



# CONSTITUTION

Created 03/06/1987

First amendment 04/06/1998

Second amendment 22/06/2000

Third amendment 14/06/2001

Fourth amendment 12/06/02

Fifth amendment 11/05/04

1. The overall business and running of the Mini & Junior Section of the Havant Rugby Football Club shall be conducted by a Management Committee comprising of the below listed Management Officers, appointed after nomination at the Annual General Meeting. If more than one nomination is received, the majority vote at the Annual General Meeting will prevail. The Management Committee may recommend amendments or additions to these officials, subject to verification at the next Annual General Meeting, or Extraordinary General Meeting, following their documented Committee decision.

Management Committee: Chairman, Vice Chairman x 2, Secretary, Treasurer, Membership Secretary, Referee Liaison, Coaching Liaison, Hospitality Liaison, Mini Fixture Secretary, Junior Fixture Secretary, RFU Child Safety Officer.

2. In addition to the Management committee, a variety of other posts will be held. The person holding these posts will not have to attend any of the management committee meetings but may do so if they wish. Each of the post holders will be responsible for liaising with their relevant management officer, and visa versa, in order that all are informed of all decisions and policies taken or made. Each will receive a full copy of the minutes. The positions are as follows: Age group Managers for each age group from Under 7s to Under 16s inclusive, Festival Organiser, School Liaison, Press Liaison, Kit & First Aid, Hospitality Manager, Trophy Manager, Webmaster, Junior 7s Organiser.

Any person may hold many posts but no person shall hold more than two management posts.

3. The Management Committee will meet monthly during the season, September to May
4. The Management Members shall have the authority to make the decisions that will affect the running of the Mini & Junior Section. If the Management Officers cannot agree, and it comes to a vote situation, the majority vote of those persons present will prevail. A minimum of five persons must be present and at least one of those must be the Chair or Vice Chair or Secretary. Those who hold two posts on the Management (example: Referee Liaison and Junior Team fixtures) will have only one vote. Those other post holders, who are present and have listened and / or contributed to the debate, may have a vote or they may

abstain. In the event of a tie and after further short discussion the Chairman has a casting vote to resolve the issue.

5. Agenda items must be sent to the Secretary in writing not later than 10 days prior to the monthly meeting. AOB should be kept to a minimum and not used to bring up items that should have been properly placed on the Agenda.
6. In matters of great urgency requiring immediate decisions to protect the interests or welfare of the Mini and Junior section, and or it's personnel, including all members and players, the Chairman may, after consultation with and agreement from either the Vice-Chairman, Secretary or Treasurer and one other Management Committee member, make decisions and commit the Mini & Junior Section without calling a Meeting. The decision will be reviewed at the next meeting.
7. The Management Committee shall have the authority to withdraw membership or suspend, any member, player or official for misconduct, unacceptable behaviour or blatant contravention of the spirit of the game and/or the ideals of the sport of Rugby, failure to implement or comply with committee decisions, the Constitution and policies of Havant Rugby Football Club.
8. Subscriptions will be announced, for the following season, at the preceding Annual General Meeting. The amount set will have been decided by the management committee previously.
9. The Treasurer will present a report of the Finances of the Mini & Junior section at the Annual General Meeting. Audited Accounts to be produced and submitted to the first Management Committee after receipt.
10. Notice of the Annual General Meeting is to be advertised on the notice board not less than 2 weeks prior to that Meeting.
11. Any Parent(s) or Guardian(s) who have a 'paid member' child or children in the Mini or Junior Section may cast a vote at the Annual General Meeting. There will be one vote PER FAMILY UNIT at the meeting, irrespective of the number of children that they have paid for, or the number of adults in the family.
12. The Management Committee may set up any such sub-committee that it deems necessary (e.g. catering, festival, finance etc.). This will consist of a minimum of 3 people, of which 1 will be from the main Management Committee.
13. Subject to paragraph 14 below, when there are two or more persons standing for any one post, each person, having been duly proposed and seconded, will be given a maximum of five minutes to make a presentation to the meeting. They may nominate a person to speak on their behalf. At the end of this time they will be asked to leave the room and the vote will then be taken in accordance with paragraph 11 above. All nominees that challenge a sitting post holder must register their intention to challenge the post holder, in writing to the secretary at least 14 days before the AGM. Any nomination must be proposed and seconded by a parent or guardian of a 'paid member' child.
14. When there are two or more persons standing for the post of 'AGE GROUP MANAGER' each person, having been duly proposed and seconded, will be given a maximum of five minutes to make a presentation to the meeting or they nominate a person to speak on their behalf. At the end of this time they will be asked to leave the room and the vote will then be taken. Voting will be restricted to the paid up parents of that current age group in accordance with paragraph 12 above, and existing management committee members only. All nominees that

challenge a sitting post holder must be notified, with proposer and seconder, in writing, to the secretary at least 14 days before the AGM.

15. It is a condition of membership of this section that all parents and guardians will be expected, during the course of the season, to provide assistance with the Mini Bar / Hospitality when asked. Dates are allocated to the team managers in advance of the start of any season and a rota is published. In the event of a person being unable to take their turn then they must make arrangements to provide cover.
16. It is a condition of membership of this section that all U12 parents and guardians will be expected to provide assistance as required at the Annual Mini Festival. The date of the Festival will be known at the start of every season and any parents or guardians are expected to notify their Age Group Manager if they are not available. Failure to either notify their Age Group Manager of their non-availability, or failure to provide assistance as required, could result in their child not being permitted to play in this tournament. Equally it could constitute a breach of this Constitution as per item 7 and as a result The Management Committee shall have the authority to withdraw or suspend membership.
17. It is a condition of membership that U13 – U16 paid up members will be expected to provide assistance as required at the Annual Mini Festival as per item 16 above.
18. It is condition of membership of this club that a parent or guardian of any child in the Under 12s or below, Midi and Mini Age groups, is present with the child during home and away sessions. It has to be fully understood that Managers in these age groups are not taking parental or guardian responsibilities for these children whilst they are with us. However if a parent or guardian cannot comply a nominated adult may take responsibility for a child provided that this has been mutually agreed between this individual and the parent or guardian of the child. In such circumstances the manager MUST be made aware of these arrangements at the start of each and every session it occurs.
19. This amended Constitution dated May 9<sup>th</sup> 2004 shall remain in force until altered or amended by a majority vote at an Annual General Meeting. The Management Committee has the power to amend or alter on a temporary basis with a two third majority vote and seek ratification at the next Annual General Meeting.

Signed: **Debbie Morgan**

Debbie Morgan

Mini and Junior Chairman 2004 – 2005