

INDEX OF RULES

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Signatures

i. NAME, OBJECTS AND POWERS

1. Name

The Club shall be called Woking Rugby Football Club.

2. Definitions

Except where the context otherwise permits or requires, the words and expressions listed in the Schedule of Definitions set out in Rule 34 shall bear the meanings given to them therein.

3. Objects

The principal object of the Club shall be to provide facilities for and promote participation by the whole community in the Game and in pursuance of such principal object the ancillary objects of the Club shall be to:

- 3.1. promote, encourage and foster the Game for the benefit of the Members including (but not limited to) the coaching thereof at all levels.
- 3.2. promote, encourage and foster the Game at all levels in the area of the Ground and the surrounding areas.
- 3.3. ensure that the Game is played in accordance with the Laws of the Game and is administered in accordance with the IRB Regulations and the Rules of the Union.
- 3.4. undertake such matches and fixtures and other activities as the Committee may decide.
- 3.5. maintain and develop Byfleet Recreation Ground and the Camphill Sports and Social Club ('the clubhouse') or such other location as the Committee may from time to time determine as the headquarters of the Club and as a venue for playing the game and conducting the other activities of the Club so as to provide the best possible facilities for Members and those visiting the Ground.
- 3.6. strengthen the bonds between the Club and the local community in the areas surrounding the Club.

4. Powers of the Club

To further its objects the Club shall have the power to do all such things as are incidental or conducive to the objects of the Club including (but not limited to) all or any of the following:

- 4.1. Either directly or indirectly to employ, invest and deal with the assets and funds of the Club for the objects of the Club in such manner as shall be considered by the Committee to be expedient, and to do all such other acts and things and carry on all such other activities (including (but not limited to) leasing, subleasing, releasing, renting, acquiring, altering, erecting, holding, selling, improving, developing, repairing, hiring, lending with or without security or otherwise dealing with real and personal property of any kind) as shall be considered by the Committee to be necessary or expedient for the purposes of the Club or the advancement of its interests.
- 4.2. To raise or borrow money for the purposes of or in connection with the activities of the Club or any of them as the Committee thinks fit in accordance with the following provisions:
 - 4.2.1. Any sum or sums raised or borrowed may be on mortgage, charge, bonds or debentures on all or any of the funds or property of the Club whether or not

including any floating charge of the whole or part of the undertaking property and assets of the Club both present and future.

- 4.2.2. At the time of any borrowing the sum of the amount then remaining undischarged of monies borrowed and of the amount of the proposed borrowing shall not exceed 100,000 pounds or such sum as the Members in General Meeting may from time to time determine.
 - 4.2.3. The rate of interest payable at the time the terms of borrowing are agreed on any money borrowed shall not exceed the rate of interest which in the opinion of the Committee represents the market rate of interest for borrowings of similar amount and on similar terms prevailing at that time except that in the case of a mortgage loan the Committee may delegate the determination of the interest rate within specified limits to an Officer, Committee Member or Sub-Committee.
 - 4.2.4. The Committee may determine from time to time (subject to Rules 4.2.1, 4.2.2 and 4.2.3) the terms and conditions upon which money is raised or borrowed or security is issued and may vary such terms and conditions.
 - 4.2.5. No person lending money to the Club shall be concerned to see or enquire whether either of the limits imposed by Rule 4.2.2 or Rule 4.2.3 is exceeded at the time of the borrowing or issue and if either or both of such limits were to be exceeded no borrowing incurred in excess of such limits shall be invalid unless such person had received express notice to this effect at the time of borrowing.
- 4.3. To give any security or securities whether by way of mortgage or otherwise for the performance of any contracts or any debts, liabilities or obligations of the Club or any of its subsidiaries or other persons or corporations in whose business or undertaking the Club is interested, or to whom or in respect of whom the Club has given any personal covenant, guarantee or indemnity, whether directly or indirectly, and collaterally or further to secure any obligation of whatever nature of the Club by a trust deed or other assurance.
 - 4.4. To accept and grant sponsorship and franchises and make such arrangements in connection therewith as the Committee shall think fit.
 - 4.5. To apply for and hold any licences, consents, certificates, permissions and approvals that may be required for or in connection with the activities of the Club and (among other things) to provide catering and such other facilities as the Committee shall consider desirable.
 - 4.6. To invite, receive and make donations for or otherwise promote or assist in the development or continuance of facilities for the Game, for the benefit of the Club or any other Community Amateur Sports Club or registered charity.
 - 4.7. To support (whether by direct subscription, the giving of guarantees or otherwise) any Community Amateur Sports Club or any charitable institution or organisation, or any event or purpose of a public or general nature, the support of which will or may, in the opinion of the Committee, directly or indirectly benefit, or is calculated so to benefit, the Club.
 - 4.8. To promote, arrange and organise competitions and entertainments in connection with the Game and any other sport or recreation.
 - 4.9. To engage such officials upon such terms and at such remuneration as the Committee may deem appropriate, and to dismiss or retire any of them as may be necessary.
 - 4.10. To maintain bank accounts in credit or overdrawn on such terms as the Committee shall think fit including the giving of guarantees and indemnities in respect of direct debits and

other money transmission or collection systems whether pursuant to Rule 16.5 or otherwise.

4.11. To pass such resolutions, regulations and instructions which shall be binding on all Members as are considered necessary for the better management, organisation, administration and regulation of the Club.

4.12. To settle, conduct, enforce or resist either in a court of law or by arbitration any suit, debt, liability or claim by or against the Club.

5. Limits on Powers

5.1. Exercise of the powers contained in Rule 4 shall, notwithstanding any other provision of these Rules, be subject to the following restrictions and limitations:

5.1.1. the Club shall not enter into any agreement with a Member for the supply of goods or services to the Club unless such agreement is on arm's length terms and has been approved at a meeting of the Committee without the Member concerned being present;

5.1.2. the engagement by the Club of any official or employee who is also a Member shall be on arm's length terms and approved at a meeting of the Committee without the Member concerned being present; and

5.1.3. the Club shall not make any payments to Members for playing the Game.

ii. MEMBERSHIP

6. Members

6.1. The Members of the Club shall be the persons whose names are for the time being entered in the Register of Members. Membership of the Club shall be open to all persons irrespective of ethnicity, nationality, sexual orientation, religion or beliefs; of age, sex or disability except as a necessary consequence of the requirements of the Game as a sport. The Club's facilities shall be available to Members without discrimination.

6.2. The Committee may offer such categories of membership of the Club with such qualifications, application procedures and conditions, duties and privileges, subscriptions and in such numbers as it may from time to time decide but always on the basis that every Member shall have one vote. Details of categories, qualifications, application procedures and conditions, duties and privileges of membership in force from time to time shall be kept by the Secretary and shall be available for inspection by Members at all reasonable times.

6.3. Details of any fees and the subscription payable by each category of membership as determined under Rule 17 shall be kept as in Rule 6.2 by the Secretary.

6.4. The Committee shall have the power to admit to membership any person in accordance with the application procedures and conditions for the time being applicable under Rule 6.2 but membership of the Club shall be open to all without discrimination on any grounds whatsoever including for these purposes discrimination on the grounds of attainment of a certain standard of performance. The Club may refuse membership or expel from membership only for good and sufficient cause, or where the membership or continued membership of the person concerned would be likely to be contrary to the best interests of the Game or the good conduct and interests of the Club. Appeal against such a decision may be made to the Members and decided by a majority vote.

- 6.5. The Committee may elect (subject to confirmation at the next following Annual General Meeting of the Club) as an Honorary Member of the Club any person, whether an existing Member or not, whose membership whether for services to the Club, to the Game or for any other reason the Committee considers to be especially desirable in the interests of the Club. An Honorary Member shall be a Member with all the rights duties and privileges of membership of the Club but without any obligation to pay any entrance fee or subscription. The Committee shall have power to terminate the honorary membership of any person at any time if it considers such action to be in the interests of the Club so to do.
- 6.6. No person may be accepted as a candidate for membership under the age of sixteen years and the purported admission of a person under the age of sixteen shall be void.
- 6.7. The Committee shall have power to create a class of persons called Juniors or with such other title as the Committee may decide using as criteria age, ticket holding or otherwise as it shall think fit. Such persons shall not be Members within these Rules and they shall have such rights, privileges and obligations as the Committee shall decide. Any person recognised in this class shall cease to be entitled to such recognition on attaining the age of eighteen years.
- 6.8. It shall be the duty of every Member to advise the Secretary promptly of each change of address. All notices and letters dispatched by post to a Member at the address registered in the Register of Members (which shall be conclusive proof thereof) shall be deemed to have been properly delivered pursuant to Rule 32.
- 6.9. A Member may resign from the Club at any time by giving to the Secretary written notice of the intention so to do provided that the Member shall remain liable for all monies then due and owing to the Club.
- 6.10. The President or Secretary or any person appointed by either of them shall have the power to order the withdrawal from the Ground of any Member who is in breach of any of these Rules, any Regulation or any Rule or Regulation of the Union which is applicable to the Ground or its use by Members or who otherwise is, in the opinion of the President or Secretary or their appointee or appointees, guilty of misconduct.
- 6.11. The Committee shall have power to terminate or suspend for such period as it thinks fit the membership of or to reprimand a member for any infringement of these Rules, any Regulations, the Rules or Regulations of the Union, the Laws of the Game or the IRB Regulations or for any conduct prejudicial to the interests of the Club or the Game. The procedure for the exercise of this power shall be prescribed by the Committee and details thereof shall be kept by the Secretary and be available for inspection by Members at all reasonable times.
- 6.12. A Member shall cease to be a Member:
- 6.12.1. On resignation.
 - 6.12.2. On termination of membership by the Committee.
 - 6.12.3. On failure to renew membership.
 - 6.12.4. On death.
- 6.13. Each person who is in membership with the Club at the date these Rules take effect shall be admitted to membership in accordance with Rule 6.4 and any person in membership at that date under the age of sixteen years shall be granted the status of a Junior in accordance with Rule 6.7.

iii. GENERAL MEETINGS

7. General Meetings

- 7.1. All General Meetings shall be held at the Clubhouse or elsewhere as the Committee may determine and any such meeting other than an Annual General Meeting shall be called a Special General Meeting.
- 7.2. The Chairman of all such meetings shall be the Chairman of the Club or if unavailable the President or if unavailable a Member of the Committee appointed at the Meeting concerned to take the Chair for that Meeting.
- 7.3. Every Member shall be entitled to attend and vote at any General Meeting. The procedure for the casting of votes shall be determined by the Chairman of the Meeting.
- 7.4. The quorum at any General Meeting shall be 20 Members.
- 7.5. If within thirty minutes after the time appointed for a General Meeting a quorum is not present, the Meeting, if convened on the requisition of members, shall be dissolved, and in every other case it will stand adjourned to such other day and at such time and place, or be dissolved, as the Committee shall determine.
- 7.6. All resolutions shall be decided by a majority of votes recorded except where:
 - 7.6.1. These Rules provide for a special resolution which shall require a majority of at least two-thirds of the votes recorded.
- 7.7. A declaration by the Chairman of a General meeting to the effect that a particular resolution has been passed or not or passed by a particular majority or not shall (subject to the Act) be final and binding on all Members.
- 7.8. A General Meeting shall not be invalidated by reason only of any Member accidentally failing to receive a notice thereof or any accompanying document relating thereto.
- 7.9. The procedure for conduct of General Meetings shall be prescribed by the Committee and details thereof shall be kept by the Secretary and be available for inspection by Members at all reasonable times.

8. Annual General Meetings

- 8.1. Not later than 31 May in every year a General Meeting shall be held (to be known as the Annual General Meeting) for the transaction of the following business:
 - 8.1.1. To consider and approve (with or without amendment) the minutes of the previous Annual General Meeting.
 - 8.1.2. To receive and approve a report from the Committee on the affairs of the Club since the previous Annual General Meeting.
 - 8.1.3. To receive and approve a Financial Statement for the preceding financial year and where necessary in law or where the members require the Auditors' report thereon.
 - 8.1.4. To elect the Officers for the ensuing year.
 - 8.1.5. To elect new Vice Presidents.

- 8.1.6. To confirm any elections of Honorary Members made by the Committee during the preceding year.
 - 8.1.7. To elect Members of the Committee for the ensuing year.
 - 8.1.8. Where necessary in law or where the members require:
 - 8.1.8.1. To appoint the Auditors for the ensuing year.
 - 8.1.9. To consider as a special resolution any addition or alteration to these rules duly proposed in accordance with Rule 8.5.
 - 8.1.10. To consider any other motion or business duly proposed in accordance with Rule 8.5.
 - 8.1.11. To consider any other business of which due notice shall have been given.
 - 8.1.12. To hear any other relevant matter for the consideration of the Committee during the ensuing year, but on which no voting shall be allowed.
- 8.2. Notice of every Annual General Meeting stating the date, time and venue of such Meeting shall be sent to all Members so as to be received not less than two clear weeks prior to the date of the Meeting with the agenda of the business to be considered thereat and with a copy of the Club's Financial Statement for the preceding financial year.
- 8.3. The election of the Officers shall be subject to the following provisions:
- 8.3.1. Any Member shall have the right to make nominations, with the written consent of a candidate, for election to any one or more of the offices named in or created under the provisions of Rule 13.1. Such nominations must be sent in writing so as to reach the Secretary by one calendar week prior to the AGM specified in 8.1. The Committee shall also have the right to make nominations for the election of Officers.
 - 8.3.2. The election of each Officer shall be decided by a majority of votes recorded.
 - 8.3.3. In the event of an equal number of votes being cast for two or more candidates for any office a further election for that office shall immediately be held between those candidates for whom the votes cast are equal in number. If there shall still be equality of votes the members of the retiring Committee present at the time shall decide who shall from those candidates receiving an equal number of votes in the second election be the holder of the office concerned for the ensuing year.
- 8.4. The election of Committee members shall be subject to the following provisions:
- 8.4.1. Any member shall have the right to make nominations of candidates for election of the Committee Members. The Committee shall also have the right to make nominations for the election of Committee Members without restriction on the number of nominations.
 - 8.4.2. The election of Committee Members shall be decided by a majority of votes recorded.
- 8.5. Proposals for additions or alterations to the Rules or for any other motion to be submitted to an Annual General Meeting shall be subject to the following provisions:
- 8.5.1. Any proposal shall be submitted in writing to the Secretary in advance of the Annual General Meeting proposed by one Member and seconded by another.

8.5.2. Copies of all such proposals and copies of all proposals put forward by the Committee shall be sent to all Members with the notice of the Annual General Meeting.

8.5.3. Amendments to any proposal notified to Members under Rule 8.5.2 shall be sent in writing so as to reach the Secretary duly proposed and seconded not less than twenty-four hours before the time for which the Annual General Meeting is convened.

8.5.4. Amendments duly received in accordance with Rule 8.5.3 shall be added to the agenda by the Chairman of the Annual General Meeting.

9. Special General Meetings

9.1. The Committee may convene at any time a Special General Meeting by giving to all Members two clear weeks written notice thereof stating the date, time and venue thereof and the resolution or resolutions to be moved or other business to be transacted thereat.

9.1.1. Amendments to any resolution proposed by the Committee shall be submitted in writing to the Secretary duly proposed and seconded by Members in the same manner as is prescribed by Rule 8.5.3 for an Annual General Meeting.

9.1.2. Amendments duly received in accordance with Rule 9.1.1 shall be added to the agenda by the Chairman of the Special General Meeting.

9.2. The Committee shall also convene a Special General Meeting on receipt by the Secretary of a written requisition so to do, duly signed by not less than 20 Members. Each requisition must clearly state the specific resolution to be moved.

9.2.1. Two clear weeks notice of such a Meeting stating the date, time and venue thereof and the specific resolution to be moved thereat shall be sent to all Members by the Secretary within fourteen days of the receipt of the requisition.

9.2.2. Amendments to such a resolution shall be submitted in writing to the Secretary duly proposed and seconded by Members in the same manner as is prescribed by Rule 8.5.3.

9.2.3. Amendments duly received in accordance with Rule 9.2.2 shall be added to the agenda by the Chairman of the Special General Meeting.

10. Rules

10.1. No new Rule shall be made, nor shall any Rule be amended or rescinded, except by a special resolution passed at an Annual General Meeting in accordance with Rule 8.5 or at a Special General meeting convened by the Committee in accordance with Rule 9.1.

10.2. The Secretary shall register any new Rule or amendment to these Rules and no new Rule or amendment to the Rules shall be valid until so registered.

10.3. A copy of the Rules shall be delivered by the Secretary to any person on demand on payment of such sum (not exceeding ten pence) as may from time to time be determined by the Committee.

iv. OFFICERS AND COMMITTEE

11. Powers of the Committee

The affairs of the Club shall be administered by the Committee which shall exercise all powers of the Club expressed in Rule 4 and without limiting the generality thereof:

11.1. The Committee shall have power to appoint such Sub-Committees as are considered necessary to deal with the affairs of the Club.

11.1.1. The Committee shall determine the composition, powers and terms of reference of each Sub-Committee.

11.1.2. The Chairman of any Sub-Committee shall have a second or casting vote, and the quorum necessary for the transaction of business by a Sub-Committee shall be one-third of its appointed members or as the Committee may determine.

11.1.3. A Sub-Committee may exercise the power of co-option subject to the provisions of Rule 11.2.

11.2. The Committee shall have power to co-opt additional members to serve on it provided that the number of such co-opted members shall not exceed twenty-five per cent of the number of members elected to hold office on the Committee (the Officers for the purposes of this computation being deemed to be elected members) and to approve the co-option of additional members to serve on any Sub-Committee, in both cases either for general or special service and with or without voting rights.

11.3. The Committee shall not exercise its powers in any way or for any purpose inconsistent with the objects of the Club.

11.4. The procedure for the conduct of meetings of the Committee shall be prescribed by the Committee and details thereof shall be kept by the Secretary and be available for inspection by Members at all reasonable times.

11.5. The Committee shall meet monthly or as seen fit by the Chairman and Committee.

11.6. References in these Rules to any acts or activities or opinion (including, without limitation, decisions, directions, requests, exercises of discretion and the giving of consent) of the Committee shall mean such acts or activities or opinions as shall have been sanctioned or effected or (as the case may be) expressed by (a) a resolution of the Committee or (b) a resolution of the relevant Sub-Committee where the power to act or authority being exercised has been delegated by the Committee to a Sub-Committee or (c) the relevant Officer where that power or authority has been delegated by the Committee to an Officer.

12. Committee Members' Interests

12.1. Any Committee Member who is in any way, whether directly or indirectly, interested in a contract or proposed contract with the Club shall declare the nature and extent of his interest at the first meeting of the Committee held after he became so interested.

12.2. Notwithstanding rule 12.1, a general notice given to the Committee that a Committee Member is to be regarded as having an interest of the nature and extent specified in the notice in any transaction or arrangement in which a specified person or class of persons is interested shall be deemed to be a disclosure that the Committee Member has an interest in any such transaction of the nature and extent so specified.

12.3. Provided that he has disclosed in accordance with this rule any material interest of his, a Committee Member:

12.3.1. may be party to, or otherwise interested in, any transaction or arrangement with the Club or in which the Club is otherwise interested;

12.3.2. may be a director or other officer of, or employed by, or party to any transaction or arrangement with, or otherwise interested in, any body corporate promoted by the Club or in which the Club is otherwise interested; and

12.3.3. shall not, by reason of his office, be accountable to the Club for any benefit which he derives from any such office or employment or from any such transaction or arrangement or from any interest in any such body corporate and no such transaction or arrangement shall be liable to be avoided on the ground of any such interest or benefit.

13. Officers

13.1. The Officers of the Club shall be a President, a Chairman, a Secretary, a Treasurer, a Membership secretary, a Fixture secretary, a Team secretary, Press and publicity officer, the Immediate Past President and such other Officers as the Club may in General Meeting from time to time determine.

13.2. The Officers of the Club shall be elected at each Annual General Meeting in accordance with Rule 8.3.

13.3. Each Officer on election at an Annual General Meeting shall hold office from the end of that Meeting until the end of the next Annual General Meeting but shall be eligible for re-election from year to year.

13.4. If any such offices fall vacant between one Annual General Meeting and the next such vacancy shall be filled by the Committee for the period of the vacancy.

14. Committee

14.1. The Committee shall consist of:

14.1.1. The Officers; and

14.1.2. Seven members (or such other number not exceeding twenty as may be determined from time to time by the Club in General Meeting) duly elected in accordance with Rule 8.4. A Member of the Committee shall hold office from the end of the Annual General Meeting, at which he is elected until the end of the following Annual General Meeting and shall be eligible for re-election from year to year.

14.2. The Committee shall each year elect its own Chairman for the ensuing year to hold office from the date of the Annual General Meeting until the date of the following year's Meeting. He may hold any other office in the Club at the same time and shall be eligible for re-election from year to year.

14.3. The quorum of the meeting of the Committee shall be seven (or such other number as may be determined from time to time by the Club in General Meeting) and the Member elected to take the Chair shall be entitled to exercise a second or casting vote.

14.4. If a vacancy shall occur for an elected Member of the Committee between one Annual General Meeting and the next such vacancy shall be filled by the Committee.

14.5. If a Member of the Committee shall commit an offence under Rule 6.11 or shall be adjudged bankrupt or if a court order is made appointing a receiver to administer such Member's property such Member shall thereupon cease to be a Member of the Committee.

14.6. Committee Members shall receive no remuneration for serving on the Committee other than the payment of authorised expenses for carrying out their duties.

15. Vice-Presidents

The Committee may each year nominate for election at the Annual General Meeting as Vice-Presidents of the Club such Member or Members as they consider should receive special recognition for services to the Club. Any Member so elected shall remain a Vice-President until ceasing to be a Member. The position of Vice-President shall not carry any rights or obligations and in particular a Vice-President shall not be an Officer or a Member of the Committee unless separately elected as such.

v. FINANCE

16. Club Finance

16.1. The Club's income shall be obtained annually from the subscriptions of Members, from investments and securities, from sponsorship and from any other available source.

16.2. The profits of the Club shall be applied only in furthering the objects of the Club. No distribution of club assets, in cash or in kind shall be made to Members or third parties but this shall not prevent donations by the Club to registered charities or to any registered Community Amateur Sports Clubs.

16.3. The Club shall not have power to receive money on deposit from Members or others.

16.4. A Financial Statement of the Club's affairs shall be made up to 6 May in each year (or such other date as may be determined from time to time by the Club in General Meeting) and shall be signed by the Treasurer and the Chairman. An audit, where necessary in law or where the membership require, shall be carried out by a qualified auditor or, where the conditions applicable for appointing lay auditors apply, by 2 or more lay auditors, and a printed copy of the last signed Financial Statement and the draft financial statement for the current season, together with the Auditors' report thereon, shall be sent to each member with the notice calling an Annual General Meeting.

16.5. The Club may participate in a direct debiting scheme as an originator for the purpose of collecting subscriptions for any category of membership and/or any other amounts due to the Club. In furtherance of such a scheme the Club may enter into an indemnity required by the bank upon whom direct debits are to be originated and such indemnity may be executed on behalf of the Club by the Secretary or as otherwise determined pursuant to these Rules.

17. Subscriptions

Each Member shall, according to membership category, pay to the Club on 1 September (or such other date as may be determined by the Club in General meeting) such annual subscription as the Committee may from time to time determine.

18. International tickets

18.1. The Ticket administrator or their appointed representative will arrange on behalf the Club the supply of tickets for international matches and similar fixtures which are subject to RFU Terms and Conditions to the membership of the Club.

18.2. The Club may apply to the Rugby Football Union on behalf of members and sponsors for tickets for international fixtures and similar matches to be held at Twickenham or elsewhere. Such tickets provided to members and sponsors are supplied strictly in

accordance with the Terms and Conditions imposed by the RFU (as varied from time to time) and members are bound to comply in full with those Terms and Conditions.

19. Auditors

19.1. The Auditors where appointed shall be entitled to attend any General Meeting and to receive all notices of and other communications relating thereto which any Member is entitled to receive, and to be heard at any General Meeting on any part of the business which concerns them as auditors.

vi. STATUTORY PROCEDURES

20. Registered Office

20.1. The registered office of the Club shall be at the Clubhouse or at such other location in England as the Committee may from time to time otherwise determine.

20.2. Notice of any change in the situation of the registered office shall be given by the Secretary to appropriate bodies within fourteen days after the change.

21. Use of the Name of the Club

21.1. The name shall be kept painted or affixed in a conspicuous position and in letters which are easily legible on the outside of every office or place in which the activities of the Club are carried on.

21.2. The name shall be stated in legible characters in all business letters of the Club, in all notices, advertisements and other official publications of the Club, in all bills of exchange, promissory notes, endorsements, cheques and orders for money or goods purporting to be signed by or on behalf of the Club and in all bills, invoices, receipts and letters of credit of the Club.

21.3. Save with the authority of the Committee, the name of the Club shall not at any time be used by any Member in any document or advertisement issued or published by, or on behalf of or with the authority of that Member in such a way as to indicate or imply that such document or advertisement was issued or published by or on behalf of the Club or the Committee.

22. Register of Members

22.1. The Club shall keep at its registered office a Register of Members and Officers in which the Secretary shall enter the following particulars:

22.1.1. The name and address of each Member.

22.1.2. A statement of other property, if any, in the Club held by each Member whether in loans or otherwise.

22.1.3. The date on which each Member was entered into in the Register as a member and the date on which a Member ceased to be a Member.

22.1.4. The names and addresses of the Officers of the Club with the offices held by them respectively and the date on which they assumed and left office.

22.2. The Register of Members and Officers shall be so constructed that it is possible to open to inspection the particulars entered pursuant to Rules 22.1.1 and 22.1.3 and 22.1.4 without also opening to inspection the other particulars entered in the Register.

23. Inspection of Books

All members and persons having an interest in the funds of the Club shall be allowed to inspect their own accounts and the particulars entered in the Register of Members and Officers other than those entered under Rules 22.1.2 at all reasonable hours at the registered office of the Club subject to such regulations as to the time and manner of such inspection as may be made from time to time by a resolution passed at a General Meeting.

24. Annual Return

24.1. Every year not later than the date provided by any relevant authority the Secretary shall send to the authority the required return relating to the affairs of the Club for the period required by the authority together with, where requested, a copy of the Financial Statement of the Club with the report of the Auditors where applicable thereon for the period included in the return and a copy of each balance sheet made during that period and the Report of the Auditors where applicable on that balance sheet.

24.2. A copy of the latest annual return shall be supplied free of charge on demand to every member or other person interested in the funds of the Club.

25. Publication of Accounts

The Club shall keep a copy of the last accounts for the time being together with the Report made by the Auditors where applicable thereon at its registered office.

26. Dissolution

In the event of it becoming necessary for the Members to discontinue the activities of the Club and to dissolve the Club, its funds and property shall not be paid or distributed amongst the Members but shall be appropriated or distributed for the benefit of the governing body for the time being of the Game for use by them in community related sports or for such registered Community Amateur Sports Club or charity as may be approved by the Members in general meeting.

vii. GENERAL

27. Club colours

27.1. Red white and black shirts, black shorts and red white and black socks. Change colours:- royal blue and gold hoops.

28. Selection committee

28.1. The Selection Committee shall consist of the team captains, and at their discretion two members co-opted from each team squad. The Club Captain and Team Secretary and coaching staff may also attend in an advisory capacity.

29. Playing and non-player disciplinary committee

29.1. The General Committee shall appoint a "Playing Disciplinary Committee" to deal with matters relating to infringement by a member of the club of the Laws of the game of Rugby Union Football, or of the code of conduct for playing members.

29.2. The "Playing Disciplinary Committee" shall comprise not less than three members of the General Committee, and the Chairman of the Committee should be either the Club Chairman or the Club Captain or their appointed representative.

- 29.3. The General Committee shall appoint a “Non-Playing Disciplinary Committee” to deal with matters relating to infringement by a member of the club to the Laws of The Club, members behaviour and / or conduct, breaches of RFU ticket regulations and general complaints and disciplinary matters referred by non-members of The Club.
- 29.4. The “Non-Playing Disciplinary Committee” shall comprise not less than three members of the General Committee, and the Chairman of the Committee should be either the Club Chairman, or the Club Vice-Chairman or their appointed representative. The Honorary Secretary or their appointed representative should be a member of this committee.
- 29.5. The Ticket administrator or their appointed representative should be a member of this committee if the matter is dealing with breaches of RFU ticket regulations.
- 29.6. All complaints regarding the behaviour of members should be submitted in writing to the Honorary Secretary, within 14 days of the matter coming to the attention of the Honorary Secretary and all relevant information having been obtained. The “Non-Playing Disciplinary Committee”, will meet to hear all complaints and disciplinary matters other than those matters to be referred to the “Playing Disciplinary Committee”. The “Non-Playing Disciplinary Committee” has the power to take appropriate disciplinary action including the termination of membership
- 29.7. 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 7 days of the hearing
- 29.8. There will be the right of appeal to the “Non-Playing Disciplinary Committee” following disciplinary action being announced. The “Non-Playing Disciplinary Committee” should consider the appeal within 14 days of the Honorary Secretary receiving the appeal. That period may be extended where the appellant presents evidence that 14 days is insufficient to prepare their case.

30. Continuity

For the avoidance of doubt every Member of the Club who at the date these Rules take effect holds office or position in any capacity in the Club (including the position of Vice-Presidents) shall continue to hold the same office or position following the adoption of these rules. Such Members shall have the same seniority, dates of appointment, dates of retirement, subject only to such changes as are necessary by virtue of these Rules.

31. Indemnity

Each Officer and employee from time to time of the Club and each person who was or is from time to time a Member of the Committee or any Sub-Committee shall (to the extent that such person is not entitled to recover under any policy of insurance) be entitled to be indemnified out of any and all funds available to the Club, which may lawfully be so applied, against all costs, liens, charges, expenses and liabilities whatsoever incurred by such person in the execution and discharge of duties undertaken on behalf of the Club or in relation thereto, or incurred in good faith in the purported discharge of such duties, including any liability incurred in initiating, prosecuting or defending any proceedings, civil or criminal, which relate to anything done or omitted as an Officer or employee or as a Member of the Committee or any Sub-Committee as the case may be.

32. Notices

32.1. A notice may be served by the Club upon any Member, either personally or by sending it by post addressed to such member at his or her registered address as appearing in the Register of Members. A notice may also be served by the Club upon any Member by electronic communication in accordance with rules 32.2 and 32.3.

32.2. Any member who notifies the Club of an address to which the Club may send electronic communications shall be treated as having agreed to receive notice and other documents from the Club by electronic communication.

32.3. If a Member notifies the Club of his email address the club may send the Member the notice or other documents by publishing the notice or other document on a website and notifying the Member by email that the notice or other document has been published on the website.

32.4. Any notice, whether sent by post, fax or electronic communication shall be deemed to have been served on the day following that on which the letter or other communication containing the same is put into the post, sent, or otherwise despatched.

33. Interpretation

Any difference of opinion as to the interpretation of these Rules or on any matter not provided for therein shall be decided by the Chairman of a General Meeting at such Meeting or by the Committee in every other circumstance, and every such decision shall be recorded in the minutes and shall be accepted as the true meaning until thereafter otherwise interpreted on due notice at a subsequent General Meeting.

Reviewed 5th April 2017

President Stanley Fisher

Club Captain Richard Grady

Chairman Andy Burrell

Next review date April 2018

Name: S FISHER
(Member)

Signature: Stanley Fisher

Name: J WILLIAMS.
(Member)

Signature: Jason Williams

Name F BANKS
(Secretary)

Signature: Fiona Banks

**RULES OF
WOKING
RUGBY UNION FOOTBALL CLUB**