honorary Secretary shall call a Special Meeting of the Executive Committee when required by a requisition signed by at least three members of the Executive Committee and stating the object for which the meeting is requisitioned.
- 34.3 Questions arising at any meeting shall be decided by a majority of votes. Where there is an equality of votes, the Chairperson or whoever takes the chair in their absence shall have a second or casting vote.

**35. Emergency Committee**

- 35.1 The Executive Committee may appoint a minimum of four of its members, one of whom shall be a Principal Officer of the Club, to be known as an Emergency Committee, to exercise the powers of the Executive Committee and to make such decisions for the running of the Club as may be necessary, but such decisions of the Emergency Committee will be operative and effective only until the next meeting of the Executive Committee.

**36. Resignation/removal from the Executive Committee**

- 36.1 An Executive Committee Member may resign from the Executive Committee by tendering their resignation in writing addressed to any Principal Officer of the Club or orally at any duly constituted Executive Committee meeting.
- 36.2 A Member may cease to be a member of the Executive Committee if they fail to attend 4 consecutive Executive Committee meetings without reasonable excuse. The Executive Committee may declare their seat vacant and under rule 32 co-opt a successor.

**37. Sub-committees**

- 37.1 The purchase of intoxicating liquor for supply by the Club shall be at the absolute discretion of a sub-committee of not less than 3 members, being members of the Executive Committee, appointed by the Executive Committee for that purpose.
- 37.2 If any member ceases to be a member of the Executive Committee they automatically cease to be a member of the sub-committee concerned with the purchase of intoxicating liquor for supply by the Club and another member of the Executive Committee must be appointed in their place.
- 37.3 The Executive Committee may also, from time to time, appoint from among its number such other sub-committees and additional officers as it deems necessary or expedient and may subject to the provisions of Regulation 19 of the Registration of Clubs (Accounts) Regulation (N.I.) 1997 delegate to them such of its powers and duties as it may determine.
- 37.4 All sub-committees must report their proceedings to the Executive Committee and must conduct their business in accordance with its directions.
- 37.5 With the exception of a sub-committee concerned with the purchase of intoxicating liquor for supply by the Club, the Executive Committee may appoint any Ordinary or Life member to sub-committees.
- 37.6 The Principal Officers of the Club shall be ex officio members of sub-committees.
- 37.7 There shall be no proxy voting at any sub-committee meeting.

**38. Systems Manual**

38.1 The Honorary Secretary is to hold a Systems Manual for the Club, recording how systems operate. It will be a database of record keeping that allows confidentiality but continuity between changing Committee Members – where files are kept, who sees them and how long files are kept for. The manual will ensure Committee Members have clear, defined roles, areas of responsibility, authority limits and that members operate only within these roles and avoid situations where one or more member operate in isolation from the Committee or agenda.

### **39. Employees**

39.1 The Executive Committee may appoint, pay and dismiss a manager and such other employees as it deems necessary subject always to the provisions of the Employment Rights (NI) Order 1996 and any amendment thereto, and to the general law.

### **40. Trustees**

- 40.1 Conn & Fenton Solicitors shall be the sole Trustee of the Club property and the said Conn & Fenton Solicitors shall be appointed upon its published standard conditions as now in force (as if the same were set out) with remuneration as agreed by it with the Lisburn Rugby Football Club.
- 40.2 The Trustee shall be appointed by the membership at a General Meeting.
- 40.3 The Trustee may not be a member of the Executive Committee of the Club but will be deemed Honorary member of the Club during the period of their Trusteeship.
- 40.4 To give effect to a nomination:-
- a. the Honorary Secretary is nominated as the person to appoint new Trustees of the Club within the meaning of the Trustee Act (N.I.) 1958 Section 35, and
  - b. the Honorary Secretary must by deed appoint the person or persons nominated by the membership as the new Trustees of the Club and
  - c. the provisions of the Trustee Act (N.I.) 1958 apply to any appointment.
- 40.5 Any statement of fact in a deed of appointment of new Trustees, in favour of a person dealing bona fide and for value with the Club or the Executive Committee, is conclusive evidence of the fact so stated.

### **41. Club Property**

- 41.1 The property of the Club (other than cash which must be under the control of the Honorary Treasurer) shall be vested in the Trustee to be dealt with by them as the Executive Committee from time to time directs by resolution and an entry in the minute book is conclusive evidence of a resolution.
- 41.2 The Trustee shall, when authorised by a resolution passed by three-fourths of the Ordinary or Life members present at a General Meeting of the Club, sell, lease, grant, demise, mortgage or charge any of that property and effects of the Club vested in them and execute all documents necessary to effect the same.
- 41.3 The Trustee shall be indemnified against risk and expense out of the Club property and shall also be entitled to a right of recourse against those persons who are members of the Club at the time at which the Trustees incur any loss or expenses as a result of being such Trustees. A copy of such resolution, signed by two of the Principal Officers, shall be evidence of such authority.
- 41.4 In agreement with the Executive Committee the Trustees shall have the power to acquire, hold and dispose of and shall have vested in themselves all real and personal property,

lands, buildings and hereditaments and premises purchased, taken on lease or otherwise acquired by or for the benefit of the Club.

**42. Club assets**

- 42.1 The Club's assets and finances shall be used exclusively and solely to promote and further the objectives of the Club.
- 42.2 There shall be no distribution in any manner whatsoever of the profits/surplus arising from any of the activities of the Club including the supply of intoxicating liquor and other goods and services distribution of any assets which belong to the Club whilst the Club continues to operate as a Club under these rules.
- 42.3 All surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties.

**43. Borrowing powers**

- 43.1 If at any time the Club in General Meeting passes a resolution authorising the Executive Committee to borrow money the Executive Committee may borrow for the purposes of the Club and the Trustees must at the direction of the Executive Committee make any disposition of the Club property or any part of it and enter into any agreement in relation of the Club property as the Executive Committee thinks proper to give security for the loan and interest.
- 43.2 Every member of the Club, whether they vote on a resolution authorising borrowing or not, and everyone becoming a member of the Club after the passing of such a resolution, is deemed to have assented to the resolution as if they had voted in favour of it.
- 43.3 Until any resolution is passed that supersedes this power, the Executive Committee may borrow up to the sum of £60,000.

**44. Annual General Meeting**

- 44.1 The Annual General Meeting of the Club must be held not later than 31<sup>st</sup> May in each year on a date and at a time to be fixed by the Executive Committee and must:-
  - a. Receive from the Executive Committee a report, balance sheet and statement of accounts for the preceding financial year. The report, balance sheet and statement of accounts must be displayed in a conspicuous place in the Club premises in the place where notices for the attention of members are usually displayed at least 28 days before the Annual General Meeting.
  - b. Fix the annual subscription of all the classifications of membership defined in rule 7 and subject to regulations specified in rule 8.
  - c. Appoint an auditor for the ensuing year.
  - d. Appoint Executive Committee members specified in rule 30.
    - i. No person who is absent from an Annual General Meeting may be proposed for election to any office unless their consent to act has been previously obtained in writing.
  - e. Appoint non Executive Committee members:
    - i. Chairperson of Senior Section Committee.
    - ii. Chairperson of Youth Section Committee.
    - iii. Chairperson of Women's Section Committee.
    - iv. Chairperson of Mini Section Committee.
    - v. Chairperson of Grounds Committee.
    - vi. Fixtures Secretary.
    - vii. Chairperson of Selection Committee.
    - viii. Representative to I.R.F.U. (Ulster Branch).
    - ix. Representative to I.R.F.U. (Ulster Branch) Youth Committee.
  - f. Appoint Senior section Team Captains.
  - g. Consider any other business as determined by the Executive Committee and

h. decide on any resolution which may be submitted to the meeting in the manner provided in rule 45.

**45. Notice of business at Annual General Meeting**

45.1 Any member who has full voting rights who desires to move any resolution at the Annual General Meeting must give notice in writing to the Honorary Secretary not later than 28 days before the said meeting.

**46. Extraordinary General Meeting**

46.1 The Executive Committee may call an Extraordinary General Meeting at any time for any special purpose, and

46.2 must do so immediately upon a requisition in writing sent to the Honorary Secretary, stating the purpose for which the meeting is required and the resolutions to be put to the meeting, from 15 Ordinary or Life members of the Club.

**47. Amendments**

47.1 No amendment (*other than a motion for adjournment*) may be moved to any resolution proposed at any Annual or Extraordinary General Meeting unless written notice of the amendment has been sent to the Honorary Secretary not less than 28 days previous to the meeting.

47.2 Whenever notice of any amendment to be proposed is given, it must be given by being displayed in a conspicuous place in the Club premises in the place where notices for the attention of members are usually displayed at least 14 days before the Annual or Extraordinary General Meeting.

**48. Convening General Meetings**

48.1 At least 14 days before the Annual General Meeting, or any Extraordinary General Meeting, notice of the meeting and the business to be transacted at it must be given by being displayed in a conspicuous place in the Club premises in the place where notices for the attention of members are usually displayed, and a copy of the notice sent to every member who has full voting rights.

48.2 No business other than that of which notice has been given may be brought forward at a General Meeting.

**49. Proceedings at General Meetings**

49.1 At all General Meetings of the Club the President, or in their absence a member selected by the Executive Committee, must take the chair.

49.2 Every Ordinary or Life member present is entitled to one vote upon every motion, and in the case of an equality of votes the Chairperson may have a second or casting vote.

49.3 There shall be no proxy voting at any General Meeting of the Club.

**50. Quorum**

50.1 The quorum for all general meetings is 15.

**51. Voting**

51.1 The following majorities of members present and voting at general meetings are required for the passing of the following types of resolution:

- a. proposing any repeal, addition to, or amendment of the rules – two-thirds.
- b. relating to the expulsion of any member – two-thirds.
- c. for all other business – simple majority.

**52. Financial year**

52.1 The financial year of the Club shall end on the last day of June in each year.

**53. Audit of accounts**

53.1 The end of year financial statements must be prepared by an Independent firm of Chartered or Certified Accountants

**54. Opening of Club premises**

54.1 The Club premises are open to members daily between such hours as the Executive Committee may from time to time determine.

54.2 The Executive Committee may close the Club premises for such times as it considers necessary for cleaning and repairs, staff holidays or where it is necessary in the interest of the Club.

**55. Games**

55.1 Regulations made by the Executive Committee may lay down the conditions on which any game including a gaming machine may be played on the Club premises and may prohibit any games the playing of which would in the opinion of the Executive Committee be injurious to the interests of the Club.

**56. Guests**

56.1 Every member may introduce guests, subject to any regulations made from time to time by the Executive Committee.

56.2 Every guest must be accompanied by the member introducing them.

56.3 Immediately upon the admission of their guest to the Club premises the member shall enter their name and the name of the guest in a book which shall be kept for that purpose and shall show the date of each visit.

56.4 The same person, except where that person is a parent, husband, wife or child of a member shall not be admitted as a guest of any member to the Club premises on more than 20 days in any period of 12 months.

56.5 A member shall be responsible for their guest strictly observing the rules and shall not leave the Club premises before their guest and a guest shall not be supplied with intoxicating liquor unless upon the invitation of and in the company of a member.

56.6 No one who has been suspended from the privileges of membership under rule 26 or expelled from membership under rule 27, or whose conduct or presence on the Club premises is considered by the Executive Committee objectionable or prejudicial to the interests of the Club may be introduced as a guest into the Club.

56.7 In the case of a team or other body of persons who are, as members of another club (whether registered or not), society or organisation visiting the Club for the purpose of taking part in or in the organisation of or arrangements for any pastime, sport, game or recreation are to enter in the visitors' book the name of the club, society or organisation, and the number of such visitors, without specifying the names and addresses, 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 Executive Committee Member of the Club.

**57. Payment of members' accounts**

57.1 Charges for meals, refreshments and the like, and for games shall be fixed by the Executive Committee.

- 57.2 Every member must, before leaving the Club premises, ensure that all such charges (whether incurred on their own account or for a guest) are paid.
- 58. Members not to make profit out of the Club**
- 58.1 No member may on any pretence or in any manner receive any profit, salary or emoluments from the funds or transactions of the Club, except for professional services rendered at the request of the Executive Committee.
- 59. Private benefit not to accrue on purchase etc of liquor**
- 59.1 No one may be paid at any time at the expense of the Club or any member of the Club any commission percentage or similar payment on or with reference to purchases of intoxicating liquor by the Club.
- 59.2 No one may directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Club to members or guests or others apart from any benefit accruing to the Club as a whole.
- 59.3 No official and no manager or servant employed in the Club shall have any personal interest in the supply of intoxicating liquor in the Club or in the profits arising from such supply.
- 60. Permitted hours**
- 60.1 The permitted hours for the supply of intoxicating liquor in the Club are as provided by the Registration of Clubs (NI) Order 1996 and may be varied from time to time by the Executive Committee in accordance with the statutory provisions for the time being in force.
- 60.2 A person under the age of 18 is not permitted in any part of the premises which contains a bar or is used exclusively or mainly for the supply, consumption or storage of intoxicating liquor after 9.00 p.m. except with respect for the purpose of passing to or from some other part of the premises which is not a part of the aforesaid and to or from which there is no other convenient means of access.
- 61. Supply of liquor**
- 61.1 Intoxicating liquor may be supplied to members and their guests for consumption on the Club premises.
- 61.2 Intoxicating liquor may not be supplied for consumption off the Club premises.
- 61.3 Intoxicating liquor may not be supplied for consumption to persons under 18 years of age.
- 62. Club address not to be used for business**
- 62.1 No member may give the address of the Club in any advertisement or use the Club address for business purposes.
- 63. Grievances**
- 63.1 Suggestions of any kind as to any matters tending to the welfare or improvement of the Club, and complaints of any kind relating to the affairs of the club shall be made to the Honorary Secretary in writing, who shall place the same before the next Executive Committee meeting.
- 64. Actions of members**
- 64.1 Any member damaging or destroying property of the Club by accident or otherwise shall promptly make good the loss or damage to the satisfaction of the Executive Committee. If the loss or damage be caused by a guest the introducing member shall make it good to the satisfaction of the Executive Committee.

64.2 No member shall take or permit to be taken from the clubhouse or grounds any property of the Club on any pretext whatsoever, except with the permission of the Honorary Secretary.

**65. Functions**

65.1 Any section, member or charity wishing to hold a function on the Club premises must make application to the Honorary Secretary in writing and must undertake to comply with the provisions of the Registration of Clubs (NI) Order 1996 and the registration of Clubs (Accounting) Regulation (NI) 1997 in relation to the running of the function and the proceeds thereof. Permission to hold functions on the premises shall be granted at the sole discretion of the Executive Committee.

**66. Interpretation of rules**

66.1 The Executive Committee is the sole authority for the interpretation of these rules the Disciplinary Rules and the regulations made by it from time to time.

66.2 The decision of the Executive Committee upon any question of interpretation or upon any matter affecting the Club and not provided for by these rules or by the regulations is final and binding on the members.

**67. Amendment of rules**

67.1 These rules may be added to, repealed or amended by a resolution passed at any General Meeting by a majority of at least two-thirds of the members attending and voting on it.

67.2 The Executive Committee has power to amend the rules where necessary to comply with statutory regulations without the requirement to seek the consent of the members and the amendment to the rule must be given by being displayed in a conspicuous place in the Club premises in the place where notices for the attention of members are usually displayed, and a copy of the notice sent to every member who has full voting rights.

**68. Dissolution of Club**

68.1 If at any General Meeting a resolution for the dissolution of the Club is passed by a majority of three-fourths of members present who have full voting rights and at a Extraordinary General Meeting held not less than four weeks later (*of which not less than 14 days written notice has been given to each member who has full voting rights*) and at which not less than one half of the members who have full voting rights are present that resolution is confirmed by a resolution passed by a majority of three-fourths of the members who have full voting rights voting on it, the Executive Committee must immediately, or at such future date as is specified in the resolution, proceed to realise the property of the Club and after the discharge of all liabilities the Club will be dissolved.

**69. Distribution on Dissolution**

69.1 Upon the winding up of the Club the assets of the Club after the payment of all debts and liabilities shall be held in trust by the Trustees until transferred by them to another registered CASC, a registered charity or the sports governing body for use by them in related community sports.

**70. Headings**

70.1 The headings to these rules are for ease of reference only and are not to be taken into account in their interpretation.

The foregoing rules shall be read and interpreted in conjunction with the provisions of the Registration of Clubs (NI) Order 1996 or any statutory amendments to same.

All requirements of such Acts or Orders shall be deemed to be incorporated therein.

Should any of the above mentioned rules conflict with or contravene the requirements of any of the said statutes such rule or rules shall be automatically null and void.

**Signatures and descriptions of the Principal Officers:**

**Michael Knowles**  
**Honorary Secretary**

**Gary King**  
**Honorary Treasurer**

Dated the 15<sup>th</sup> day of December 2018