



CLUB RULES

Tandragee Rovers Football Club

These Club Rules was adopted by the members of Tandragee Rovers Football Club at a Special General Meeting held on 30th January 2009.

1. Classification of Members

Membership of the Club shall consist of the following classifications:-

- 1.1 **Ordinary members:** Shall be persons of 18 years or over who are admitted to full membership of the club and have full voting rights in the affairs and management of the Club.
- 1.2 **Associate members:** Shall be persons of 18 years or over who shall have no voting rights in the affairs and management of the Club and who shall not be admitted in such numbers to membership as will result in the number of Associate members being more than three times the number of members having such rights.
- 1.3 **Junior Members:** Shall be persons under 18 years of age.
- 1.4 **Senior Members:** Shall be members over the age of 65 years.
- 1.5 **Honorary Members:** Shall be persons who shall be appointed by the Club as Honorary members and who qualify in accordance with Rule 2.5.
 - 1.5.1 There may not be more than five Honorary members at any one time.
 - 1.5.2 Honorary members shall not pay any entrance fee or subscription.
 - 1.5.3 Honorary members shall be entitled to all the benefits and privileges of membership except that they shall not be qualified to be officers or members of the Committee, or to vote as members, or to claim any share of the property of the Club on its dissolution.
- 1.6 **Life members;** Shall be members who have been accepted as Life members in accordance with the provisions of **Rule 2.6**

2. Qualification for membership

- 2.1 Qualification for Ordinary membership: Anyone who is 18 years of age or over who;
 - 2.1.1 is eligible for membership.
- 2.2 **Qualification for Associate membership:** Anyone who is 18 years of age or over who;
 - 2.2.1 is eligible for membership.
- 2.6 **Qualification for Life Membership ;** Any Ordinary member who has been an Ordinary member of the Club for not less than 5 years.

- 2.7 All members have a responsibility to behave in a manner not to bring disrepute on the club and to follow all club policies pertaining to health and safety of themselves and others using the club facilities

3. Admission of members

- 3.1 All members must be admitted by election by the Committee.
3.2 A candidate for election who receives the votes of the majority of the Committee must be declared elected.
3.3 No person shall be admitted as a member if in the opinion of the Committee shown by simple majority, his character or conduct is such as to be injurious to the Club or for any reasonable cause the Committee shall decide that such person would not be a desirable member of the Club.

4. Proposal of candidates

- 4.1 Every candidate for admission as an Ordinary or Associate member must be proposed by one Ordinary member and seconded by another, (both of whom must vouch for the fitness of the candidate from their personal knowledge)
4.2 A candidate must be proposed by forwarding the full name and address of the proposed member to the Secretary (accompanied by the appropriate subscription) not less than two weeks before the date of election.
4.3 If at the time a candidate has been duly proposed the Committee has decided that the membership lists are closed for the time being the proposed member's name shall be placed on a waiting list of prospective members.

5. Substitution of proposer or seconder

- 5.1 If a proposer or seconder ceases to be a member before the candidate comes up for election, another proposer or seconder, as the case may be, may be substituted not later than 2 days before the day when the candidate comes up for election.
5.2 If a proposer or seconder wishes to withdraw his name, he may do so, subject to any regulations which the Committee may at any time prescribe, and another proposer or seconder may be substituted not later than 2 days before the day when the candidate comes up for election.

6. Time of Nomination and Posting of particulars of candidates

- 6.1 The names and addresses of proposed new members must be displayed in a conspicuous place in the Club premises in the place where notices for the attention of members are usually displayed for at least 30 days preceding the day when a candidate comes up for election.
6.2 An interval of at least 5 weeks shall elapse between the nomination of and the election of members.

7. Inaccuracies in candidates' details

Any omission from or inaccuracy in the particulars furnished to the Secretary may at the Committee's discretion invalidate a proposal and any election made in consequence of it.

8. Order of election

Provided that at the date of the election they appear to be eligible for membership, all candidates for election as members must come up for election in the order in which their names have been given to the Secretary. This order shall also constitute the order of the waiting list referred to in paragraph 4.3

9. Procedure after election

- 9.1 Immediately a candidate is elected he must:
 - 9.1.1 be given notice of his election;
 - 9.1.2 be furnished with a copy of these rules
- 9.2 On payment of his entrance fee and first subscription an elected candidate becomes a member of the Club and is entitled to all the benefits and privileges of membership, and agrees to be bound by these rules.
- 9.3 If persons are elected as members by a procedure which does not comply with these rules, they shall not be admitted to the privileges of membership until the expiration of a period of at least 2 days from the election.

10. Entrance fee and subscription

- 10.1 The entrance fee is whatever sum the Committee determines from time to time or as agreed at the Annual General Meeting
- 10.2 The annual subscription is whatever sum the Committee determines from time to time, or as agreed at the Annual General Meeting, making special provision for various categories of membership.
- 10.3 Due notice of the current annual subscription and entrance fee must be given by a notice posted in one of the Club's principal rooms.

11. Subscription date

All annual subscriptions are payable on the first day of August in each year without demand. As at the 1st August 2009 the Annual Subscription is £20.00. (except the first subscription of a new member which is payable as provided by rule 9.2)

12. Payment of subscriptions etc

All entrance fees and subscriptions paid by cheque must be made payable to the Club and crossed "a/c payee".

13. Subscriptions in arrears

- 13.1 If any member fails to pay his annual subscription on or before the first day of August in that year notice must be sent to him calling his attention to his failure to pay.
- 13.2 If the member does not pay the amount within 14 days from the posting of that notice, his name may immediately be posted in the club premises as a defaulter, at the discretion of the Committee.
- 13.3 If the member's subscription is not paid by the 7th day following posting of his name, the Committee may terminate his membership.
- 13.4 If at any time the member gives the Committee a satisfactory explanation, he may, in the discretion of the Committee and on payment of arrears, be re-admitted to membership without payment of any entrance fee.

14. Life members

- 14.1 An Ordinary member who qualifies in accordance with rule 2.6 may apply to the Committee to become a Life member.
- 14.2 The granting of Life membership shall be entirely at the discretion of the Committee.
- 14.3 Upon becoming a Life member the member shall make a payment representing all future subscriptions.

- 14.4 A Life member shall be entitled to all the privileges of membership for life unless he ceases to be a member under the provisions of rules 16,17, or 18.
- 14.5 The payment required to be made by virtue of Rule 13 shall be determined from time to time by the Committee.

15. List of Members

An alphabetical list of the names and addresses of every official and member of the Club shall be kept on the premises of the Club.

16. Resignation of members

- 16.1 Any member may resign his membership by giving notice in writing to that effect to the Secretary.
- 16.2 Every such notice must, unless otherwise expressed, be deemed to take effect as from the next day following its receipt provided that any member giving such notice after the first day of in any year will be liable for all subscription arrears to the date of his resignation.

17. Members adjudged to have brought the club into disrepute

- 17.1 Any member who shall infringe any rule or bye-law, or whose conduct, whether within the clubhouse or elsewhere, who may bring the standing of the club into disrepute, may, at the discretion of the committee, have their membership refused, suspended or terminated.
- 17.2 Any member convicted of an offence by a court of summary jurisdiction or other court, may be reprimanded, suspended or expelled, but an opportunity may be afforded to advance a defence, unless a simple majority of the members of the Management Committee shall vote for his suspension or expulsion.

18. Discipline of members.

- 18.1 The Committee may from time to time make and amend rules of behavior and discipline for the members ("the Disciplinary Rules") not inconsistent with these rules, as it thinks necessary for the management and well being of the Club and may impose reasonable penalties for breach of any of the Disciplinary Rules.
- 18.2 The Committee shall take immediate note of any breach of the Disciplinary Rules or these Rules and shall call a disciplinary hearing of the full Committee to consider the breach as soon as reasonably possible.
- 18.3 The Secretary must inform the member in question of the time and place of the said disciplinary hearing and the nature of the complaints against him in sufficient time to afford him a proper opportunity of offering his explanation.
- 18.4 At the hearing the member must be allowed to offer an explanation of his conduct verbally or in writing.
- 18.5 At the hearing the Committee may expel or suspend from the privileges of membership for such period as they may decide, any member who, in the opinion of the Committee has acted in contravention of the Disciplinary Rules or the Rules of the Club or in a manner detrimental to the interests of the Club. The decision of the Committee must receive the sanction of the majority of those present at the disciplinary hearing. Any member considering himself aggrieved shall have the right to appeal to the Arbitration Sub-Committee whose decision shall be final. Any such appeal must be made in writing to the Secretary within 7 days of the decision of the Committee being notified to the member, and the appeal shall be heard as soon as is reasonably practicable thereafter.

19. Effect of ceasing to be a member

On ceasing to be a member of the Club a person forfeits all right to and claims upon the Club and its property and funds.

20. Former member/ suspended member not to be admitted

Any member who is suspended or expelled shall not be entitled to be a visitor or a guest in the Club and shall forfeit all his rights and privileges under these Rules but if suspended shall remain liable to pay his subscription during his suspension. If in office or on the Committee he shall vacate his office forthwith.

21. Committee

The management of the Club (except as otherwise provided by these rules) is deputed to a Committee of a Chairman, a Secretary and Treasurer and not less than [5] other Ordinary or Life members all of whom must be elected at the Annual General Meeting for not less than 1 year and be a member for not less than five years.

22. Election of members of Committee

22.1 Members of the Committee must be elected as set out in the constitution 4.5

23. Duties of the Secretary

23.1 The Secretary shall deal with the day to day administration of the Club.

23.2 The Secretary shall attend at Committee meetings and other meetings of the Club and shall keep a minute book in which he shall enter minutes of the proceedings at all such meetings and such minutes when signed by the Chairman shall be deemed conclusive of the truth of the matters therein contained.

23.3 The Secretary shall be responsible for dealing with the renewal of the registration of the Club in compliance with the Registration of Clubs (NI) Order 1996 or any statutory amendment or re-enactment thereof

23.4 The Secretary shall be responsible for attending to all correspondence on behalf of the Club.

23.5 The Secretary shall be responsible for arranging disciplinary hearings and appeals where necessary, in compliance with these Rules.

24. Duties of the Treasurer

24.1 The role of the Treasurer shall be as set out in the TRFC Financial Procedures Para. 10

24.2 The Treasurer shall take all necessary steps to ensure compliance by the Club with the Registration of Clubs (Accounts) Regulations (NI) 1997.

25.. Trustees

25.1 There must be not less than three or more than 10 Trustees of the Club.

25.2 The first Trustees shall be appointed by the membership.

25.3 The property of the Club (other than cash which must be under the control of the Treasurer must be vested in them to be dealt with by them as the Committee from time to time directs by resolution and an entry in the minute book is conclusive evidence of a resolution.

25.4 The Trustees hold office until death or resignation or until removed from office

25.4.1 by a resolution of the Committee which may, for any reason seem sufficient to a majority of the members of the Committee present and voting at any meeting, remove any Trustee from the office of Trustee.

25.4.2 by a resolution at an Annual General Meeting or a Special General Meeting called for that purpose, which may for any reason which may seem sufficient to a majority of the Ordinary members present and voting

- at such meeting, remove any Trustee from the office of Trustee.
- 25.5 Where by reason of the death, resignation or removal of a Trustee a new Trustee needs to be appointed, or if the Committee deems it expedient to appoint an additional Trustee or additional Trustees, the Committee or the membership at the Annual General Meeting or at a Special General Meeting called for that purpose, may by resolution nominate the person or persons to be appointed as the new Trustee or Trustees.
- 25.6 To give effect to a nomination:
- 25.6.1 the Secretary is nominated as the person to appoint new Trustees of the Club within the meaning of the Trustee Act (N.I.) 1958 Section 35, and
- 25.6.2 the Secretary must by deed appoint the person or persons nominated by the Committee/the membership as the new Trustee or Trustees of the Club and
- 25.6.3 the provisions of the Trustee Act (N.I.) 1958 apply to any appointment.
- 25.7 Any statement of fact in a deed of appointment of new Trustees, in favour of a person dealing bona fide and for value with the Club or the Committee, is conclusive evidence of the fact so stated.

26. Meetings of Committee

- 26.1 The Committee must meet at least once in every month to examine the accounts and arrange the affairs of the club.
- 26.2 Minutes of all the proceedings of the Committee must be taken and must conform with the requirements of the Registration of Clubs (Accounts) Regulations (N.I.) 1997 or any amendment to or re-enactment of the said regulations.

27. Resignation/removal from the Committee

- 27.1 A Committee Member may resign from the Committee by tendering his resignation in writing addressed to any officer of the Club or orally at any duly constituted committee meeting.
- 27.2 A Member shall cease to be a member of the Committee if he fails to attend three consecutive committee meetings without reasonable excuse.

28. Sub-committees

- 28.1 The purchase of intoxicating liquor for supply by the Club shall be at the absolute discretion of a sub-committee of not less than 3 members, being members of the Committee, appointed by the Committee for that purpose.
- 28.2 If any member ceases to be a member of the Committee he automatically ceases to be a member of the sub-committee and another member of the Committee must be appointed in his place.
- 28.3 The Committee may also from time to time appoint from among its number such other sub-committees and additional officers and deputies as it deems necessary or expedient and may subject to the provisions of Regulation 19 of the Registration of Clubs (Accounts) Regulation (N.I.) 1997 delegate to them such of its powers and duties as it may determine.
- 28.4 All sub-committees must periodically report their proceedings to the Committee and must conduct their business in accordance with its directions.
- 28.5 With the exception of any sub-committee of less than 3 members and the sub-committee concerned with the purchase of intoxicating liquor for supply by

the Club, the Committee may co-opt any Ordinary member to the Committee or any sub-committees provided that the number so co-opted does not exceed one third of the total membership of the committee or sub-committee.

28.6 The Committee shall elect not less than 3 ordinary members to constitute an arbitration sub-committee. Only members of at least 5 years standing shall be eligible for election.

28.6.1 The members of the arbitration sub-committee shall retire at the first meeting following the next AGM but shall be eligible to serve a further term.

28.6.2 The arbitration sub-committee shall deal with the discipline of members pursuant to Rule 18.

29. Regulations

29.1 The Committee may from time to time make, and amend regulations (not inconsistent with these rules) as it thinks necessary for the management and well-being of the Club and may impose reasonable fines for breach of any of those regulations.

29.2 A member who has incurred a fine must be notified by the Secretary, and requested to pay the fine immediately, and in default of payment within 5 days from the date of the notice, he ceases to be a member of the Club.

29.3 All regulations made by the Committee under this rule are binding on the members until repealed by the Committee or set aside by a resolution of a general meeting of the Club.

30. Employees

The Committee may appoint, pay and dismiss a manager and such other employees as it deems necessary subject always to the provisions of the Employment Rights (NI) Order 1996 and any amendment thereto, and to the general law.

31. Borrowing powers

31.1 If at any time the Club in General Meeting passes a resolution authorising the Committee to borrow money:-

31.1.1 the Committee may borrow for the purposes of the Club the amount of

31.1.2 money (either at one time or from time to time) and at the rate of interest, in the form and manner and upon the security specified in the resolution, and

31.1.3 the Trustees must at the direction of the Committee make any disposition of the Club property or any part of it and enter into any agreement in relation to the Club property as the Committee thinks proper to give security for the loan and interest.

31.2 Every member of the Club, whether he votes on a resolution authorizing borrowing or not, and everyone becoming a member of the Club after the passing of such a resolution, is deemed to have assented to the resolution as if he had voted in favour of it.

31.3 Until any resolution is passed that supersedes this power, the Committee may borrow up to the sum of £5000.00 .

32. Annual General Meeting

32.1 The Annual General Meeting of the Club must be held as set out in the constitution 7.0.

33. Notice of business at Annual General Meeting

Any member who desires to move any resolution at the Annual General Meeting must give notice in writing to the Secretary not later than 30 days before the said meeting.

34. Special General Meeting

The Committee may call a Special General Meeting at any time for any special purpose, and must do so immediately upon a requisition in writing send to the Secretary, (stating the purposes for which the meeting is required and the resolutions to be put to the meeting) from 2 Ordinary members of the Club.

35. Convening General Meetings

35.1 At least 28 days before the Annual General Meeting, or any Special General Meeting, notice of the meeting and the business to be transacted at it must be posted in the Club house, and a copy of the notice sent to every member.

35.2 No business other than that of which notice has been given may be brought forward at a General Meeting.

36. Proceedings at general meetings

36.1 At all general meetings of the Club the Chairman, or in his absence a member selected by the Committee, must take the chair.

36.2 Every Ordinary or Life member present is entitled to one vote upon every motion, and in the case of an equality of votes the Chairman may have a second or casting vote.

36.3 The Committee may, if it thinks fit, make regulations enabling members unable to be present to vote by proxy or in writing.

37. Quorum

The quorum for all general meetings is: six.

38. Voting

The following majorities of members present and voting at general meetings are required for the passing of the following types of resolution:

38.1 proposing any repeal, addition to, or amendment of the rules 75%

38.2 relating to the expulsion of any member 75%

38.3 for all other business 75%

39. Amendments

39.1 No amendment (other than a motion for adjournment) may be moved to any resolution proposed at any Annual or Special General Meeting unless written notice of the amendment has been sent to the Secretary not less than days previous to the meeting or the meeting consents.

39.2 Whenever notice of any amendment to be proposed is given, it must be posted in one of the Club's principal rooms immediately.

40. Financial year

The financial year of the Club shall end on the 30th day of June in each year.

41. Audit of accounts

41.1 The accounts must be audited by a person defined in Regulation 5 of the Registration of Clubs (Accounts) Regulations (N.I.) 1997 as soon as practicable after the end of the financial year.

41.2 The auditor must be appointed at each Annual General Meeting and must not

be a member of the Club or related to a member of the Club

42. Opening of Club premises

- 42.1 The Club premises are open to members daily between such hours as the Committee may from time to time determine.
- 42.2 The Committee may close the Club premises for such times as it considers necessary for cleaning and repairs, staff holidays or where it is necessary in the interest of the Club.

43. Games

Regulations made by the Committee may lay down the conditions on which any game including a gaming machine may be played on the Club premises and may prohibit any games the playing of which would in the opinion of the Committee be injurious to the interests of the Club.

44. Guests

- 44.1 Every member may introduce guests, subject to any regulations made from time to time by the Committee.
- 44.2 Every guest must be accompanied by the member introducing him.
- 44.3 Immediately upon the admission of his guest to the Club premises the member shall enter his name and the name of the guest in a book which shall be kept for that purpose and shall show the date of each visit.
- 44.4 The same person, except where that person is a parent, husband, wife or child of a member shall not be admitted as a guest of a member to the Club premises on more than 20 days in any period of 12 months.
- 44.5 A member shall be responsible for his guest strictly observing the rules and shall not leave the Club premises before his guest and a guest shall not be supplied with intoxicating liquor unless upon the invitation of and in the company of a member.
- 44.6 No one who has been expelled from membership, or whose conduct or presence on the Club premises is considered by the Committee objectionable or prejudicial to the interests of the Club, may be introduced as a guest into the club.
- 44.7 In the case of a sporting club only, a person upon payment of a fee to the Club may use on that day such facilities of the Club as the Committee may determine from time to time and Rule 45.3 shall not apply to that person in respect of that day.

45. Payment of members' accounts

- 45.1 Charges for meals, refreshments and the like, and for billiards, snooker and other games shall be fixed by the Committee.
- 45.2 Every member must, before leaving the Club, ensure that all such charges (whether incurred on his own account or for a guest) are paid.

46. Members not to make profit out of club

No member may on any pretence or in any manner receive any profit, salary or emoluments from the funds or transactions of the Club, except for professional services rendered at the request of the Committee.

47. Private benefit not to accrue on purchase etc of liquor

- 47.1 No one may be paid at any time at the expense of the Club or any member of the Club any commission percentage or similar payment on or with reference to purchases of intoxicating liquor by the Club.
- 47.2 No one may directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Club to members or guests or others apart from any benefit accruing to the Club as a whole.

- 47.3 No official and no manager or servant employed in the Club shall have any personal interest in the supply of intoxicating liquor in the Club or in the profits arising from such supply.
- 48. Permitted hours**
The permitted hours for the supply of intoxicating liquor in the Club are as provided by the Registration of Clubs (NI) Order 1996 and may be varied from time to time by the Committee in accordance with the statutory provisions for the time being in force.
- 49. Supply of liquor**
49.1 Intoxicating liquor may be supplied to members and their guests for consumption on the Club premises.
49.2 Intoxicating liquor may not be supplied for consumption off the Club premises
- 50. Club address not to be used for business**
No member may give the address of the Club in any advertisement or use the Club address for business purposes.
- 51. Members' addresses**
Every member of the Club must advise the Secretary of any change of address and all notices sent by first class post to that address are considered to have been given on the day following the date of posting.
- 52. Grievances**
Suggestions of any kind as to any matters tending to the welfare or improvement of the Club, and complaints of any kind relating to the affairs of the club shall be made to the Secretary in writing, who shall place the same before the next Committee meeting.
- 53. Actions of members**
Any member damaging or destroying property of the Club by accident or otherwise shall promptly make good the loss or damage to the satisfaction of the Committee. If the loss or damage be caused by a guest the introducing member shall make it good to the satisfaction of the Committee.
- 54. Functions**
Any section charity or member wishing to hold a function on the Club premises must make application to the Secretary in writing on the appropriate form and must undertake to comply with the provisions of the Registration of Clubs (NI) Order 1996 and the registration of Clubs (Accounting) Regulation (NI) 1997 in relation to the running of the function and the proceeds thereof. Permission to hold functions on the premises shall be granted at the sole discretion of the Committee.
- 55. Interpretation of rules**
55.1 The Committee is the sole authority for the interpretation of these rules the disciplinary rules and the regulations made by it from time to time.
55.2 The decision of the Committee upon any question of interpretation or upon any matter affecting the Club and not provided for by these rules or by the regulations is final and binding on the members.
- 56. Amendment of rules**
56.1 These rules may be added to, repealed or amended by a resolution passed at any Annual or Special General Meeting by a majority of at least 75% of the members attending and voting on it.
56.2 The Committee has power to amend the Rules where necessary to comply with

