**Standing Orders of Durham University Rugby Club 4th MAY 2016**

**STATUS**

Durham University Rugby Club operates as a Student Organisation under the Durham Student Organisations (DSO) Framework approved by the University Council.

Durham University Rugby Club is part of the University of Durham and therefore the legal body for all legal and contractual matters is the University of Durham, as represented by Durham University Rugby Club

The registered address of the DSO is The Palatine Centre, Stockton Road, Durham, DH1 3LE. All official and legal post should be sent to this address.

The DSO shall use its best endeavours not to bring the University into disrepute.

The Club is also subject to directives from the Rugby Football Union, the Student Rugby Football Union which, as our Constituent Body, represents the Club on the R.F.U. Council and also by associate membership of Durham County Rugby Football Union.

**UNIVERSITY POLICY**

Durham University Rugby Club shall act in accordance with all relevant University policies and regulations.

These standing orders should be interpreted within the DSO Framework agreed by the University Council. Where there is a conflict or perceived conflict between these standing orders and any provision of the DSO Framework, the latter shall take precedence.

Where there is a conflict or perceived conflict between the main body of these standing orders and Annex 1, the former shall take precedence.

**OBJECTIVES**

Develop the competitive standard of all five teams

Use this competitive standard as a platform to achieve success and promotion in British Universities and College Sports (BUCS) competition

Promote a serious attitude towards training and playing competitive Rugby Union

Provide the opportunity for players to develop as leaders and a team unit in a competitive environment

**MEMBERSHIP**

Durham University Rugby Club shall not discriminate against any person on the grounds of race, ethnic origin, creed, colour, age, disability, sex, sexual orientation, religion, political or other beliefs.

DURFC has three different types of membership:

a/ Honorary

Awarded by the Executive Committee to an individual who is currently involved in the club. Carries no voting rights.

b/ Life

Awarded by the Executive Committee to an individual who has previously been a current member of DURFC in recognition of their work for the club. Carries no voting rights.

c/ Current

A current student enrolled at Durham University who fulfils the criteria outlined in Article V. Carries the right to vote at the AGM.

By an Individual making himself eligible for selection to play for DURFC, he is accepting to be governed by the terms and conditions of DURFC’s Standing Orders

By Being a member of DURFC you agree to the following:

 To abide by the club’s Standing Orders

To not bring the club into disrepute

To pay all debts owed to the club

d/ Affiliate

Enrolled through alumni with no voting rights

**Criteria for Current membership of DURFC:**

A student at Durham University who has paid the Charging For Sport Fee

Those who have paid the Membership Fee to the club which will allow the club to be suitably financed

The Executive Committee may award a current membership to an individual that has not fulfilled Section 5.02 at its discretion

**General Meetings**

The Annual General Meeting (AGM) shall be chaired by the Club Captain and called early in the Easter term before the examination period.

Attendance at the AGM is highly encouraged for all members of DURFC

An Extraordinary General Meeting (EGM) outside of the AGM may be called at any time at the discretion of the Executive Committee

**Club Voting Procedures**

All votes shall be called by the Secretary or in his absence the Club Captain

A vote shall only be binding if over two-thirds of the constituted body voting, either the whole club or Executive Committee, turn out to vote

All current members shall have one vote to cast per vote they participate in

DURFC shall use the First Past The Post voting system for all club votes, however it shall take two formats:

Standard Voting Procedure (SVP)

This shall be done by a raising of hands

Anonymous Voting Procedure (AVP)

This shall be done by each individual recording their vote on a ballot paper

**Management Committee**

The Management Committee constitutes the executive arm of the Club and is comprised of the President, Head of Rugby and Club Captain. All members of the Club holding elected positions are welcome to attend and participate in Management Committee meetings. These are normally held every month during term time.

Members are asked to refer any problems and initiatives to the Club Captain or Head of Rugby in the first instance. Proposals to tour, participate in tournaments and play fixtures other than those listed in the Members’ Handbook must be agreed by the Management Committee.

**Executive Committee**

Status - The Executive Committee of DURFC is a group of officers with specific jobs relating to effective running of the Rugby Club

Meetings - The Executive Committee will meet a minimum of 8 times in any given academic year

The Executive Committee shall meet on the first Monday of the month between September and March of each academic year

The Club Captain may call a committee meeting at his discretion

The Club Captain may change the date of a committee meeting at his discretion

**Election to the committee**

Any individual intending to stand for a role on the Executive Committee must inform the secretary in writing at least 72 hours before the AGM

The election of members of the Executive Committee, except the 1st XV Captain, is decided at the AGM by the following system:

A Candidate, whom must fulfil the criteria set out in Section 8.03 part c, must be nominated and seconded by a current Member

If there is more than one candidate nominated, hustings lasting no longer than 10 minutes (5 minutes for speech, 5 minutes for questions) per candidate shall take place

There shall then be a vote using the AVP

Candidate’s criteria

Executive Members

Must be a current member of DURFC

Must be a member of DURFC for the next season

Section 5.02 may be overruled by order of the Executive Committee

Non-Executive Members on the Committee

The following non-executive members shall be allowed to attend committee meetings:

**President**

The club captain may invite other people to attend at his discretion

Roles of the Executive Members

**Club Captain**

Overseeing the operations of the rugby club

Shall be in charge of all issues of discipline for the club

Leading and chairing all club meetings

Interpretation of the club’s standing orders with the Director of Rugby

**Secretary**

Keeping track of the minutes at each meeting

**Treasurer**

Keeping track of the financial accounts of the rugby club

Keeping the Team Durham sabbatical officer informed of the club’s financial accounts on a monthly basis, in accordance with Section 14.1e of the Team Durham Standing Orders

**Social Secretary**

Organizing social events, which attempt to involve all members of the club

Informing members of the details of these social events

Promoting the social cohesiveness of the club

**Other Roles within Committee**

* 1st XV Captain
* Alumni Officer
* Match Day Secretary
* Website Manager
* Community Coordinator
* Sponsorship Officer
* Press Officer

**Election of 1st XV Captain**

Any member of the club wishing to be considered for 1st XV captain must comply with the following:

Proposed and seconded by current members of DURFC

Submit his candidacy to the Secretary two weeks before the agreed date of the AGM

Candidates will then be interviewed by the 1st XV Appointment Committee, consisting of: current 1st Team Captain, Club Captain, Director of Rugby and Club President. The Head of Rugby makes the final choice

The Appointment Committee shall present candidates it deems suitable, no more than 2, to the club at the AGM for election

The candidates presented by the Appointment Committee shall be considered at the AGM. The Vote shall be cast using AVP.

**Appointment of 1st VII Captain**

The role of 1st VII Captain will be appointed by the Club Captain after recommendations from the Director of Rugby

**Creation of New Executive roles**

**Temporary**

These roles may be created and appointed by the Club Captain

Must be ratified by the Executive Committee with in 1 month of the appointment

**Permanent**

These roles may be created and appointed by the Club Captain

Must be ratified by the Executive Committee with in 1 month of the appointment

The new role must be ratified at the next AGM

Removal of an individual from an executive role

This may occur in one of two ways:

**A/ Resignation**

Any resignation must be done in writing

An individuals resignation must be accepted by the Club Captain

If the Club Captain resigns his resignation must by accepted by the President

**B/ Vote of No Confidence**

This can be called against any member of the Executive Committee

A petition for a vote of no confidence must meet the criteria set out in Section 8.08 Part c and must be handed to The President

Criteria for a petition calling for a vote of no confidence

The petition must be signed by either two-thirds of the Executive Committee or over fifty-per-cent of the current members

Removal of a permanent executive or non-executive roles

In order to remove a permanent executive or non-executive role the following steps must be taken:

A member of the Executive Committee proposes removal, it must then be seconded by a member of Executive Committee

The Executive Committee using the SVP must then vote its removal on

Its removal will then be proposed at the next AGM or EGM

Members of the club shall then vote using SVP for the removal of the role

**Appointment of Executive positions after a resignation**

The Club Captain will have the right to appoint a replacement with in 10 calendar days of accepting the resignation. This must the be ratified by two-thirds of the Executive Committee

If Section 8.10 part a is not adhered to then an EGM shall be called with in 20 days of the resignation to elect a new officer for the position. It shall follow the voting procedures as outlined in Section 8.03

**Appointment of Executive positions after a vote of no confidence**

An EGM shall be called in order to elect a new officer for the position. It shall follow the voting procedures as outlined in Section 8.03

Non-executive roles

**President**

This role is appointed on an annual basis by SVP at the AGM candidate fulfil the criteria set out in Section 8.12 Part a (ii)

Criteria

Must be an Honorary or Life Member of the club

Must be proposed and seconded by current members of the club

**The 2nd, 3rd, 4th team captains**

These roles are appointed by the Director of Rugby in consultation with the Club Captain

**FINANCES**

**Membership Fee**

The Executive Committee shall set the membership fee

Membership fee shall be paid within 30 calendar days of an individuals first participation in a DURFC training session

Any student enrolled at Durham University owing money to DURFC shall not be allowed to graduate from Durham University until they have settled their debts

The Treasurer is responsible for Ensuring that the club meet its financial responsibilities as a Durham Student Organisation (DSO). As a DSO the club are bound by the financial regulations set out in annex 3 of the DSO Framework. The DSO framework can be found at: <http://www.dur.ac.uk/gsu/password/student_organisations/dso/framework_documents/>

The Treasurer shall ensure that the clubs financial information is presented to the Division Accounts Team (DAT) in an agreed format, within timescales set and where reasonably possible be available to provide further clarification when required.

The Treasurer shall present a written report of the activities, income and expenditure for the year at the AGM.

At the discretion of the Treasurer, members of the Executive Committee may be paid for their expenses. The club captain must agree this.

The Treasurer shall present a Budget for the year to be signed off by the Executive Committee by the first Monday in October

All club expenditure outside of the agreed budget over £250 will need to be signed off by the Club Committee. The Treasurer and Club Captain will sign off all un-agreed expenditure less than £250.

The Treasurer Shall be responsible for ensuring that all financial matters of the club are dealt with in a timely appropriate fashion and provide the Executive Committee with regular updates concerning the clubs financial position.

The Treasurer will raise any queries or concerns regarding the clubs finances to the club captain and / or Dean of Experience Durham / DAT as appropriate.

Should a conflict exist between the financial regulations laid down by the club and Annex 3 of the DSO framework the latter shall be adhered to.

A refund or rebate of the Membership Fee may be awarded at the discretion of the Treasurer

**ASSETS**

Annex 3 Section 16 of the DSO framework covers the clubs responsibilities with regard to physical assets.

All expenditure over £10,000 must be communicated to the Divisional accounts team along with copies of invoices.

Sales of assets must be agreed by the Club captain and communicated to the Divisional accounts team. A sold note must be completed at sent to the Divisional accounts team and the Director of Sport, the form can be found using the following link. <http://www.dur.ac.uk/procurement/local/staff/forms/>. Proceeds of the sale with remain with the club.

Should a conflict exist between the asset regulations laid down by the club and Annex 3 of the DSO framework the latter shall be adhered to.

**SPONSORSHIP CONTRACTS**

All sponsorship agreements must be approved by the Sponsorship Officer, Treasurer and Club Captain

All monetary sponsorship agreements must be signed off by the University Treasurer as stated in the DSO Agreement

**TEAM DURHAM CODE OF CONDUCT**

DURFC must fulfil the requirements of the Affiliated Clubs of Team Durham outlined in section 14.1 of the Team Durham Standing Orders which can be found on the Team Durham website.

DURFC and its members must abide by the Team Durham code of conduct outlined on the Team Durham Website.

**DURFC CODE OF CONDUCT**

**Attitude and Respect**

Members of DURFC are expected to have an exemplary attitude. Players should constantly want to work hard to better themselves. This applies both on and off the pitch.

Players are expected to have respect for not only the Captains and Coaches, but for one another.

Players should not undermine the decisions taken by the Coaches/Captains

Coaches/Captains have a duty to respect and acknowledge the opinions and concerns of players.

**Dress Code**

Players should want to look smart and professional. Good attitude off the pitch leads to good one on the pitch.

Match Day: Players should wear black DURFC tracksuit bottoms and warm up T-shirts to the game. Kit and boots should be clean and ideally labelled.

Post Match: Number 1s – Suit/Blazer and chinos and shirt. No jeans / trainers. Club tie.

Training: Rugby shirt / Boots and Gumshield.

**Communication**

Good communication within the club is vital.

Captains and Coaches will always endeavour to keep players well informed. This includes notification about training times, training locations, meet times etc. This will be available on [www.durfc.co.uk](http://www.durfc.co.uk)

Any emails sent out by Captains or Coaches, should be responded to ASAP. In return Captains and Coaches will endeavour to respond to players ASAP

Captains/Coaches will also be available should a player wishes to contact them.

Good communication also means with regards to selection. It is the duty of the

Coaches and Captains to not only tell a player why he has been dropped, but give him areas he can work on to get back into the team. Players will be informed before training sessions. Captains/Coaches will be available after training should players want to chat.

It is the Players responsibility to inform Captains/Coaches of any reasons why they cannot attend training/matches/meetings. This should ideally be done by a phone call at the earliest opportunity, and not a last minute message.

**Discipline**

Members must not bring the club into disrepute

Members must maintain high levels of self-discipline.

A few drinks after a match is fine. However, it is unacceptable for players to be drinking heavily before training and games. Players, who do so, will find themselves being dropped from their respective teams.

On the pitch - once on the pitch, whether in a match or training, players should be 100% focused and attentive.

Players must also be disciplined with regards to ‘prehab’ and ‘rehab’, carrying out proper warm ups and warm downs before and after training.

**Timekeeping**

Players are expected to be punctual. If a time is set, players are expected to be there 5 minutes before.

Fitness fines will be handed out for lateness.

**Leadership**

It is obvious to talk about captains when thinking about leadership, but there is also emphasis on individual players.

The Captain’s job is made easier when individual players take it upon themselves to take a leadership role.

It is the Captain’s responsibility to give 100% to the job for the duration of the season and to endeavour to get the best out of everyone to ensure the team moves forward.

The Captain should always be open to any constructive criticism or issues people have of his captaincy. Players shouldn’t be afraid to have a chat in private with the Captain to voice any concerns.

**Team**

Rugby is a team game. It is therefore very important to create a good team ethic in the club.

There is no room for individual egos

Pre-match meals on Tuesdays are compulsory, unless you have a good reason not to be there

Injured players are encouraged to maintain contact with the club. They are encouraged to come down to training, come down to match days and help out with water etc. This develops a good team ethos and brings us closer as a unit.

**Volunteers**

As with most Sports Clubs we depend on the voluntary support of the members and this will often determine the strength of the Club. The Committee always welcome help and support in particular on Match Days and for events.

**Selection**

Selection will be by the Head of Rugby in consulation with the Captains and Coaches and based on the following criteria:

* Fitness
* Form
* Attitude
* Attendance
* Ability
* Performances

The final decisions will be made by the Head of Rugby and if you wish to discuss your selection please communicate direct to the Head of Rugby

**Insurance**

All players are strongly advised to consider private insurance. Basic RFU insurance covers permanent disability only. Athletic Union insurance does provide additional cover, but personal policies will provide more comprehensive surety.

**PLAYER COMMITMENT**

It is nowaccepted ‘custom and practice’ for any member of the club who wishes to play elsewhere during term time to agree this with the Head of Rugby and Director of Sport or his nominee.

The Club supports the statement of Team Durham about unacceptable behaviour. Breeches of conduct can result in disciplinary hearings, substantial fines, expulsion from the club and, in some circumstances, criminal charges.

If individuals wish to obtain permission to miss academic commitments, they should initially contact their Department to explain the situation. It is likely they will be asked to complete an ‘academic concession’ form. These forms can be obtained from Maiden Castle, the Athletic Union and the Team Durham website and must be completed and returned to Maiden Castle reception.

If the request is deemed legitimate, the Director of Sport will countersign the form to evidence support. Where problems exist the Director may liaise directly with the Department.

**CONCESSIONS**

If you need to miss any University lectures, tutorials or exams please liase with the Head of Rugby who may be able to help by directing you through the appropriate channels

**DISCIPLINE**

Any member found in breach of DURFC’s Standing Orders might be subject to disciplinary action from the Club Captain. This action can take the following format:

Community Service

Match ban

Monetary Fine – this shall be paid to the club

Expulsion from the club

A combination of any of parts a-d

Any member who feels they have been unfairly treated has the right to appeal to the Executive Committee to hear their case. The guidelines for which are set out in Section 12.03.

**APPEAL TO THE EXECUTIVE COMMITTEE**

Any appeal to the Executive Committee must be made in writing and handed to The President within 7 calendar days of the disciplinary action handed down by the Club Captain as set out in Section 12.01

Upon receiving a letter of appeal the president shall inform the Club Captain. The Club Captain will then remove himself from the situation and ask She Secretary call a committee meeting to hear the appeal.

 The Executive Committee shall then hear the case for appeal within 7 days of the appeal being received by the President.

 The Secretary shall chair the meeting. The individual will have the right to present his case. The Club Captain will be available for questioning by the Executive Committee.

 The Club Captains other duties shall not be affected during this process

 Once the cases have been presented The Committee will vote one of three ways, the decision must be unanimous:

Uphold original punishment

Quash the punishment

Change the punishment

 The result of an appeal carried out under section 12.03 is binding and cannot be appealed.

**AMENDMENTS TO STANDING ORDERS**

Proposed amendments to these Standing Orders must be approved by the Team Durham University Club Committee and the Director of Sport (acting on behalf of the Team Durham Steering Group).

Amendments shall require a two-thirds majority vote at an AGM or EGM constituted under Article VI of these Standing Orders.

**FINANCES AND ASSETS**

The DSO, Durham University Rugby Club ,is bound by the financial regulations set out in Annex 3 of the DSO Framework. The DSO framework can be found at: <http://www.dur.ac.uk/gsu/password/student_organisations/dso/framework_documents/>.

The University’s financial regulations set out standards in relation to the acceptance of gifts or hospitality to ensure that its officers are not influenced by such actions. These standards, contained in section 9.5 of the University’s Financial Regulations, as set out at <http://www.dur.ac.uk/treasurer/financial_regulations/corporate_governance/code_of_conduct>, are hereby incorporated into this document.

Durham University Rugby Club represents, warrants and covenants that it shall not and shall procure none of its members shall (a) give or receive any commission, fee, rebate, gift or entertainment of significant cost or value in connection with any matter within the scope or arising under the terms of this Standing Order; or (b) subject to the terms of this Standing Order, enter into any business arrangement with any director, employee, agent or any affiliate of a company or organisation without the prior written agreement thereto of that company or organisation; or (c) make any payment or give anything of value to any official of any government or public international organisation, including any officer or employee of any government department, agency, or instrumentality to influence that entity or person’s decision, or to gain any other advantage for a company or organisation in connection with this Standing Order.

Durham University Rugby Club shall ensure that it acts in accordance with the University’s Anti-Bribery and Fraud Prevention Policy available online at: <https://www.dur.ac.uk/resources/about/policies/FraudPreventionPolicyFinal2015.pdf>

Annex 3 Section 15 of the DSO Framework covers Durham University Rugby Clubs responsibilities with regard to physical assets.

All expenditure over £10,000 must be communicated to the Divisional Accounts Team along with copies of invoices.

All reasonable expenses incurred by the members of Durham University Rugby Club whilst carrying out Durham University Rugby Club business (or activities) may be reimbursed on the provision of receipts or other appropriate proof of expenditure.

Should sponsorship or funding be obtained then all the guidelines outlined by the issuer should be met and approved by [Durham University Rugby Club in accordance with the University’s procedures. Any offers of sponsorship should be referred to Experience Durham.

**INSURANCE**

The University will provide insurance cover for Durham University Rugby Club Insurance coverage shall be for the purpose of University events undertaken in the name of the DSO.

DSO Officers must give prompt notification to the University’s Insurance Office of any potential new risks, additional property that may require insurance and any event that may give rise to a claim.

**DATA PROTECTION**

Information and records held by Durham University Rugby Club will be maintained in accordance with the relevant University policies and the applicable data protection laws and regulations. Durham University Rugby Club and its members shall comply with the terms of the Data Protection Act 1998 (the “DPA”) (including the data protection principles enshrined therein). Durham University Rugby Club may operate as a data processor (as defined in the DPA) of personal data (as defined in the DPA) being processed on behalf of a data controller (as defined in the DPA). Accordingly, Durham University Rugby Club undertakes to ensure that it maintains, and such personal data is fully protected by, appropriate access restrictions and other appropriate technical and organisational measures against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data. Durham University Rugby Club shall use its best endeavours to ensure that it does not willingly or knowingly place the University in breach of the University’s obligations under the DPA and shall establish systems to ensure compliance with such obligations.

**LOGOS**

Any use of the University’s logos, and this includes the name of the DSO, must follow the guidelines created by the Marketing and Communications Office, available online at <https://www.dur.ac.uk/marketingandcommunications/local/toolkit/>.

**TERMS OF REFERENCE**

DSO terms of reference for membership shall be set out in Annex 1.

**AMENDMENTS**

Proposed amendments to these Standing Orders must be approved by the Dean of Experience Durham.

Proposed amendments to Annex 1 must be approved by the President of Team Durham, Music Durham, Durham Student Theatre, Nightline or Student Community Action as appropriate.