

Canterbury Hellfire Wheelchair Rugby Club CONSTITUTION

Adopted on: 20th August 2023

1. The 'Club'

The name of the group will be called Canterbury Hellfire Wheelchair Rugby Club (Hereinafter called "**The Club**") will be affiliated to Great Britain Wheelchair Rugby (GBWR), the national governing body for wheelchair rugby in England, Scotland and Wales, Canterbury Rugby Charity, a charity that provides the sole funding for 'The Club' and Canterbury Rugby Club, who provide services to 'The Club' and are a stakeholder.

2. Aims and objectives

2.1 The main purpose of the Club is to play Wheelchair Rugby in accordance with the rules of the sport (including rules for any disciplines of the sport) set out by the International Wheelchair Rugby Federation (IWRF) and/or by Great Britain Wheelchair Rugby Ltd (GBWR).

2.2 offer coaching and competitive opportunities in Wheelchair Rugby

2.3 To promote the club within the local community, Rugby community and the Wheelchair Rugby Community

2.4 To ensure a duty of care to all members of the club

2.5 To provide all its services in a way that is fair to everyone

2.6 To promote the general health, fitness and wellbeing of all members and the local community

3. 'The Club' Committee

3.1 The Committee will be formed on an annual basis at an Annual General Meeting and shall hold office until the conclusion of the following years Annual General Meeting

3.2 Decisions shall be made by majority consensus

3.3 The quorum for the transaction of business at Committee meetings shall be no less than three members of 'The Club'

3.4 The Committee shall meet a minimum of three times per year with seven full days' notice of Meetings being given to all Committee Members

3.5 The Committee shall have the power to establish relevant action groups as required

4. Officers of the Committee

4.1 The affairs of the Club shall be conducted by a Committee which shall consist of the Chair, Treasurer, and Secretary, who shall be elected at the Annual General Meeting.

4.2 All committee members must be members of the Club.

4.3 If required, the committee shall elect a Vice Chair from among its members.

4.4 The term of office shall be for one year, and members shall be eligible for re-election.

4.5 If the post of any officer or ordinary committee member should fall vacant after such an election, the Executive Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.

4.6 The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.

4.7 The Committee will have powers to appoint any advisers to the Committee as necessary to fulfil its business.

4.8 The Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.

5. **Finances**

5.1 The funds of the 'The Club' shall be vested in the Treasurer who shall apply and deal with them in such manner, as the group shall from time to time direct.

5.2 The Treasurer will work with the trustees of Canterbury Rugby Charity and the executive committee of Canterbury Rugby Club.

5.3 All cheques, invoices and payments are subject to prior approval by the Treasurer AND trustees of Canterbury Rugby Charity.

5.4 An audited statement of annual accounts will be presented by the treasurer at the Annual General Meeting.

5.5 All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.

6. **Annual General Meetings and Other Meetings**

6.1 General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.

6.2 The Club shall hold the Annual General Meeting (AGM) in the month of June to:

Approve the minutes of the previous year's AGM.

Receive reports from the Chairman and Secretary.

Receive a report from the Treasurer and approve the Annual Accounts.

Receive a report from those responsible for certifying the Club's accounts.

Elect the officers on the committee.

Agree the membership fees for the following year.

Consider any proposed changes to the Constitution.

Deal with other relevant business.

6.3 Notice of the AGM will be given by the club secretary with at least fourteen days' notice to be given to all members.

6.4 Nominations for officers of the committee will be sent to the secretary prior to the AGM.

6.5 Proposed changes to the constitution shall be sent to the secretary prior to the AGM, who shall circulate them at least 7 days before an AGM.

6.6 All full paying members have the right to vote at the AGM.

6.7 The quorum for AGMs will be 25% of the total full paying membership. If a quorum is not reached another AGM will be called for the same day and time seven days later where the quorum will be those present

6.8 The Chairman of the Club shall hold a deliberative as well as a casting vote at general and committee meetings.

6.9 Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary supported by at least 10% of the members of the Club. The committee shall also have the power to call an EGM by decision of a simple majority of the committee members.

6.10 All procedures shall follow those outlined above for AGMs.

6.11 The quorum arrangements will be the same as for the AGM.

7. **Amendments to the constitution**

7.1 The constitution will only be changed through agreement by majority vote at an AGM or EGM.

8. **Discipline and appeals**

8.1 All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's child protection policy and procedures. The Club Safeguarding is the lead contact for all members in the event of any child protection concerns.

8.2 All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.

8.3 The Management Committee will meet to hear complaints within forty-five days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

8.4 The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within seven days of the hearing.

8.5 There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within seven days of the Secretary receiving the appeal.

9. **Dissolution**

9.1 If the trustees of Canterbury Rugby Charity and the executive committee of Canterbury Rugby Club decides that it is necessary or advisable to dissolve 'The Club' it shall call a meeting of all full paying members of 'The Club' giving not less than twenty-one days' notice. If the proposal is confirmed by a two-thirds majority of those present and voting the trustees shall have the power to realise any assets held by or on behalf of 'The Club'. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other Associations having objects similar to the objects of 'The Club' as the members of 'The Club' may determine or failing that shall be applied for some other related sporting purpose

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The constitution was adopted on the date mentioned above by the persons whose signatures appear at the bottom of this document.

A handwritten signature in black ink, appearing to read "Am Lloyd".

Signed **CHAIR**

A handwritten signature in black ink, appearing to read "Lloyd".

Signed **TREASURER**

A handwritten signature in black ink, appearing to be a stylized monogram.

Signed **SECRETARY**