



CONSTITUTION OF KILLARNEY RUGBY FOOTBALL CLUB

(As amended in June 2022)

1 NAME:

The name of the Club is Killarney Rugby Football Club hereinafter referred to as the "Club".

2 OBJECTIVES

The objectives of the Club are:

2.1 To promote and encourage the playing of Rugby Union in all its forms. This includes 15s, 7s, tag, disability and walking rugby and any other forms that may be developed by the unions.

2.2 To foster the development of Club members as players, coaches, referees and individuals, to develop the necessary skills of the game in our players and to develop a sense of sportsmanship and fair play among all of our members.

2.3 To provide the facilities and infrastructure which allows for continued participation in Rugby Union.

2.4 To assist Club members to represent the Club at a higher level.

2.5 To increase community-based participation in Rugby Union and the Club.

2.6 To provide a safe and welcoming environment in which children can play Rugby Union and participate in the Club's activities and to ensure that the welfare of such children is protected at all times, in accordance with any recommendations, policies and directives the IRFU and other relevant regulatory authorities may issue from time to time.

3 ATTAINING OBJECTIVES

The Club shall be empowered to do all things necessary which are incidental to and necessary for the attainment of the objectives of the Club.

4 PROPERTY OF THE CLUB

The Club must apply all property and income of the Club towards the promotion of the objectives or purposes of the Club and no part of that property or income to be paid



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or otherwise distributed, directly or indirectly, to members of the Club, except in good faith in the promotion of those objectives or purposes.

5 POWERS OF THE CLUB

5.1 To acquire, hold, deal with, and dispose of any real or personal property.

5.1 To open and operate bank accounts.

5.2 To invest its money:

- 1) in any security in which a majority of the committee agree that Club monies may be invested and / or
- 2) in any other manner authorised by the Club at a General Meeting.

5.3 To borrow money upon such terms and conditions as the Club thinks fit.

5.4 To give such security for the discharge of liabilities incurred by the Club as the Club thinks fit.

5.5 To appoint agents and employees to transact any business of the Club on its behalf for reward or otherwise.

5.6 To build, construct, erect, maintain, alter and repair any premises, building or other structure of any kind and to furnish, equip and improve the same for use by the Club (subject to appropriate planning permission).

5.7 To accept donations and gifts in accordance with the objectives of the Club.

5.8 To print and publish any information by any media including newsletters, newspapers, articles, leaflets, club website, social media channels or any other means approved by the Management Committee.

5.9 To provide gifts and prizes in accordance with the objectives of the Club.

5.10 To organise social events for Members and the promotion of the Club.

5.11 To enter into any other contract the Club considers necessary or desirable.

5.12 To organise fundraising initiatives for the benefit of the Club including lotteries, raffles, collections, and competitions subject to acquisition of appropriate permissions and in accordance with appropriate legislation

5.13 To make applications for funding from government, and other organisations for the improvement of facilities for member and players

6 TRUSTEES

6.1 The property of the Club shall be vested in four Trustees who shall



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deal with same as directed by the Management Committee or by the members at a General Meeting, provided that no sale, lease, mortgage or charge or other disposition of Club premises shall be permitted without the authority of a General Meeting.

6.2 The trustees will be elected to the position by the Club at a General Meeting. If not Club Members, they will immediately become Social Members upon appointment and will remain so for so long as they are trustees unless they acquire some other form of membership.

6.3 No trustee may be an officer of the Club.

6.4 In the event of removal, resignation or death of any Trustee, a new Trustee may only be elected at a General Meeting.

6.5 Any Trustee may be removed at a General Meeting or, if he has ceased to be a member of the Club, by the Management Committee.

6.6 Every Trustee shall be entitled to be indemnified out of the Club's assets, except for his own wilful default or dishonesty.

6.7 An entry in the Minute Book relating to any meeting of the members or the Management Committee and signed by the Chairperson shall be conclusive evidence in favour of any person dealing in good faith with the Trustees or the Management Committee of the matters there recorded and any such person may assume that such meeting was duly convened and conducted.

6.8 Any notice or document relating to dealings with the Club's property shall be sufficiently addressed to the Secretary or to the Club.

7 AFFILIATIONS

7.1 The Club shall affiliate to any body that the Management Committee deems appropriate and beneficial to the Club and its members.

7.2 The Club is bound by and committed to the rules, regulations and policies of the bodies to which it is currently affiliated, namely The Irish Rugby Football Union and the Munster Branch Irish Rugby Football Union.

8 MEMBERSHIP

8.1 Membership shall be open to any person who wishes to further the



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interests of the Club.

8.2 Any person seeking membership shall use whatever online or offline systems are offered by the club at any time. Membership commences from first engagement with the club and runs so long as not terminated or altered in accordance the provisions of Clauses 8, 9 and 10.

8.3 Each member shall:

8.3.1 Be bound by the Constitution and By-laws of the Club.

8.3.2 Be entitled to all advantages and privileges of that membership category.

8.4 Membership Categories:

8.4.1 FULL MEMBER

Full members shall be 18 years and over, entitled to full rights under these rules and particularly to hold office, vote and to make application for International Rugby tickets. They are also entitled to have full use of all Club facilities.

8.4.1 PLAYING MEMBER

This is the same as Full Member except that Playing members can play for the club's senior teams. No adult player may represent the club in official competitions without a valid Playing Membership unless expressly exempted by the Management Committee (No Pay, No Play).

8.4.3 JUNIOR MEMBER

Junior or underage members shall be aged up to and including 17 years, shall have the right to use the Club's facilities, and may apply for International Rugby Tickets. Junior members are not entitled to vote or hold office. No underage player may represent the club without a valid Junior Membership unless expressly exempted by the Management Committee (No Pay, No Play). If not already full members, the registered guardian of such members shall automatically become a Social Member.

8.4.4 LIFE MEMBERSHIP

Any non-playing adult person may at any time apply to the club to purchase life membership. Life members shall have the same rights, privileges, and responsibilities as full members.



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8.4.5 HONORARY LIFE MEMBERSHIP

Any member may nominate any person, member or otherwise, to the Management Committee for consideration for Honorary Life Membership in recognition of outstanding achievement by that person.

8.4.6 SOCIAL MEMBERSHIP

Social members have full access to the club's facilities and events on the same basis as other members. Social members are not entitled to vote or hold office. Special draws or events may be organised for social members.

8.4.6 TRIAL MEMBERSHIP

The Management Committee or any its representatives may grant Trial Membership lasting one month to any new underage and adult player. During this period the player in question may train at the club's facilities but in line with the No Pay No Play policy may not represent the club. The trial membership begins upon signature of the appropriate form and automatically expires at the end of this period.

8.5 The Club shall keep an up to date register of Club members by any means considered appropriate by the Management Committee.

8.6 A member may at any reasonable time inspect the records and documents of the Club.

9 SUBSCRIPTIONS

9.1 Annual Membership Subscriptions shall be due in advance on the 1st day of October in each year. A member whose subscription remains unpaid on the 31st October in the current season shall not be entitled to:

- Vote at a General Meeting.
- Be eligible to go forward for a position on any committee of the Club.
- Propose or support a Full Member for any position in the Club.
- Play in any club team.

Except in the case of Life or Honorary Members, such members shall henceforth be deemed to be Social Members until such time as they pay an Annual Membership Subscription or otherwise acquire another type of membership.



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10 TERMINATION OF MEMBERSHIP

10.1 Any person's membership may be terminated by any one of the following events:

10.1.1 Resignation.

10.1.2 Expulsion.

10.2 Having undertaken due investigation, the Management Committee shall have the power to suspend or expel any member of the Club for any one of the following events:

10.2.1 Making materially false or inaccurate statements in the member's application for membership of the Club.

10.2.2 Serious breach of any rule, regulation or by-law of the Club.

10.2.3 Doing any act detrimental to the Club.

10.3 Any member who is expelled, suspended or has their membership terminated, shall have the right to appeal against their suspension or expulsion by presenting their case to a General Meeting called for such purpose and the decision of the General Meeting shall be final.

10.4 Any member so expelled may not subsequently become a member without the permission of the Management Committee.

11 MANAGEMENT COMMITTEE

11.1 Management of the Club shall be vested in the Management Committee elected by the members at the Annual General Meeting. Each person nominated to the Management Committee must be nominated to fill a specific role. The current roles on the Management Committee are as follows. Should nobody be nominated for that role that position shall remain open:

11.1.1 President

11.1.2 Chairperson



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- 11.1.3 Treasurer
- 11.1.4 Secretary
- 11.1.5 Child Welfare Officer
- 11.1.6 Boys' Youth Officer
- 11.1.7 Girls' Underage Officer
- 11.1.8 Men's Club Captain
- 11.1.9 Women's Club Captain
- 11.1.10 Transition Officer
- 11.1.11 Data Officer
- 11.1.12 PRO
- 11.1.13 Commercial Manager
- 11.1.14 Volunteer Coordinator
- 11.1.15 Minis Coordinator
- 11.1.16 Diversity & Inclusion Officer
- 11.1.17 Director of Rugby

The AGM may decide to appoint a member for a role other than those listed above but only provided that person is tasked with a very specific mission.

One or more Vice-Chairperson(s) may be elected by the Club at the AGM from amongst the Management Committee. If none is elected the Management Committee should subsequently appoint a Vice-Chairperson from one of their number.

11.2 Management Committee members would ideally only hold one role. Nevertheless, they may exceptionally hold up to two roles provided they are not the President, Chairperson, Treasurer, Secretary, Men's Club Captain or Women's Club Captain. None of these persons may be appointed Vice-Chair. A person shall cease to be a member of the Management Committee at the Annual General Meeting which follows his/her election and will be eligible for re-election.

11.3 A quorum of the Management Committee shall be half of the number of members elected by the AGM plus one.

11.4 If the Chairperson is unable to attend, then a person nominated by the meeting shall chair that meeting.



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11.5 All members of the Management Committee should be Full Members unless expressly exempted by the Management Committee.

12 POWERS OF THE MANAGEMENT COMMITTEE

12.1 The Management Committee shall carry out the day-to-day running of the Association and shall:

12.1.1 Administer the finances, appoint bankers, direct the opening or closing of banking accounts for specific purposes and transfer funds from one account to another.

12.1.2 Fix the manner in which such banking accounts shall be operated upon, providing the Management Committee passes all payments.

12.1.3 Fix any fees payable by members and decide such levies, fines and charges as are deemed necessary and advisable, and enforce payment thereof.

12.1.4 Adjudicate on all matters brought before it, which in any way affect the Club.

12.1.5 Cause minutes to be made of all proceedings at meetings of the Management Committee and General Meetings of members.

12.1.6 Make, amend and rescind rulings and by-laws.

12.1.7 Have the power to form and appoint any sub-committee/s as required for specific purposes. Furthermore, the committee may dissolve any subcommittee on completion of its mandate.

12.1.8 Employ such person or persons to carry out certain duties required by the Club, at salaries or remunerations for such period of time, as may be deemed necessary.

12.1.9 Fill any vacancy that may occur on the Management Committee during the season, pending the next Annual General Meeting. Equally fill any of the roles listed in 11.1 that weren't filled at the AGM.

12.1.10 Appoint an officer/s or agent/s of the Management Committee to have custody of the Club's records, documents and securities.

13 DUTIES OF MANAGEMENT COMMITTEE MEMBERS

13.1 The Club President shall act as the Club's principal ambassador and will do his /her utmost to represent all events and functions as requested by the Management



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Committee on behalf of the Club. The Club President will also attend General Meetings and Management Committee Meetings and assist with the running of the Club in any way practicable.

13.2 The Club Chairperson shall be responsible for the efficient management of the Club in a manner in keeping with the Club's objectives. The Club Chairperson will guide the progression of the Club and shall chair all meetings of the Club. He/she should maintain order and preserve decorum and construe to enforce this Constitution. The Club Chairperson shall have a casting vote except in matters pertaining to himself/herself, or in matters where it can be shown that the Chairperson has a vested interest to the extent that he/she cannot objectively represent the best interests of the Club. S/he may be assisted in his/her work by one or more Vice-Chairpersons appointed by the AGM, or failing this by the Management Committee.

13.3 The Club Treasurer shall be responsible for all financial matters pertaining to the activities of the Club. The Club Treasurer shall maintain accurate records of all income and expenditure of the Club and shall make reports on a regular basis to the Management Committee and all other relevant bodies. The Club Treasurer must prepare accounts and budgets for the Club as requested by the Management Committee and / or as required by the governing bodies.

13.4 The Club Secretary shall be responsible for all correspondence pertaining to Club Activities. The Club Secretary shall be responsible for all non-financial records of the Club. The Club Secretary shall, where possible represent the Club when dealing with external bodies and is responsible for the organisation of the Club and logistics which pertain to the Club and its activities.

13.5 The Child Welfare Officer shall provide leadership in the safeguarding of children and adults within the club and take all appropriate measures to ensure compliance with all IRFU and statutory requirements. More than one Child Welfare Officer may be appointed, each of whom is given specific responsibilities.

13.6 The Boys' Youth Officer shall coordinate and manage all matters pertaining to boys' Age Grade Rugby. The coaches and team managers of all age-grade teams shall report to the Youth Officer. The Youth Officer will ensure that the Club is adequately represented in all matters pertaining to the Club's youth affairs and will also ensure that the Club operates within the ethos and terms of the Child Welfare policy of the IRFU and all other relevant bodies.

13.7 The Girls' Youth Officer shall coordinate and manage all matters pertaining to girls' Age Grade Rugby. The coaches and team managers of all age-grade teams shall report to the Youth Officer. The Youth Officer will ensure that the Club is



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adequately represented in all matters pertaining to the Club's youth affairs and will also ensure that the Club operates within the ethos and terms of the Child Welfare policy of the IRFU and all other relevant bodies. The Youth Officer shall work with DoR on recruitment of coaches and ensure that all coaches receive adequate and appropriate coaching through Branch or IRFU courses.

13.8 The Men's Club Captain shall be the men's player's representative on the Management Committee. He shall be responsible for the team on the pitch and for communicating with officials along with the normal duties of a Rugby Union Team Captain.

13.9 The Women's Club Captain shall be the women's player's representative on the Management Committee. She shall be responsible for the team on the pitch and for communicating with officials along with the normal duties of a Rugby Union Team Captain.

13.10 The Transition Officer shall take a lead in aiding the transition of players from one level of the game to the next.

13.11 The Data Officer shall be responsible for maintaining the club's data records and ensuring that all processes are GDPR compliant.

13.12 The Club Public Relations Officer shall be responsible for the promotion of all Club activities using all forms of media that are deemed appropriate, effective and feasible.

13.13 The Commercial Manager shall be responsible for those aspects of the club's sponsorship as may be agreed from time to time with the Management Committee.

13.14 The Volunteer Coordinator shall be responsible for recruiting, training and engaging volunteers throughout the club.

13.15 Minis coordinator shall manage all matters pertaining to Leprechaun and Minis rugby in the club. Minis coordinator shall work with DoR on recruitment of coaches and ensure that all coaches receive adequate and appropriate coaching through Branch or IRFU courses. Minis coordinator shall lead recruitment of players in Leprechaun and Minis rugby grades

13.16 Diversity & Inclusion Officer shall be responsible for putting forward initiatives to make the club more diverse and inclusive.



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13.17 The Director of Rugby shall be responsible for the vision, strategic direction and development of rugby in the club, thereby maintaining the continuous development of coaches and players.

13.18 The Management Committee may also elect to co-opt additional members to the Management Committee if it is deemed necessary for the successful functioning of the Club. This is primarily to fill a vacancy or deal with a sudden contingency or new need. That person shall only be appointed to fill a specific role.

14 ACCOUNTS

14.1 The Annual General Meeting shall appoint two members from the floor, not on the Management Committee, to review the annual accounts for the following season prior to the following Annual General Meeting.

14.2 The Management Committee shall receive annual accounts from the treasurer at least fourteen (14) days prior to the Annual General Meeting and make them available to the members appointed to review them.

14.3 The members so appointed shall examine and review all the books and accounts of the Club annually and have the power to call for all books, papers, accounts, receipts etc., of the Club and report thereon to the Annual General Meeting.

15 GENERAL MEETINGS

15.1 Annual General Meeting

15.1.1 The Annual General Meeting of the Club must be held within three months of the end of the Club's financial year.

15.1.2 The Secretary shall give members at least fourteen (14) days' notice, using whatever means is commonly used for club communications, of the date of the Annual General Meeting.

15.1.3 All members may attend the Annual General Meeting.

15.1.4 The quorum at the Annual General Meeting shall be a minimum of ten members who are eligible to vote. If, at the end of 30 minutes after the time appointed in the notice for the opening of the Meeting, there is no quorum the meeting shall stand and adjourn for one week. If at such meeting there is no quorum those members present shall be competent to discharge the business of the meeting.

15.1.5 The agenda for an Annual General Meeting shall be:



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- Apologies
- Confirmation of the Minutes of the previous Annual General Meeting
- Presentation of Annual Reports
- Adoption of Annual Reports
- Presentation of Treasurer's Statement
- Election of Officers and Management Committee
- Motions
- Urgent general business
- Closure

15.2 GENERAL MEETINGS

15.2.1 General Meetings may be called by the Management Committee or at the request of the Chairperson and Secretary or on the formal request of ten members of the Club.

15.2.2 The Secretary shall give at least seven (7) days' notice, using whatever means is commonly used for club communications, of the date of the General Meeting to the members. Notice of General Meetings shall set out clearly the business for which the meeting has been called. No other business shall be dealt with at that General Meeting.

15.2.3 The quorum at the General Meeting shall be a minimum of ten members who are eligible to vote.

16 VOTING

16.1 Voting powers at the Annual General Meeting and General Meetings:

16.1.1 The Chairperson shall be entitled to a deliberate vote and, in the event of a tied vote, the Chairperson shall exercise a casting vote.

16.1.2 Each individual full member present shall have one (1) vote.

16.2 Voting powers at Management Committee Meetings;

16.2.1 The Chairperson shall be entitled to a deliberate vote and, in the event of a tied vote, the Chairperson shall exercise a casting vote.

16.2.2 Each individual committee member present shall have one (1) vote.



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17 FINANCE

17.1 All funds of the Club shall be deposited into the Club's accounts at such bank or recognised financial institution as the Management Committee may determine.

17.2 All accounts due by the Club shall be paid by cheque or other appropriate means after having being passed for payment at the Management Committee Meeting and when immediate payment is necessary, account/s shall be paid by cheque or in cash and the action endorsed at the next Management Committee Meeting.

17.3 The Secretary shall not spend more than a set amount Petty Cash without the consent of the Management Committee, and shall keep a record of such expenditure in a Petty Cash Book.

17.4 A statement showing the financial position of the Club shall be tabled at each Management Committee Meeting by the Treasurer.

17.5 A statement of Income and Expenditure, Assets and Liabilities shall be submitted to the Annual General Meeting. The financial year of the Club shall commence on 1st day of May each year. The accounts, books and all financial records of the Club shall be reviewed by two members, properly appointed, each year.

17.6 The signatories to the Club's account/s will be the Treasurer and any one (1) from the following;

- Chairperson
- Secretary

17.7 All property and income of the Club will apply solely to the promotion of the objects of the Club and no part of that property or income shall be paid or otherwise distributed, directly, or indirectly, to members, except in good faith in the promotion of these objects.

18 ALTERATIONS TO THE CONSTITUTION AND BY-LAWS:

18.1 No alteration, repeal or addition shall be made to the Constitution except at the Annual General Meeting, or a General Meeting called for that purpose, and notice of all motions to alter, repeal or add to the Constitution shall be given to members using whatever means is commonly used for club communications fourteen (14) days prior to the Annual General Meeting, or seven (7) days prior to a General Meeting called for such purpose.

18.2 The Secretary shall, using whatever means is commonly used for club communications provide by any means forward such notices of motion to each



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Management Committee member at least fourteen (14) days prior to the Annual General Meeting or seven (7) days prior to a General Meeting.

18.3 Alterations to the By-laws can be made only at Management Committee Meetings provided notice of the proposed alteration/s has been duly notified to Committee Members.

18.4 Such motions, or any part thereof, shall be of no effect unless passed by a seventy five percent (75%) majority of those present and entitled to a vote at the Annual General Meeting, General Meeting or Management Committee Meeting, as the case may be.

19 DISSOLUTION

If, on the winding up of the Club, any property of the Club remains after satisfaction of the debts and liabilities of the Club and the costs, charges and expenses of that winding up, that property shall be distributed to the Munster Branch of The Irish Rugby Football Union.

20 DECLARATION

Killarney Rugby Football Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED:

DATE:

Name:

Club Chairperson

SIGNED:

DATE:

Name:

Club Secretary