



## **LOUGHREA RUGBY FOOTBALL CLUB**

**Ballygasty, Loughrea, Co. Galway. H62AP03**

**Established 1925**

**Constitution for Loughrea RFC**

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### Name:

- The club shall be called "Loughrea Rugby Football Club".
- Registered Address of the club is Ballygasty, Loughrea, Co. Galway, Ireland, H62AP03.
- The club is incorporated under the Loughrea Rugby & Recreational Club, Company limited by Guarantee. Registration Number 782633.

### Objectives:

The Main Objective for which the club was established

- Playing and furtherance of Rugby Union Football. All other games, past-times, or athletic activities, whether indoors or outdoors, lawfully permitted by the Club Senior Committee in or on the club property and shall be subservient in all respects to the rugby football and the best interests of the club.
- To carry out the management of the club property, the lands of the club and all common areas, pitches, roads, parking lots and facilities ancillary to the property for the benefits of the members of the club.
- To raise funds by whatever means, whether by public subscription or otherwise for the main objectives above.

### Mission:

To create a fun, friendly, safe, and respectful environment for our community. To provide the highest quality coaching by qualified club members, giving all players the best opportunity to develop and succeed; both on and off the field.

### Values:

The Club is guided by our commitment to values as follows:

- **Inclusive** – of all ages, abilities, and backgrounds.
- **Respectful** – to all officials, parents, staff, and visitors.
- **Fair** – where everyone gets a chance and effort is rewarded.
- **Fun** – where enjoyment of sports and other activities is promoted.
- **Successful** – where talent is nurtured, and high standards are promoted.
- **Participative** – where everyone is encouraged to get involved.
- **Accountable** – by taking responsibility for our actions in a transparent way.
- **Competitive** – Competing to win.

Loughrea Rugby Football Club acknowledges the need to act to address climate change and environmental protection. Loughrea Rugby Football Club embrace sustainability principles and as a Club will include sustainability in our day-to-day operations. The Club will take a proactive role in engaging and assisting our sports and other stakeholders in integrating sustainability and environmental protection within their operations.

Loughrea Rugby Football Club is committed to Diversity, Equality and Inclusion and recognises the importance of fairness, diversity, equal opportunity, and respect for all involved with our club. The Club is committed to making our sports accessible and open to everyone and free from threat of discrimination, intimidation, harassment, and abuse. We acknowledge that the Club and all our members have a responsibility to challenge discriminatory behaviour and promote equality of opportunity.

### Colours:

Club Colours shall be a Yellow, Black & Purple hooped jersey with black shorts and black socks.

### **Affiliation:**

The Club shall affiliate to the Connacht Branch of the IRFU.

### **Officers:**

- The officers of the club shall be the:
- President.
- Honorary Secretary.
- Honorary Treasurer.
- Company Directors as per the Articles of Association.
- The Officers of the Club shall be not less than 5 and not more than 7 in number.
- All property of the Club shall vest in the Officers of the club. No personal liability shall be attached to the Officer or to any Officer acting in the ordinary and proper force of the club's business.

### **Senior Committee:**

The Senior Committee shall consist of the Club Officers in the following roles, President, Honorary Secretary & Honorary Treasurer and include:

- Vice President.
- Assistant Honorary Secretary.
- Assistant Honorary Treasurer.
- Child Welfare Officer.
- Club Captain(s) (Senior Team Captain(s)).
- & Three ordinary members.

### **Operation & Powers of the Senior Committee:**

Senior Committee Members shall be elected at the clubs Annual General Meeting (AGM).

- The Senior Committee Members shall exercise general management, control and shall conduct the main business and affairs of the Club.
  - Including the procuring of relevant insurance policies related to the property of the club and the public liability of the club to protect members interests.
- The Club will strive to have the Officer and Senior Committee roles occupied by members who are representative of the diversity within the membership of the Club.
- Senior Committee Member's shall automatically retire from office at the AGM at or after which a three-year term has been completed and shall (subject as herein provided) be eligible for reappointment for one further three-year term.
- A vacancy occurring in any Senior Committee role between one AGM and the next shall be filled by the Senior Committee as soon as practicable after such vacancy arises.
- In the event of no resolution having been passed at any AGM to fill a vacancy in any Senior Committee Member role, the retiring Senior Committee Member shall (subject as herein provided) be deemed to have been re-elected for a period of one year only.
- A Senior Committee Member shall cease to hold office if he/she shall, by notice in writing to the Honorary Secretary (or, in the case of the Honorary Secretary to the President), resign or, if the Senior Committee decides by two thirds majority to remove him/her from such office or if he / she ceases to be a member of the Club.
- Any Senior Committee Member who fails to attend three consecutive meetings shall in the absence of an explanation by them satisfactory to the Committee be deemed to have forfeited their place on the Senior Committee.

- The quorum of Senior Committee meetings shall be 7.
- The Senior Committee Members shall hold office until the next succeeding AGM unless otherwise disqualified under these rules.
- The Senior Committee shall hold not less than one General Meeting per month during the rugby football season.
- The monthly Senior Committee Meeting shall be convened by the Honorary Secretary who shall give each member due notice (minimum of 7 days) in writing of the hour, date, and place thereof and the reason for convening thereof.
- The Senior Committee shall have power to co-opt such additional members as may be required for special purposes and also to appoint subcommittees.
- The Senior Committee Members shall have power to make regulations from time to time touching all matters affecting the club and its property, and such regulations shall have the same force and effect as these rules. Every member of the club shall be bound by these rules and all regulations made there under.
- No member of any committee, or manager or servant employed in the club, shall have any personal interest in the sale of items therein, or in the profits arising from such sale.

### **Sub Committees:**

The Senior Committee Members and/or Officers of the club shall be members of all sub-committees concerned with administration of the club. Sub-committees include but are not limited to the following:

- Rugby Football.
- Finance.
- Grounds Committee & Facilities.
- Fundraising.
- Disciplinary.

### **Finances:**

Correct accounts and books shall be kept showing the financial affairs, the receipts and disbursements of the club monies.

- Including accounts supporting the IRFU Annual account requests.
- Including accounts supporting the Company's Revenue Commitments.
  - Accounts should comply with the International Financial Reporting Standards (IFRS) Requirements.
- The Senior Committee shall not incur any single expenditure exceeding €30,000 without the consent in writing from a majority of the officers of the Club.
- The Senior Committee shall not, without the written approval of the majority of the Officers, borrow in excess, of €30,000 or sell, lease out, or deal in any property of the Club (save on a short- term basis for the purpose of facilitating the running of events), or arrange to mortgage, pledge, or otherwise encumber any property or assets of the Club.
- The income and property of the club shall be applied solely towards the promotion of its main object as set out in this constitution. No portion of the club's income and property shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit, to the members of the Club. No Officer and or Senior Committee Member shall be appointed to any office of the club paid by salary or fees or receive any remuneration or other benefit in money or money's worth from the club. However, nothing shall prevent any payment in good faith by the Club of:
  - Reasonable and proper remuneration to any member of the club (not being an Officer) for any services rendered to the Club.

- Reasonable and proper rent for premises demised and let by any member of the club (including any Officer) to the Club.
- Reasonable and proper out-of-pocket expenses incurred by any member in connection with their attendance to any matter affecting the Club.
- Fees, remuneration or other benefit in money or money's worth to any Company of which an Officer may be a member holding more than one hundredth part of the issued capital of such Company.

### **Annual General Meeting (AGM):**

The AGM of the Club shall be held in the month of May each year.

- Detailed reports concerning the working of the Club for the previous year and its financial position shall be presented by the Senior Committee Members.
  - To include but not limited to Presidents, Secretary and Treasurer Reports
- It should be encouraged that Nominations in advance for Officer's or Senior Committee members of the club take place ahead of the AGM and are notified to the Honorary Secretary pre the AGM.
- The President, or his nominee shall be chairman of all meetings and in the absence of the President or his nominee, a chairman may be appointed by those present and entitled to vote.
- The quorum of AGM shall be 20 Members of the club.
  - If, at a meeting, a quorum has not assembled within 30 minutes after the time appointed for such meeting, the Honorary Secretary may, at his discretion, declare such meeting abandoned.
- The voting at every AGM shall be by ballot or at the Honorary Secretary's discretion, by show of hands
  - In the event of a tie the Loughrea Rugby & Recreational Club Company Secretary, shall have a second or casting vote.
- Only bona fide, members of the club as defined below can vote at such meetings and hold office in the club.
  - Members under 18 years of age shall not be eligible to vote at the AGM.

### **Extraordinary General Meeting (EGM):**

An EGM may be called at any time at the request of the Senior Committee or on a requisition to the Honorary Secretary, signed by not less than 15 members of the club, giving detailed particulars of the business for which, the meeting is required. The Honorary Secretary shall within 15 days from receipt of such requisition convene an EGM of the club.

### **Meeting Minutes:**

The Senior Committee shall cause proper minutes to be made of all proceedings of the General Meetings, AGM, EGM, and other meetings as required

### **Membership:**

Any paid-up person playing and/or training and/or coaching for or with any club teams shall be considered de facto a playing member of the club for that season.

- Any membership can, however, be cancelled, by a decision of the club Senior Committee.
- Playing Members shall be in the following categories:
  - Senior (18 Or Over)
  - Senior Student (18 or over, and in full time education or apprenticeship)
  - Youth (Under 13 to Under 18.5)

- Mini (Under 7 to Under 12)
- Coaches (At all age groups)
- Non-playing members shall be in the following categories:
  - Family Membership with Non-Playing Family Members
  - Pavilion members (Non-Voting Members)
  - Senior Citizen members (Non-Voting Members)
- Honorary Life Members (Non-Paying)
  - Such membership shall be granted at the absolute discretion of the club Senior Committee and recorded in club accounts the year it was granted
- Collective Family membership shall confer the appropriate status on the individual members thereof.
- Members and officials of visiting teams (including the match official) shall be deemed to be temporary honorary members for the day on which they are playing/visiting and shall be entitled to enjoy the amenities of the Club.
- Waiver of legal rights: pursuant to the provisions of section 34(1)(b) of the Civil Liability Act 1961 members waive their legal entitlement to claim against a fellow members, Officer or Senior Committee member, compensation for personal injury, loss, or damage, however caused.
- A Member joining the Club becomes entitled to all the privileges and benefits which the Club can confer. As joining is a voluntary decision, adherence to the rules of the Club, as set out in this Constitution and varied from time to time, and any Bye Laws, regulations and/or decisions adopted by the Senior Committee from time to time is thereby implied; likewise, acknowledgment of the responsibilities and accountabilities arising from this Constitution is also implied.

### **Child Protection:**

The Club is fully committed to safeguarding the wellbeing of its members, including in particular, its Youth and Underage members. Every individual in the Club should, at all times, show respect and understanding of 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 of the Irish Sports Council and the IRFU Child Welfare Policy.

- Those involved in the organisation of sport for young people will be obliged to attend relevant and recognised training courses relative to Child Protection, Welfare and Safeguarding and be Garda Vetted.

### **Conduct:**

All members follow the Codes of Conduct established by the Club, which promotes the rights and dignity of each member.

- Should a member conduct themselves in the manner that is derogatory to the club the Disciplinary Committee may call for an explanation and provide an account of the matter to the Senior Committee who might recommend the removal of such a person from membership without any obligation to refund their subscription. The structure of this process is governed under the:
  - **Loughrea RFC Formal Complaints & Disciplinary Procedure**
  - The purpose of which is to inform club members, parents/guardians of club members and the general public with regards to internal and external formal complaints and disciplinary procedure of club members and persons allowed to access club grounds.
- No member or prospective member shall be discriminated against on the grounds of gender, marital status, family status, age, disability, sexual orientation, race, religion, and membership of the Traveller community.

- Bullying will not be tolerated in the Club. The Club understands bullying to be repeated aggression, be it verbal, psychological, or physical conducted by an individual or group against others. It is behaviour which is intentionally aggravating and intimidating. The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to a person, to the extent it effects their health and development, or at the extreme, cause them significant harm.

### **Annual Subscriptions:**

The Senior Committee may from time to time as they think fit recommend membership fees adjustments. Annual subscriptions fall due on the 1st of Sept and any member whose subscription is 4 months overdue shall forthwith cease to be a member of the club.

- A levy for a strategic project may be introduced for all members if approved by the Senior Committee.

### **Data Protection:**

Pursuant to the provision of the current Data Protection Act members consent to the club obtaining, recording, holding, and retaining their personal data (including sensitive personal data) solely for club purposes, either on its computer or its manual filing system, and consent to the use of all such data, including disclosure to third parties, for the proper and effective management of the Club.

### **Health & Safety:**

The Club shall be compliant with the Safety, Health, and Welfare at Work Act 2005 (as amended and updated from time to time) and with all regulations and orders associated with this legislation. In terms of introducing a system to manage general safety, health and welfare, a five-step process will be followed:

- Identify the hazards, i.e., anything that could cause harm
- Assess the risks, i.e., the likelihood of the harm occurring and the severity or the consequences if it does.
- Select the control measures, i.e., measures to eliminate or reduce the hazards.
- Write the safety statement, i.e., a written outline of the control measures identified above and details regarding whoever is responsible for implementing them.
- Record the findings and review, i.e., the safety statement should be updated as circumstances change, and existing risks diminish, or new risks emerge.

### **Amendment & Alterations to Constitution:**

No alteration, amendment, or addition shall be made to these rules except at the AGM or an EGM of the Club with the consent of at least two thirds of the members present and voting. Notice of any proposed alteration, amendment or addition shall be given in writing to the Honorary Secretary at least 7 days before the AGM or EGM.

### **Constitution Location:**

The Constitution of the Club shall be posted on the Club's website and shall be made available to members on request. A copy of all amendments or alterations shall be issued to members subsequent to the General Meeting at which such amendments or alterations have been adopted. Any provisions contained in this Constitution, which are not in conformity with any statutory provisions contained in the Registration of Clubs Acts 1904 to 2003, shall be deemed to be null and void. Any provisions contained in this Constitution which are not in conformity with any statutory provision contained in the Equal Status Act 2000, shall be deemed to be null and void.