

RUGBY FOOTBALL CLUBS
TEMPLATE ARTICLES OF ASSOCIATION
FOR RUGBY FOOTBALL CLUBS QUALIFYING AS
COMMUNITY AMATEUR SPORTS CLUBS

CASC NOTE:

THE GOVERNMENT HAS MADE AMENDMENTS TO THE QUALIFYING CONDITIONS FOR COMMUNITY AMATEUR SPORTS CLUBS.

~~These Template Articles only apply to Clubs to be constituted as companies limited by guarantee and qualifying as Community Amateur Sports Clubs.~~

~~They are not suitable for use by Clubs constituted as companies limited by shares, unincorporated members' clubs, co-operative societies, community benefit societies or charitable incorporated organisations. They are also not suitable for Clubs not qualifying as Community Amateur Sports Clubs, for which a separate template is available. A separate template is also available for clubs that wish to register as a charity.~~

~~Where you intend to amend your existing Articles or adopt new Articles it is advisable to take legal advice to ensure that any such amendments or changes are properly made and relevant/appropriate to your circumstances.~~

~~Where wording appears in square brackets you need to decide whether it (or, in the case of alternatives, which option) applies to your Club.~~

~~When you have completed the amendments you should check the clause numbering is sequential and cross-referencing correct.~~

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THE COMPANIES ACT 2006

PRIVATE COMPANY LIMITED BY GUARANTEE

ARTICLES OF ASSOCIATION

- of -

~~1~~ ~~1~~ NOVOCASTRIANS RUGBY FOOTBALL CLUB LIMITED

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THE COMPANIES ACT 2006

PRIVATE COMPANY LIMITED BY GUARANTEE

ARTICLES OF ASSOCIATION

- of -

~~[RUGBY]~~ NOVOCASTRIANSRUGBY FOOTBALL CLUB LIMITED

PART 1
DETAILS, INTERPRETATION AND LIMITATION OF LIABILITY

1. Defined Terms

1.1 In these Articles, unless the context requires otherwise:

2006 Act means the Companies Act 2006 as modified by statute or re-enacted from time to time.

Articles means these articles of association, as may be amended from time to time.

~~bankruptcy~~ **Bankruptcy** includes individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy.

Board means the board of directors of the Club established from time to time in accordance with Article ~~18,19~~, the members of which ~~are~~ include the ~~directors of the Club for the purposes of the 2006 Act~~ Statutory Directors.

CASC means a Community Amateur Sports Club registered with HMRC under the CASC Regulations.

CASC Regulations means Part 13 Chapter 9 of the Corporation Tax Act 2010 and the Community Amateur Sports Clubs Regulations 2015 (as modified by statute or re-enacted from time to time).

Chair means the person elected from time to time in accordance with these Articles as the chair of the Club.

~~chair~~ **Chair of the meeting** has the meaning given in Article ~~23~~ 25.

~~clear~~ **Clear days** means a period of days exclusive of the day on which the notice is served and of the day for which it is given.

Club means the above-~~named~~ company.

~~[■ Company Secretary means such person as the Board appoints as company secretary from time to time.]¹~~

Constituent Body means the Constituent Body of the RFU to which the Club is from time to time affiliated and which at the date of incorporation is ~~[●]the Northumberland Rugby Football Union.~~

~~director~~**Deputy President** means the person from time to time elected in accordance with these Articles as the deputy president of the Club

Director means a director of the Club, and includes any person occupying the position of director, by whatever name called.

~~document~~**Document** includes, unless otherwise specified, any document sent or supplied in electronic form.

Elected Director means a director elected in accordance with Article ~~18.2.6.~~**19.2.7.**

~~electronic~~**Electronic form** has the meaning given in Section 1168 of the 2006 Act.

Game means the game of rugby.

~~general~~**General meeting** means ~~[■ an annual general meeting or other]~~~~[■ a]~~ general meeting of the Club.

~~hard~~**Hard copy form** has the meaning given in Section 1168 of the 2006 Act.

~~[■ Honorary] Secretary means the [■ honorary] secretary of the Club appointed from time to time in accordance with these Articles [■ and who shall also be the company secretary for the purposes of the 2006 Act].²~~

~~[■ Honorary] Treasurer means the [■ honorary] treasurer of the Club appointed from time to time in accordance with these Articles.~~

~~member~~**Member** means the persons admitted to the membership of the Club in accordance with Article ~~30~~**31** and any Rules from time to time in force.

~~[■ Non-Voting Members~~ means all members of the Club other than the Voting Members and who shall not be members for the purposes of the 2006 Act.~~]³~~

~~ordinary~~**Ordinary resolution** has the meaning given in Section 282 of the 2006 Act.

~~participate~~**Participate** has, in relation to a directors' meeting, the meaning given in Article ~~11.~~**12.**

¹ Delete if the [Honorary] Secretary will also be the Company Secretary.

² Include wording in square brackets if the [Honorary] Secretary will also be the Company Secretary; it is no longer a legal requirement for companies limited by guarantee to have a company secretary.

³ Only include if you have Voting and Non-Voting members.

~~[-]~~ **President** means the person from time to time elected in accordance with these Articles as the president of the Club~~[-]~~.

~~proxy~~ **President Elect** means the person elected to follow the incumbent President

Proxy notice has the meaning given in Article ~~42.1-43.~~

the RFU means the Rugby Football Union (a society registered under the Co-operative and Community Benefit Societies Act 2014 with registered number 27981R which is the governing body of rugby union within England) of Rugby House, Twickenham Stadium, 200 Whitton Road, Twickenham, Middlesex TW2 7BA.

Rules means the rules and regulations of the Club made by the Board or by the Club in general meeting, as amended from time to time.

~~special~~ **Secretary** means the secretary of the Club appointed from time to time in accordance with these Articles and who shall also be the company secretary for the purposes of the 2006 Act.

Special resolution has the meaning given in Section 283 of the 2006 Act.

~~subsidiary~~ **Statutory Directors** means the President, Deputy president, The Chair, the Vice Chair, the Secretary and the Treasurer, who are also the registered directors at Companies House for the purposes of the 2006 Act.

Subsidiary has the meaning given in Section 1159 of the 2006 Act.

~~[-]~~ **Treasurer** means the treasurer of the Club appointed from time to time in accordance with these Articles.

Vice-Chair means the person from time to time elected in accordance with these Articles as the vice-chair of the Club~~[-]~~.

~~[-]~~ **Voting Members** means the members of the Club who, under these Articles are entitled to receive notice of, attend and vote at general meetings and who are members of the Club for the purposes of the 2006 Act~~[-]~~⁴.

World Rugby means the world Governing Body of the Game which at the date of incorporation is World Rugby (formerly known as the International Rugby Board) of which the Rugby Football Union is a member.

~~writing~~ **Writing** means the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in electronic form or otherwise.

- 1.2 Unless the context otherwise requires, other words or expressions contained in these Articles bear the same meaning as in the 2006 Act.

⁴Only include if you have Voting and Non-Voting members.

- 1.3 Words importing the singular number shall include the plural number and vice versa. Words importing the masculine gender only shall include the feminine gender. Words importing persons shall include corporations.
- 1.4 For the purposes of Section 20 of the 2006 Act, the relevant model articles shall be deemed to have been excluded fully and replaced with the provisions of these Articles.

2. Objects

The ~~main purposes~~objects of the Club are to provide facilities for and to promote participation in the amateur sport of rugby union in ~~insert the area~~ (Objects). ~~VITAL for CASC~~⁵ of Newcastle Upon Tyne and amongst the community. In furtherance of these ~~primary~~ Objects (Objects), the Club also has the following supplementary objects⁶:

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- 2.1 ~~{to acquire and undertake all properties and liabilities and to carry out the powers, obligations, duties and general objects of the present unincorporated association known as [●] Rugby Football Club and to indemnify [●] Rugby Football Club, its officers, members, and members of any of its sub-committees against all costs, claims, demands, actions and proceedings relating to the assets and undertaking of [●] Rugby Football Club and in respect of all liabilities, obligations and commitments (whether legally binding or not) of [●] Rugby Football Club and also in respect of the costs and expenses and outgoings from or attributable to the transfer of assets and undertaking;}⁷to provide and maintain the Club premises at Sutherland Park, The Drive, Newcastle Upon Tyne, or at such other venue that the Club shall, from time to time, decide and Club owned rugby equipment for the use of its members (without discrimination).~~
- 2.2 to provide other ordinary benefits of an amateur sports club as set out in CASC Regulations including without limitation ~~{provision of: suitably qualified coaches; coaching courses; insurance; medical treatment and post-match refreshments};~~ ~~VITAL for CASC~~;
- 2.3 to obtain funding for the activities of the Club by collecting entrance fees, membership subscriptions, and match fees, by obtaining sponsorship and other available funding;
- 2.4 to promote the Game within the Club;
- 2.5 to affiliate to the RFU (through the membership of the Club's nominee to the RFU, such nominee to be the ~~{Honorary}~~ Secretary or another officer of the Club approved by the RFU) and to affiliate to the Constituent Body designated to it by the RFU;
- 2.6 to sell or supply food and/or drink and provide other activities as an incidental social adjunct to the sporting purposes of the Club;

⁵-This wording of the primary objects follows HMRC's model wording for CASC (as at August 2017) and should not be changed if the Club is a CASC.

⁶-Delete any supplementary objects that do not apply to the Club and/or insert any additional objects that are applicable to it

⁷-Only include if you are incorporating an existing Club.

- 2.7 to comply with and uphold the rules and regulations of the Constituent Body, the RFU and the ~~IRB~~ World Rugby as amended from time to time and the rules and regulations of anybody to which the RFU is registered or affiliated;
- 2.8 to acquire, establish, own, operate and turn to account in any way for the members' benefit the rugby union facilities of the Club together with buildings and easements, fixtures and fittings and accessories as shall be thought advisable;
- 2.9 to make rules, regulations, bye-laws and standing orders concerning the operation of the Club including without limitation regulations concerning disciplinary procedures that may be taken against the members;
- 2.10 to discipline the members where permitted by these Articles and the Rules and to refer its members to be disciplined by the RFU or the Constituent Body (as appropriate) where so required by the rules and regulations of the RFU or the Constituent Body (as the case may be);
- 2.11 to make donations or offer support to rugby union clubs which are charities or CASCs; and
- 2.12 to do all such other things as the Board thinks fit to further the interests of the Club or to be incidental or conducive to the attainment of all or any of the objects stated above.

3. Powers

- 3.1 The Club shall have the powers to do all such lawful things as are consistent with the furtherance of its Objects (**Powers**).
- 3.2 The income and property of the Club shall be applied solely towards the promotion of the Objects and no portion thereof shall be paid or transferred directly or indirectly, overtly or covertly by way of distribution, bonus or otherwise by way of profit to the members of the Club or third parties other than other CASCs or registered charities. ~~No member shall be paid a salary, bonus fee or other remuneration for playing for the Club ¹ ~~THIS WORDING AND ARTICLE 3.3 ARE CASC COMPLIANT AND MUST NOT BE AMENDED EXCEPT AS INDICATED IN THE FOOTNOTES.~~~~
- 3.3 Nothing in Article 3.2 shall prevent the payment in good faith by the Club:

~~3.3.1 of remuneration to any director of the Club in accordance with Article 21;⁹~~

~~3.3.23.3.1~~ to any director, committee or sub-committee member of reasonable and proper out-of-pocket expenses incurred in the exercise of their powers and the discharge of their responsibilities in relation to the Club;

⁸ Delete as appropriate depending on whether or not the Club will be paying players. A CASC can pay a total of £10,000 to players each year although the CASC Regulations have various limitations on this. If your Club is a CASC and you wish to pay players then delete the words in squared brackets and include the wording at Article 3.3.4 instead (see footnote 10)

⁹ Article 3.3.1 can be deleted if remuneration to any director of the Club is not to be permitted.

~~3.3.3.3.2~~ of reasonable remuneration to a member of the Club (not being a director) for the supply of goods or services (excluding remuneration for playing for the Club);

~~3.3.4~~ [of remuneration to a member of the Club (not being a director or a person connected to a director) for playing provided this is in compliance with the CASC Regulations;]¹⁰

~~3.3.5~~~~3.3.3~~ of interest on money lent by a member of the Club or its directors at a commercial rate of interest;

~~3.3.6~~~~3.3.4~~ of reasonable and proper rent for premises demised or let by any member of the Club or by any director; ~~{■or}~~

~~3.3.7~~~~3.3.5~~ of any premium in respect of the purchase and maintenance of indemnity insurance in respect of liability for any act or default of the directors (or any of them) in relation to the Club; ~~{■or}~~

~~3.3.8~~~~3.3.6~~ ~~{■other payments as are permitted by these Articles}~~.

4. Liability of Members

4.1 The liability of each member is limited to £1, being the amount that each member undertakes to contribute to the assets of the Club in the event of its being wound up while he is a member or within one year after ~~he ceases~~ceasing to be a member, for any of the items set out in Article ~~4.2~~4.2.

4.2 The items for which the members undertake to contribute are:

- 4.2.1 payment of the Club's debts and liabilities contracted before ~~he ceases~~ceasing to be a member;
- 4.2.2 payment of the costs, charges and expenses of winding up; and
- 4.2.3 adjustment of the rights of the contributories among themselves.

PART 2 DIRECTORS

DIRECTORS' POWERS AND RESPONSIBILITIES

5. Directors' General Authority

- 5.1 Subject to these Articles, any Rules made pursuant to them and the 2006 Act the Board is responsible for the management of the Club's business, for which purpose it may exercise all the Powers of the Club.
- 5.2 No Rule made by the Club in general meeting pursuant to Article ~~50~~50 shall invalidate any prior act of the Board which would have been valid if such Rule had not been made.

¹⁰ If you ~~do~~ wish to pay players to play, in the limited way allowed by CASC Regulations, then include Article 3.3.4 and delete the wording flagged in footnote 8. If you ~~do not~~ wish to pay players to play then delete Article 3.3.4 and keep the wording flagged in footnote 8.

6. Directors May Delegate

- 6.1 Subject to these Articles, the Board may delegate any of the powers which are conferred on it under these Articles:
- 6.1.1 to such person or committee;
 - 6.1.2 by such means (including by power of attorney);
 - 6.1.3 to such an extent;
 - 6.1.4 in relation to such matters or territories; and
 - 6.1.5 on such terms and conditions, as it thinks fit.
- 6.2 All acts and proceedings delegated under Article ~~6.1~~ 6.1 shall be reported to the Board in due course.
- 6.3 ~~If~~ If the Board so specifies, any such delegation may authorise further delegation of the Board's powers by any person to whom they are delegated ~~to~~.
- 6.4 The Board may revoke any delegation in whole or part, or alter its terms.

7. Committees

- 7.1 Committees to which the Board delegates any of its powers must follow procedures which are based as far as they are applicable on those provisions of these Articles which govern the taking of decisions by the Board.
- 7.2 The Board may make rules of procedure for all or any committees, which prevail over rules derived from these Articles if they are not consistent with them.
- 7.3 The quorum for meetings of any sub-committee formed pursuant to the provisions of the Articles shall be ~~three~~ insert other number.
- 7.4 The Board shall delegate the responsibility ~~for purchasing alcohol for the purposes of the Club's Club's bar~~ to an alcohol committee and ~~in compliance with the Licensing Act 2003,~~ none of the members of the alcohol committee will derive any private benefit from the supply of alcohol in their capacity as members of the alcohol ~~committee~~ ^{committee}.
- 7.5 The alcohol committee established under Article 7.4 may supply alcohol to members and non-members provided that any such supply shall comply with the Licensing Act 2003. ¹²

7.5

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¹¹ Include this clause if the CASC has a Club Premises Certificate.

¹² Include this clause if the CASC has a Club Premises Certificate.

DECISION-MAKING BY DIRECTORS

8. Directors to Take Decisions Collectively

~~8.1~~ Any decision of the Board must be either a majority decision or a decision taken in accordance with ~~Article 9~~ Articles 9 and 10.

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~~8.2~~ The Board may refer any matter for decision by the Statutory Directors in the event that determination of that matter is being unduly delayed or becoming contentious in such a manner as to cause risk of harm arising to the wider interests of the Club

~~9.~~ 9. Unanimous Decisions

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~~9.1~~ 9.1 A decision of the Board is taken in accordance with this Article when all eligible directors indicate to each other by any means that they share a common view on a matter.

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~~9.2~~ 9.2 Such a decision may take the form of a resolution in writing, copies of which have been signed by each eligible director or to which each eligible director has otherwise indicated agreement in writing.

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~~9.3~~ 9.3 References in this Article to eligible directors are to directors who would have been entitled to vote on the matter had it been proposed as a resolution at a meeting of the Board.

~~9.4~~ 9.4 A decision may not be taken in accordance with this Article if the eligible directors would not have formed a quorum at such a meeting.

10. Referral to the Statutory Directors

~~10.1~~ In the event of such referral the Statutory Directors shall convene a meeting as soon as reasonably practicable to consider and decide upon the referral, such meeting to be conducted in such manner as they think fit and in so far as possible, consistent with these Articles.

~~10.2~~ The quorum for such meetings of the Statutory Directors shall be four Statutory Directors.

~~10.3~~ Decisions of such meetings must be a majority decision or a decision consistent with the terms of Article 8.

~~10.4~~ If the number of votes for and against a proposal are equal then Article 15 shall apply.

~~10.~~ 11. Calling a Meeting of the Board

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~~10.1~~ 11.1 The Board may meet together for the dispatch of business, adjourn and otherwise regulate their meetings as they think fit, provided that at least ~~{three}~~~~insert other number~~six such meetings shall be held in each year.

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~~10.2~~ ~~{11.2}~~ The Board shall report on their activities to the members at the annual general meeting.

~~10.3~~ 11.3 Any director may call a meeting of the Board by giving notice of the meeting to the directors or by directing the ~~{Company} Secretary~~~~{Honorary} Secretary~~ to give such notice.

~~10.4~~ 11.4 Notice of any meeting of the Board must indicate:

~~10.4.1~~ 11.4.1 its proposed date and time;

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~~10.4.2~~ 11.4.2 where it is to take place; and

~~10.4.3~~ 11.4.3 if it is anticipated that directors participating in the meeting will not be in the same place, how it is proposed that they should communicate with each other during the meeting.

~~10.5~~ 11.4.4 Notice of a meeting of the Board must be given to each director, but need not be in writing. A director who is absent from Great Britain shall be entitled to notice of a meeting if ~~he~~the director has provided a valid email address.

12. Participation in Meetings of the Board

~~10.6~~ 12.1 Subject to these Articles, directors participate in a meeting of the Board, or part of a meeting of the Board, when:

~~10.6.1~~12.2 the meeting has been called and takes place in accordance with these Articles, and

they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting.

~~10.7~~ 12.3 In determining whether directors are participating in a meeting of the Board, it is irrelevant where any director is or how they communicate with each other.

~~10.8~~ 12.4 If all the directors participating in a meeting of the Board are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is located.

11. ~~13.~~ Composition of the Board and Quorum

~~11.1~~ 13.1 The quorum for meetings of the Board may be fixed from time to time by a decision of the directors, but it must never be less than ~~{~~nine~~,50%}~~ and unless otherwise fixed it is ~~{~~nine~~},nine.~~

~~11.2~~ 13.2 Subject to Article ~~12.3~~13.1, the Board may act notwithstanding any vacancy in their body.

~~11.3~~ 13.2 If the total number of directors for the time being is less than the quorum required, the directors must not take any decision other than a decision¹³:

~~{~~13.2.1~~~~ to fill a casual vacancy arising among the directors in accordance with Article ~~29~~OR 30.

~~11.3.1~~ ~~{~~to call a general meeting so as to enable the members to fill a casual vacancy arising among the directors~~}; or~~

or

13.2.2 to admit members to the Club.

12. ~~14.~~ Chairing of Meetings of the Board

¹³ This must be consistent with Article 29; please see footnote 26

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~~12.1~~ 14.1 The ~~{■Chair}~~~~{state who else if not the Chair}~~ shall be chair of the Board. The ~~{■Chair}~~ shall preside as chair at all meetings of the Board at which ~~he~~they shall be present.

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~~12.2~~ 14.2 If at any meeting the ~~{■Chair}~~ is not present within ~~{■15}~~ minutes after the time appointed for holding the meeting ~~or he~~ is not willing to preside, the ~~{■Vice-Chair}~~~~{state who else if not the Vice-Chair}~~ shall preside. If the Vice-Chair is also not present or is unwilling to preside within ~~{■15}~~ minutes of the time at which a meeting was due to start, the members of the Board present shall choose one of their number to be chair of the meeting. The person so appointed for the time being is to be treated as the chair for the purposes of these Articles.

15 Casting Vote

~~12.3~~ 15.1 If the numbers of votes for and against a proposal are equal, the ~~{■Chair}~~ or other director chairing the meeting of the Board has a casting vote.

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~~12.4~~ 15.2 Article ~~14.1~~15.1 shall not apply to give a casting vote to the Chair or other director chairing the meeting (as appropriate) if, in accordance with these Articles, the Chair or other director is not to be counted as participating in the decision-making process for quorum or voting purposes.

16. Conflicts of Interest

~~12.5~~ 16.1 Subject to Article ~~15.20~~, if a proposed decision of the Board is concerned with an actual or proposed transaction or arrangement with the Club in which a director is interested, that director is not to be counted as participating in the decision-making process for quorum or voting purposes.

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~~12.6~~ 16.2 The prohibition under Article ~~15.1~~ shall 16.1 shall not apply when:

~~12.6.1~~ 16.2.1 the Board approves the director counting towards the quorum and voting on the transaction or arrangement notwithstanding such interest in accordance with Section 175 of the 2006 Act;

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~~12.6.2~~ 16.2.2 the director need not declare an interest pursuant to Section 177 or 182 of the 2006 Act; or

~~12.6.3~~ 16.2.3 the director's conflict of interest arises from a permitted cause.

~~12.7~~ 16.3 For the purposes of Article ~~15.2~~16.2, the following are **permitted causes**:

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~~12.7.1~~ 16.3.1 a guarantee, security or indemnity given, or to be given, by or to a director in respect of an obligation incurred by or on behalf of the Club or any of its subsidiaries (if any);

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~~12.7.2~~ 16.3.2 subscription, or an agreement to subscribe, for securities of the Club or any of its subsidiaries (if any), or to underwrite, sub-underwrite, or guarantee subscription for any such securities; and

~~12.7.3~~ 16.3.3 arrangements pursuant to which benefits are made available to employees and directors or former employees and directors of the Club or any of its subsidiaries (if any) which do not provide special benefits for directors or former directors.

~~12.8~~ 16.4 For the purposes of this Article ~~15~~16, references to proposed decisions and decision-making processes include any meeting of the Board or part of a meeting of the Board.

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~~12.9~~ 16.5 Subject to Article ~~15.60~~, if a question arises at a meeting of the Board or of a committee of the Board as to the right of a director to participate in the meeting (or part of the meeting) for voting or quorum purposes, the question may, before the conclusion of the meeting, be referred to the chair of the meeting whose ruling in relation to any director other than himself is to be final and conclusive.

~~12.10~~ 16.6 If any question as to the right to participate in the meeting (or part of the meeting) should arise in respect of the ~~{■Chair}~~, the question is to be decided by a decision of the directors at that meeting, for which purpose the ~~{■Chair}~~ is not to be counted as participating in the meeting (or that part of the meeting) for voting or quorum purposes.

17 Records of Decisions to be Kept

~~12.11~~ 17.1 The Board must ensure that the Club keeps a record, in writing, for at least ten years from the date of the decision recorded, of every unanimous or majority decision taken by the Board, Statutory Board and by the Club at general meeting.

~~12.12~~ 17.2 Any such records, if purporting to be signed by the ~~chair~~Chair of such meeting, or by the chair of the next succeeding meeting, shall be sufficient evidence without any further proof of the facts therein stated.

~~12.13~~ ~~Any such records shall be circulated to all members of the Board.~~

17.3 Any such records shall be circulated to all members of the Board within fourteen days of each meeting and thereafter summary minutes of each meeting should be made available to the general membership of the Club within twenty one days of each meeting and via whichever broadly accessible form of media that the Board may determine is appropriate from time to time. Such records and minutes should provide a suitably accurate summary of the matters discussed, decisions taken and the rationale and/or policies which underpin the basis of any decisions taken. Wherever commercial or personal sensitivities may dictate any such records should be suitably redacted and/or anonymised at the decision of the Chair or the Vice-Chair if the Chair is unavailable.

13. 18. Directors' Discretion to Make ~~Further~~ Rules

~~{■Subject to those Rules to be made, varied or revoked by the {■Voting Members} {■members} in general meeting in accordance with Article 50 below,}~~⁴⁴ The Board shall have the power to make, vary and revoke the Rules including, but not limited to, Rules:

~~13.1~~ 18.1 setting out different categories of membership or affiliates of the Club;

~~13.2~~ 18.2 setting the criteria for admission to membership of the Club for the different categories of members;

~~13.3~~ 18.3 creating regulations, standing orders and/or bye-laws for the better administration of the Club and to regulate the function, role and operation of committees to assist the Board in the better administration of the Club;

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⁴⁴ ~~The wording in square brackets can be deleted if no Rules are reserved to the members under Article 50.~~

~~13.4~~ 18.4 setting or adopting such other regulations or policies, including for example child protection and equity policies, as the Board thinks fit; and

~~13.5~~ ~~[■18.5]~~ in relation to licensable activities of the Club;⁴⁵

~~13.6~~ provided that nothing in those Rules shall prejudice the Club's status as a CASC and provided that the said Rules shall be consistent with these Articles and the 2006 Act. ~~[THIS WORDING IS CASC COMPLIANT AND MUST NOT BE AMENDED.]~~

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APPOINTMENT OF DIRECTORS

~~14.~~ 19. Methods of Appointing Directors

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~~14.1~~ 19.1 The number of directors shall be not less than ~~[■three][insert other number]~~nine and shall be subject to a maximum of ~~[■12][insert other number]~~eighteen.

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~~14.2~~ 19.2 The members of the Board shall be:

~~[■19.2.1]~~ the President~~;~~;

~~[■19.2.2]~~ the Deputy President

19.2.3 the Chair~~;~~;

~~[■19.2.4]~~ the Vice-Chair~~;~~;

~~[■19.2.5]~~ the ~~[■Honorary]~~ Secretary~~;~~;

~~[■19.2.6]~~ the ~~[■Honorary]~~ Treasurer~~;~~;

~~14.2.1~~ ~~[■19.2.7]~~ up to ~~[■eight][insert other number]~~twelve (or such lower number as the Board shall from time to time decide) Elected Directors~~;~~ and

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~~14.2.2~~ ~~[■19.2.8]~~ such other persons (if any) as the Board may from time to time in its sole discretion co-opt to the Board ~~[■until the next annual general meeting]~~, provided that the total number of directors at any one time shall not exceed the maximum number (if any) fixed by these Articles. Co-opted directors shall be entitled to vote at the meetings of the Board~~;~~⁴⁶.

~~14.3~~ 19.3. The first directors, who shall hold office until such time as they are due to retire in accordance with these Articles, shall be:

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	Office	Name	End of Office
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⁴⁵ The wording in square brackets can be deleted if the Club does not carry out or intend to carry out any licensable activities.

⁴⁶ If your Club is a Licensed Club and the Board manages the licensable activities of the Club, i.e. you don't have a separate elected committee to deal with this, all members of the Board must be elected and so this Article 18.2.7 cannot be adopted by the Club.

14.3.1 19.3.1	the President	{insert name} Graham Ward	{date} 20 {bullet}
19.3.2	The Deputy President	Thomas Wilson	
14.3.2 19.3.3	the Chair	{insert name} James Forbes	{date} 20 {bullet}
14.3.3 19.3.4	the Vice-Chair	{insert name} Oliver Dearden	{date} 20 {bullet}
14.3.4 19.3.5	the {insert name} Honorary Secretary	{insert name} Janette Evans	{date} 20 {bullet}
14.3.5 19.3.6	the {insert name} Honorary Treasurer	{insert name} Jack Spoor	{date} 20 {bullet}
14.3.6 19.3.7	the Elected Directors	{insert name} John Clapperton	{date} 20 {bullet}
		{insert name} Robert Fay	{date} 20 {bullet}
		{insert name} Robert Ogilvie	{date} 20 {bullet}
		Stephen Gittins	
		Daryl Baker	
		Brendan Thomas	
		Peter Twentyman	
		Fran Mockford	

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~~14.4~~ ~~The first~~ 19.4 With the exception of the President the directors set out in Article ~~18.3~~ 19.3 shall retire ~~{insert name}~~ immediately prior to the annual general meeting in the year ~~{insert name}~~ on the ~~{date}~~ set out in brackets after their respective names at each Annual General Meeting but may be re-elected in accordance with these Articles.

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~~14.5~~ 19.5 Each member of the Board must satisfy HMRC's fit and proper person test to be involved in the general control, management and administration of the Club and must declare (in the required form) that ~~he is~~ they are a fit and proper person prior to being elected.

~~14.6~~ 19.6 Any person accepting nomination to the Board who has any financial interest or other conflict of interest in such appointment must, before accepting the nomination, state in writing to the Club all such interests. Failure to do so will lead to automatic disqualification from Board membership. The Board has the right to veto such an election if, in its opinion, it is not in the best interests of the Club.

~~14.7~~ 19.7 All acts carried out in good faith at any meeting of the Board or of any sub-committee, or by any person acting as a director, shall, notwithstanding it be afterwards discovered that there was some defect in the appointment or continuance in office of any such person be as valid as if every such person had been duly appointed or had duly continued in office.

~~14~~20. Elected Directors

~~{■At the annual general meeting}{■On *[insert date]* each year, the Elected Directors ~~{■due to retire}~~ shall retire and shall be eligible for re-election in accordance with these Articles. The election for the office of Elected Directors shall be conducted in accordance with Article 28. ~~{■Except as provided in Article 18.4, an Elected Director so elected shall hold office from the ~~{■annual general meeting at which}~~~~{■date on which}~~ he is elected, until the ~~{■annual general meeting in the ~~{■third}~~ *[insert other period]* year following his election at which meeting}~~~~{■~~{■third}~~*[insert other period]* anniversary thereof when}~~ he shall retire but may be re-elected ~~{■for a further ~~{■three}~~*[insert other period]* year term.}}~~¹⁷19.4.~~~~

~~15~~. 21. Termination of Director's Appointment

~~15.1~~ 21.1 Without prejudice to the provisions of Section 168 of the 2006 Act, a person shall cease to be a director of the Club as soon as: ~~{you may want to include some or all of these}~~

~~15.1.1~~ 21.1.1 that person ceases to be a director by virtue of any provision of the 2006 Act or is prohibited from being a director by law;

~~15.1.2~~ 21.1.2 a bankruptcy order is made against that person;

~~15.1.3~~ 21.1.3 a composition is made with that person's creditors generally in satisfaction of that person's debts;

~~15.1.4~~ 21.1.4 a registered medical practitioner who is treating that person gives a written opinion to the Club stating that that person has become physically or mentally incapable of acting as a director and may remain so for more than three months;

~~15.1.5~~ 21.1.5 by reason of that person's mental health, a court makes an order which wholly or partly prevents that person from personally exercising any powers or rights which that person would otherwise have;

~~15.1.6~~ 21.1.6 that person is suspended from holding office or from taking part in any activity relating to the administration or management of the Club by a decision of the RFU;

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¹⁷ If the Elected Directors are to be elected annually, then the final sentence (ie the wording in square brackets) will not be needed.

~~15.1.7~~ ~~{■21.1.7}~~ that person shall without sufficient reason for more than ~~{■three}~~ ~~{insert other period}~~ consecutive Board meetings have been absent without permission of the Board and all other members of the Board resolve that ~~his~~their office be vacated~~;~~;

~~15.1.8~~ ~~{■21.1.8}~~ that person is requested to resign by ~~{■all}~~ ~~{■not less than two-thirds of}~~ the other members of the Board acting together~~;~~;

~~15.1.9~~ ~~{■21.1.9}~~ being a ~~{●}~~President, that person ceases to be a ~~{●}~~¹⁸President;

~~{■21.1.10}~~ being a Deputy President, that person ceases to be a Deputy President

~~15.1.10~~ 21.1.11 that person ceases to be a member; or¹⁹

~~15.1.11~~ 21.1.12 notification is received by the Club from the director that the director is resigning from office, and such resignation has taken effect in accordance with its terms.²⁰

~~15.2~~ ~~{■21.3}~~ A ~~{■President}~~■ Deputy President, Chair~~{■ Vice-Chair}~~~~{■Honorary Treasurer}~~~~{■Honorary Secretary}~~ who is removed from office as a director of the Board for whatever reason shall be deemed to have resigned from office and the vacancy shall be filled in accordance with these Articles~~;~~;

22. Directors' Remuneration

~~15.3~~ ~~{■The Club shall not employ any director of the Club to provide any services outside the scope of the ordinary duties of a director and shall not pay any director any remuneration in relation to his role on the Board}~~²¹;

OR

~~15.4~~ ~~{■Subject to the provisions of the 2006 Act, and to Article 21.3 below, the Board may enter into an agreement or arrangement with any director:~~

~~15.4.1~~ ~~for his services to the Club as a director; and~~

~~15.4.2~~ ~~for his employment by the Club or for the provision by him of any services outside the scope of the ordinary duties of a director or benefits.~~

~~15.4.3~~ ~~Any appointment of a director to an executive office shall terminate if he ceases to be a director but without prejudice to any claim for damages for breach of the contract of service between the director and the Club.~~

~~15.5~~ ~~Subject to these Articles, a director's remuneration may take any form and include any arrangements in connection with the payment of a pension, allowance or gratuity, or any~~

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¹⁸ Eg Where the role of Chair, President gives the holder of the office membership of the Board.

¹⁹ Include where directors are required to be members of the Club.

²⁰ Please see Guidance Notes in respect of provisions requiring a director to retire at a given age.

²¹ Include the first option here if you do not want the directors to receive remuneration.

~~death, sickness or disability benefits, to or in respect of that director provided that such remuneration:~~

~~15.5.1 is fixed having regard to the current remuneration of directors in comparable posts;~~

~~15.5.2 does not exceed the general market rate for directors providing comparable services; and~~

~~15.5.3 [is not to any extent determined by or conditional upon the profits or losses derived from some or all of the activities of the Club or by reference to the level of the Club's gross income from some or all of its activities.]²²~~

~~15.6 Unless the Board decides otherwise, directors' remuneration accrues from day to day.~~

~~15.7 Unless the Board decides otherwise, directors are not accountable to the Club for any remuneration which they receive as directors or other officers or employees of the Club's subsidiaries (if any) or of any other body corporate in which the Club is interested (if any).~~

PART 3 APPOINTMENTS AND ELECTED POSITIONS

16. 23. President

~~{[■]At On the annual general meeting in [insert year] and at the annual general meeting each year thereafter, [■]On [insert date] and each second anniversary thereof} of the annual general meeting at which the President is appointed the President shall retire but shall be eligible for re-appointment in accordance with these Articles. The election of the President shall be in accordance with Article 28. A member so appointed shall hold office for a one year term but shall be eligible for re-election. 29. The President {■}shall be a director by virtue of his{the office and} shall have such rights and privileges as the {■Board/{■Voting Members} {■members}Voting Members in general meeting shall from time to time prescribe. The President must be a Voting Member of three years' standing.~~

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24. Deputy President

~~At each annual general meeting the Deputy President will retire. The election of the Deputy President shall be in accordance with Article 29 and will follow the principle that this role will alternate annually between the immediate past president and the President Elect. The Deputy President shall be a director by virtue of their office and shall have such rights and privileges as the Voting Members in general meeting} shall from time to time prescribe. {■The Deputy President must be a {■Voting Member} {■member} of {insert period}three years' standing-}.~~

17. 25. Chair

~~{■At the each annual general meeting in [insert year] and at the annual general meeting {■every third} {■each}[insert other period] year thereafter} {■On [insert date] and each {■third} anniversary thereof}, the Chair shall retire but shall be eligible for re-appointment in accordance with these Articles. The election for the office of Chair shall be conducted in~~

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²² Include if you claim VAT exemption.

accordance with Article ~~28-29~~. A member so appointed shall hold office for a ~~{one}~~
~~{three}~~~~[[insert other period]]~~ year term ~~{but shall be eligible for re-election}~~~~{for one further~~
~~term of {three}~~~~[[insert other period]] years}~~. The Chair shall be a director by virtue of ~~his~~~~their~~
office and shall have such rights and privileges as the ~~{Board/}~~~~{Voting Members}~~
~~{members}~~ in general meeting shall from time to time prescribe.

18. **26. Vice-Chair**

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~~{At the annual general meeting in [insert year] and at the annual general meeting {every~~
~~third}{each}[[insert other period]] year thereafter}~~~~{On [insert date] and each {third}~~
~~anniversary thereof}~~, ~~At each annual general meeting~~, the Vice-Chair shall retire but shall be
eligible for re-election in accordance with these Articles. The election for the office of Vice-
Chair shall be conducted in accordance with Article ~~28-29~~. A person so appointed shall hold
office for a ~~{one}~~~~{three}~~~~[[insert other period]]~~ year term ~~{but shall be eligible for re-~~
~~election for one further term of {three}~~~~[[insert other period]] years}~~. The Vice-~~Chair~~~~Chairman~~
shall be a director by virtue of ~~his~~~~their~~ office and shall have such rights and privileges as the
~~{Board/}~~~~{Voting Members}~~~~{members}~~ in general meeting shall from time to time
prescribe.

~~{Honorary}~~**27. Secretary**

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19. ~~At each annual general meeting the~~~~Secretary~~

~~{At the annual general meeting in [insert year] and at the annual general meeting {every~~
~~third}{each}[[insert other period]] year thereafter}~~~~{On [insert date] and each {third}~~
~~anniversary thereof}~~, the ~~{Honorary}~~ Secretary shall retire but shall be eligible for re-election
in accordance with these Articles. The election for the office of ~~{Honorary}~~ Secretary shall
be conducted in accordance with Article ~~28-29~~. A person so appointed shall hold office for a
~~{one-year}~~~~{three year}~~~~[[insert other period]]~~ term but shall be eligible for re-election. The
~~{Honorary}~~ Secretary shall be a director ~~{and the Company Secretary}~~²³ by virtue of ~~his~~~~the~~
office and shall have such rights and privileges as the ~~{Board/}~~~~{Voting Members}~~
~~{members}~~ in general meeting shall from time to time prescribe.

~~{Honorary}~~**28. Treasurer**

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20. ~~At each annual general meeting, the~~~~Treasurer~~

~~{At the annual general meeting in [insert year] and at the annual general meeting {every~~
~~third}{each}[[insert other period]] year thereafter}~~~~{On [insert date] and each {third}~~
~~anniversary thereof}~~, the ~~{Honorary}~~ Treasurer shall retire but shall be eligible for re-election
in accordance with these Articles. The election for the office of ~~{Honorary}~~ Treasurer shall
be conducted in accordance with Article ~~28-29~~. A person so appointed shall hold office for a
~~{one-year}~~~~{three year}~~~~[[insert other period]]~~ term but shall be eligible for re-election. The
~~{Honorary}~~ Treasurer shall be a director by virtue of ~~his~~~~the~~ office and shall have such rights
and privileges as the ~~{Board/}~~~~{Voting Members}~~~~{members}~~ in general meeting ~~shall from~~
~~time to time prescribe~~.

²³ Do not include if you have a separate Company Secretary.

21. ~~[■ Company Secretary]~~²⁴

~~{■ Subject to the provisions of the 2006 Act, the Company Secretary shall be appointed by the Board for such term and at such remuneration and upon such conditions as they may think fit and any Company Secretary appointed may be removed by them.}from time to time prescribe.~~

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22. 29. Elections

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~~22.1 29.1~~ Any ~~{■ Voting Member}~~~~{■ member}~~~~{insert who else may nominate}~~ may nominate another member to be President, the President Elect, the Chair, Vice-Chair, ~~{■ Honorary}~~ Secretary, ~~{■ Honorary}~~ Treasurer or another Elected Director. ~~Any person nominated as a member of the Board must be a {■ Voting Member}{insert any other category of membership} {■ of not less than {insert number}²⁵ years' standing}. Any nomination must be made on the form prescribed from time to time by the Board. Any nomination must be seconded by {■ another Voting Member}{insert who else may second}. {■.} Voting Members{■ members} {Insert who else may nominate/second} may only nominate or second one candidate for each post and the form must be completed and returned to the Secretary not later than such date as the Board shall prescribe each year.~~

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~~22.2 29.2~~ If there are the same number of candidates as there are vacancies for a post, those candidates shall be declared elected unopposed ~~{■ at the annual general meeting}~~. In the event of there being more nominations than vacancies, there shall be an election ~~{■ at the annual general meeting}~~ as directed by the Board. The results of any such election must be announced ~~{■ at the annual general meeting}~~~~{■ by the Board}~~.

23. 30. Casual Vacancies

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A casual vacancy arising among the offices of President, Deputy President, Chair, Vice-Chair, ~~{■ Honorary}~~ Secretary, ~~{■ Honorary}~~ Treasurer or the Elected Directors, shall be filled by ~~{■ the Board}~~~~{■ the Club in general meeting}~~ provided always that the person appointed to fill the vacancy shall hold office until such time as the person ~~he~~they replaced was due to retire but shall be eligible for re-election in accordance with these Articles.²⁶

BECOMING AND CEASING TO BE A MEMBER

24. 31. Applications for Membership

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~~24.1 The subscribers to the Memorandum of Association of the Club; {■ the members of the unincorporated association known as the {■{●} Rugby Football Club} as at the date of~~

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²⁴ Companies are no longer required to appoint a Company Secretary but if you wish to do so you should include this Article.

²⁵ A minimum period of membership is optional; there is no need for a Board Member to have been a Club member for a minimum period. Some clubs may feel this is desirable although it may, of course, preclude a suitable person with willingness and expertise joining the Board. If you do include this it is recommended that the period is short – say not more than 6 months for a CASC.

²⁶ If the Club is a Licensed Club and the Board manages the licensed activities then any casual vacancy must be voted in by the members of the Club; not the Board.

~~incorporation~~²⁷; and such other persons as 31.1 Persons are admitted to membership by the Board in accordance with these Articles, shall be the members of the Club.

~~24.2~~ 31.2 No person shall become a member of the Club unless:

~~24.2.1~~ 31.2.1 that person has completed an application for membership in a form approved by the Board, and

~~24.2.2~~ 31.2.2 the Board has approved the application.

~~24.3~~ 31.3 For the avoidance of doubt membership is open to all without discrimination and may only be refused where admission to membership for good cause such as conduct or character likely to bring the Club or sport into disrepute and no person shall be denied membership of the Club on the grounds of race, ethnic origin, nationality, creed, colour, age, disability, sex, occupation, sexual orientation, religion, political or other beliefs. A person may appeal against such decision by notifying the Board who shall put the matter to a general meeting for it to be decided by a majority vote of the members present and voting at such meeting. ~~{THIS WORDING IS CASC COMPLIANT AND MUST NOT BE AMENDED.}~~

~~24.4~~ 31.4 For the purposes of registration the number of members is declared to be unlimited.²⁸

~~24.5~~ ~~{~~31.5 A person shall not be entitled to any privileges of the Club until two days have passed since ~~his~~their application for membership was submitted, whether or not ~~he~~that person is admitted as a member before those two days have lapsed.~~}~~²⁹.

~~24.6~~ 31.6 The Board may from time to time fix the levels of entrance fees and annual subscriptions to be paid by the different categories of members provided that the Board shall maintain an open membership and ensure that the fees and subscriptions are non-discriminatory, fair and set at a level that will not pose a significant obstacle to people participating. In particular the Board will have regard to the CASC Regulations relating to the costs of participation and the maximum allowable cost of participation. ~~{THIS WORDING IS CASC COMPLIANT AND MUST NOT BE AMENDED.}~~

~~24.7~~ ~~{~~~~The~~31.7 After consulting with the existing Life Members the Board may ~~elect~~ (subject to confirmation) ~~propose~~ at the next following ~~an~~ Annual General Meeting ~~of the Club~~ any person as ~~an~~ Honorary Life Member of the Club any person, whether an existing member or former member, in recognition of their ~~services~~services to 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.}~~³⁰its objects

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²⁷ Only include if you are incorporating an existing Club.

²⁸ Please see Guidance Notes.

²⁹ Include for Licensed Clubs and clubs which wish to be licensed in the future.

³⁰ Include if you wish to have honorary members

~~24.8~~ 31.8 The Board may from time to time and for such period as it decides allow affiliates of the Club to enjoy some or all of the benefits of the Club that members of the Club enjoy except that such:

31.8.1 affiliates shall have no voting rights under these Rules or in relation to the Club;

31.8.2 affiliates will be subject to such terms that the Board shall decide; ~~and~~.

~~affiliation~~ 31.8.3 affiliates shall meet the requirements of ~~section~~ Sections 62-66 of the Licensing Act 2003.³⁴

~~25.~~ 32. Conditions of Membership

~~25.1~~ 32.1 All members shall be bound by and subject to these Articles and the Rules and shall respect the rules of the game of rugby union as set from time to time by the ~~IRB~~ World Rugby.

~~25.2~~ 32.2 The members shall pay any entrance fees and annual subscription set by the Board under Article ~~30.6~~ 31.6. Any member whose subscription fee is more than ~~three~~ four months ~~one year~~ ~~insert other time limit~~ in arrears shall be deemed to have resigned ~~his~~ their membership of the Club. ~~[THIS WORDING IS CASC COMPLIANT AND MUST NOT BE AMENDED.]~~

~~25.3~~ 32.3 Subject to Article ~~32.33~~, the Board may terminate the membership of any person, or impose any other sanction they determine to be appropriate, in connection with the breach of any condition of membership set out in this Article ~~31.32~~.

33. Termination of Membership

~~25.4~~ 33.1 It shall be the duty of the Board, if at any time it shall be of the opinion that the interests of the Club or the sport so require, by notice in hard copy form sent by prepaid post to a member's address, to request that member to withdraw from membership of the Club within a time specified in such notice provided any such proposed removal of a member is only for good cause such as conduct or character likely to bring the Club or sport into disrepute. If, on the expiry of the time specified in such notice, the member concerned has not withdrawn from membership by submitting notice in hard copy form ~~of his~~ their resignation, or if at any time after receipt of the notice requesting ~~him~~ the member to withdraw from membership the member shall so request in hard copy form, the matter shall be submitted to a properly convened and constituted meeting of the Board or such sub-committee constituting not less than five members of the Board to which it has delegated its powers. The Board or sub-committee and the member whose expulsion is under consideration shall be given at least 14 days' notice of the meeting, and such notice shall specify the matter to be discussed. The member concerned shall at the meeting be entitled to present a statement in ~~his~~ their defence either verbally or in hard copy form, and ~~he~~ the member shall not be required to withdraw from membership unless a ~~two-thirds~~ majority of the Board members or sub-committee members present and voting shall, after receiving the statement in ~~his~~ their defence, vote for ~~his~~ their expulsion, or unless the member fails to attend the meeting without sufficient reason being given. If such a vote is carried, or if the member shall fail to attend the meeting without sufficient reason being given, ~~he~~ the member shall thereupon cease to be a member and ~~his~~ their name shall be erased from the register of members. ~~The~~ Board may exclude the member from the Club's premises until the meeting considering ~~his~~ their expulsion has been held. For the avoidance of doubt, the member shall be entitled to attend the Club's premises to attend

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³⁴ Include this clause if the CASC has a Club Premises Certificate.

that meeting (if it is held at them) for the purpose of making ~~his~~their representations~~.~~. A person may appeal against such decision by notifying the Board who shall put the matter to a general meeting for it to be decided by a majority vote of the members present and voting at such meeting. ~~[THIS WORDING IS CASC COMPLIANT AND MUST NOT BE AMENDED.]~~

~~25.5~~ 33.2 A member may withdraw from membership of the Club by giving ~~{seven}~~~~other period~~{insert clear days' notice to the Club in writing.

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~~25.6~~ 33.3 A membership terminates automatically when that person dies or ceases to exist or on the failure of the member to comply or to continue to comply with any condition of membership set out in these Articles or the Rules.

~~25.7~~ 33.4 Membership is not transferable.

~~25.8~~ 33.5 Any person ceasing to be a member forfeits all rights in relation to and claims upon the Club, its property and its funds and has no right to the return of any part of ~~his~~their subscription. ~~{The Board may refund an appropriate part of a resigning member's subscription if it considers it appropriate taking account of all the circumstances.}~~

ORGANISATION OF GENERAL MEETINGS

~~26.~~ 34 Annual General Meetings³²

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~~26.1~~ ~~{34.1}~~ The Club shall hold a general meeting in every calendar year as its annual general meeting at such time and place as may be determined by the Board and shall specify the meeting as such in the notices calling it, ~~provided that so long as the Club holds its first annual general meeting within 18 months after its incorporation it need not hold it in the calendar year of its incorporation or in the following calendar year.}~~

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~~26.2~~ ~~{34.2}~~ The annual general meeting shall be held for the following purposes:

~~26.2.1~~ 34.2.1 to receive from the Board the Club's accounts ~~{and the {Honorary} Treasurer's report as to the financial position of the Club.}~~

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~~26.2.2~~ 34.2.2 to receive from the Board a report of the activities of the Club since the previous annual general meeting;

~~26.2.3~~ 34.2.3 to appoint the Club's auditors;

~~26.2.4~~ ~~{34.2.4}~~ to confirm the election of any Honorary Members³³;

~~26.2.5~~ 34.2.5 to announce the election (as appropriate) of the ~~{Chair, {Vice-Chair, {Honorary Secretary, {Honorary Treasurer, {President, President Elect and the other Elected Directors to be appointed in accordance with these Articles; and~~

³² There is no longer an obligation for companies limited by guarantee to hold an AGM. However, it is likely to provide a useful opportunity for reporting to the members and dealing with administrative requirements. However see comments in the Guidance note about ensuring your Board appointment provisions still work.

³³ Include if you have honorary members and have also included Article 30.7

~~26.2.6~~ 34.2.6 to transact such other business as may be brought before it.

~~26.3~~ ~~{■34.3~~ All general meetings, other than annual general meetings, shall be called general meetings.~~}.³⁴~~

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35. Attendance and Speaking at General Meetings

~~26.4~~ ~~{■35.1~~ A person is able to exercise the right to speak at a general meeting when that person is in a position to communicate to all those attending the meeting, during the meeting, any information or opinions which that person has on the business of the meeting.~~}.³⁵~~

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~~26.5~~ 35.2 A person is able to exercise the right to vote at a general meeting when:

~~26.5.1~~ 35.2.1 that person is able to vote, during the meeting, on resolutions put to the vote at the meeting, and

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~~26.5.2~~ 35.2.2 that person's vote can be taken into account in determining whether or not such resolutions are passed at the same time as the votes of all the other persons attending the meeting.

~~26.6~~ 35.3 The Board may make whatever arrangements they consider appropriate to enable those attending a general meeting to exercise their rights to speak or vote at it.

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~~26.7~~ ~~{■35.4~~ In determining attendance at a general meeting, it is immaterial whether any two or more members attending it are in the same place as each other.~~}.³⁵~~

~~26.8~~ ~~{■35.5~~ Two or more persons who are not in the same place as each other attend a general meeting if their circumstances are such that if they have (or were to have) rights to speak and vote at that meeting, they are (or would be) able to exercise them.~~}.³⁵~~

36. Quorum for General Meetings

~~26.9~~ 36.1 No business other than the appointment of the ~~chair~~chairman of the meeting is to be transacted at a general meeting if the persons attending it do not constitute a quorum.

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~~26.10~~ ~~{■36.2~~ Subject to Article ~~38.6, {insert number}~~ ~~{■39.6, twenty~~ Voting Members ~~{■members}~~ ~~{■or one-tenth of the membership of the Club (whichever is the greater number)}~~ present in person shall be a quorum.³⁶

37. Chairing General Meetings

~~26.11~~ 37.1 The Chair shall chair general meetings if present and willing to do so. If the Chair shall be absent, or if at any meeting ~~he is~~they are not present within ~~{■15}~~ ~~{insert other number}~~ minutes after the time appointed for holding the same, the Vice-Chair shall preside.

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³⁴This wording will be unnecessary if the Club decides not to provide in its Articles for holding annual general meetings.

³⁵Consider whether rights to presence by conference call etc is desirable.

³⁶It is generally preferable to have a set number to reflect the number of members who attend the AGM. This number should not be set so high that it will be difficult to hold a quorate meeting.

If the Vice-Chair is not present or is unwilling to preside within ~~[■15]~~ ~~insert other number~~ 15 minutes of the time at which a meeting was due to start:

~~26.11.1~~ 37.1.1 the directors present, or

~~26.11.2~~ 37.1.2 (if no directors are present), the meeting,

~~26.12~~ 37.2 must appoint a director or member to chair the meeting, and the appointment of the chair of the meeting must be the first business of the meeting.

~~26.13~~ 37.3 The person chairing a meeting in accordance with this article is referred to as the chair of the meeting.

38. Attendance and Speaking by Directors and Non-Members

~~26.14~~ 38.1 Directors may attend and speak at general meetings ~~[■, whether or not they are members.~~

~~26.15~~ 38.2 The chair of the meeting may permit other persons who are not members of the company to attend and speak at a general meeting.³⁷

39. Adjournment

~~26.16~~ 39.1 If the persons attending a general meeting within half an hour of the time at which the meeting was due to start do not constitute a quorum, or if during a meeting a quorum ceases to be present, the chair of the meeting must adjourn it.

~~26.17~~ 39.2 The chair of the meeting may adjourn a general meeting at which a quorum is present if:

~~26.17.1~~ 39.2.1 the meeting consents to an adjournment, or

~~26.17.2~~ 39.2.2 it appears to the chair of the meeting that an adjournment is necessary to protect the safety of any person attending the meeting or ensure that the business of the meeting is conducted in an orderly manner.

~~26.18~~ 39.3 The chair of the meeting must adjourn a general meeting if directed to do so by the meeting.

~~26.19~~ 39.4 When adjourning a general meeting, the chair of the meeting must:

~~26.19.1~~ 39.4.1 either specify the time and place to which it is adjourned or state that it is to continue at a time and place to be fixed by the directors, and

~~26.19.2~~ 39.4.2 have regard to any directions as to the time and place of any adjournment which have been given by the meeting.

~~26.20~~ 39.5 If the continuation of an adjourned meeting is to take place more than 14 days after it was adjourned, the Club must give at least seven clear days' notice of it (that is, excluding the day of the adjourned meeting and the day on which the notice is given):

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³⁷ ~~Delete if the directors must be members of the Club.~~

~~26.20.1~~ 39.5.1 to the same persons to whom notice of the Club's general meetings is required to be given, and

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~~26.20.2~~ 39.5.2 containing the same information which such notice is required to contain.

~~26.21~~ 39.6 No business may be transacted at an adjourned general meeting which could not properly have been transacted at the meeting if the adjournment had not taken place provided that if at such adjourned meeting a quorum is not present within half an hour from the time appointed for holding the meeting ~~{insert (not less than two)}~~ ~~{ten}~~ Voting Members ~~{members}~~ shall be a quorum.

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VOTING AT GENERAL MEETINGS

~~27.~~ 40. Voting: General

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~~27.1~~ 40.1 Every ~~{member}~~ ~~{Voting Member}~~ shall be entitled to receive notice of, attend general meetings and cast ~~{one vote}~~ ~~{the number of votes to which he is entitled to cast in accordance with the Rules}~~.³⁸

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~~27.2~~ 40.2 A resolution put to the vote of a general meeting must be decided on a show of hands unless a poll is duly demanded in accordance with these Articles.

41. Errors and Disputes

~~27.3~~ 41.1 No objection may be raised to the qualification of any person voting at a general meeting except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting is valid.

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~~27.4~~ 41.2 Any such objection must be referred to the ~~chair~~ chairman of the meeting whose decision is final.

42. Poll Votes

~~27.5~~ 42.1 A poll on a resolution may be demanded:

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~~27.5.1~~ 42.1.1 in advance of the general meeting where it is to be put to the vote, or

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~~27.5.2~~ 42.1.2 at a general meeting, either before a show of hands on that resolution or immediately after the result of a show of hands on that resolution is declared.

~~27.6~~ 42.2 A poll may be demanded by:

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~~27.6.1~~ 42.2.1 the chair of the meeting;

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~~27.6.2~~ 42.2.2 the Board; or

~~27.6.3~~ ~~{two}~~ ~~{insert other number; this cannot exceed five members}~~ 42.2.3 two or more members present in person or proxy having the right to vote on the resolution or, if less,

³⁸ CASCs should be one member one vote to comply with CASC Regulations. It is permissible to have non-voting junior members see Guidance note for more details.

a person or persons representing not less than one-tenth of the total voting rights of all the members having the right to vote on the resolution.

~~27.7~~ 42.3 A demand for a poll may be withdrawn if:

~~27.7.1~~ 42.3.1 the poll has not yet been taken, and

~~27.7.2~~ 42.3.2 the chair of the meeting consents to the withdrawal.

~~27.8~~ 42.4 Polls shall be taken as the ~~chair~~**Chair** directs and ~~he~~**the Chair** may appoint scrutineers (who need not be members) and fix a time and place for declaring the result of the poll. The result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.

~~27.9~~ 42.5 A poll demanded on the election of a ~~chair~~**Chair** or on a question of adjournment shall be taken forthwith. A poll demanded on any other question shall be taken either forthwith or at such time and place as the chair directs not being more than 30 days after the poll is demanded. The demand for a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which the poll was demanded. If a poll is demanded before the declaration of the result of a show of hands and the demand is duly withdrawn, the meeting shall continue as if the demand had not been made.

~~27.10~~ 42.6 No notice need be given of a poll not taken forthwith if the time and place at which it is to be taken are announced at the meeting at which it is demanded. In any other case at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken.

43. Content of Proxy Notices

~~27.11~~ 43.1 Proxies may only validly be appointed by a notice in writing (**proxy notice**) which:

~~27.11.1~~ 43.1.1 states the name and address of the member appointing the proxy;

~~27.11.2~~ 43.1.2 identifies the person appointed to be that member's proxy and the general meeting in relation to which that person is appointed;

~~27.11.3~~ 43.1.3 is signed by or on behalf of the member appointing the proxy, or is authenticated in such manner as the directors may determine; and

~~27.11.4~~ 43.1.4 is delivered to the Club in accordance with these Articles and any instructions contained in the notice of the general meeting to which they relate.

~~27.12~~ 43.2 The Board may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.

~~27.13~~ 43.3 Proxy notices may specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.

~~27.14~~ 43.4 Unless a proxy notice indicates otherwise, it must be treated as:

~~27.14.1~~ 43.4.1 allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting, and

~~27.14.2~~ 43.4.2 appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.

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~~28.~~ **44. Delivery of Proxy Notices**

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~~28.1~~ **44.1** A person who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to the Club by or on behalf of that person.

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~~28.2~~ **44.2** An appointment under a proxy notice may be revoked by delivering to the Club a notice in writing given by or on behalf of the person by whom or on whose behalf the proxy notice was given.

~~28.3~~ **44.3** A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.

~~28.4~~ **44.4** If a proxy notice is not executed by the person appointing the proxy, it must be accompanied by written evidence of the authority of the person who executed it to execute it on the appointor's behalf.

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~~29.~~ **45. Amendments to Resolutions**

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~~29.1~~ **45.1** An ordinary resolution to be proposed at a general meeting may be amended by ordinary resolution if:

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~~29.1.1~~ **45.1.1** notice of the proposed amendment is given to the Club in writing by a person entitled to vote at the general meeting at which it is to be proposed not less than 48 hours before the meeting is to take place (or such later time as the chair of the meeting may determine), and

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~~29.1.2~~ **45.1.2** the proposed amendment does not, in the reasonable opinion of the chair of the meeting, materially alter the scope of the resolution.

~~29.2~~ **45.2** A special resolution to be proposed at a general meeting may be amended by ordinary resolution, if:

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~~29.2.1~~ **45.2.1** the chair of the meeting proposes the amendment at the general meeting at which the resolution is to be proposed, and

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~~29.2.2~~ **45.2.2** the amendment does not go beyond what is necessary to correct a grammatical or other non-substantive error in the resolution.

~~29.3~~ **45.3** With the consent of the chair of the meeting, an amendment may be withdrawn by its proposer at any time before the resolution is voted upon.

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~~29.4~~ **45.4** If the chair of the meeting, acting in good faith, wrongly decides that an amendment to a resolution is out of order, the chair's error does not invalidate the vote on that resolution.

**PART 4
ADMINISTRATIVE ARRANGEMENTS**

~~30.~~ **46. Means of Communication to be Used**

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~~30.1~~ **46.1** Subject to these Articles, anything sent or supplied by or to the Club under these Articles may be sent or supplied in any way in which the 2006 Act provides for such documents or information to be sent or supplied by or to the Club.

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~~30.2~~ 46.2 Subject to these Articles, any notice or document to be sent or supplied to a member of the Board in connection with the taking of decisions by the Board may also be sent or supplied by the means by which that director has asked to be sent or supplied with such notices or documents for the time being.

~~30.3~~ 46.3 A director may agree with the Club that notices or documents sent to that director in a particular way are to be deemed to have been received within a specified time of their being sent, and for the specified time to be less than 48 hours.

47. No Right to Inspect Accounts and Other Records

Except as provided by law ~~(such as in relation to the requirements of the Licensing Act 2003)~~³⁹ or authorised by the Board or an ordinary resolution of the Club, no person is entitled to inspect any of the Club's accounting or other records or documents merely by virtue of being a member.

DIRECTORS' INDEMNITY AND INSURANCE

~~31.~~ 48. Indemnity

~~31.1~~ 48.1 Subject to Article ~~47.2, 48.2~~, a relevant director of the Club or an associated company may be indemnified out of the Club's assets against:

~~31.1.1~~ 48.1.1 any liability incurred by that director in connection with any negligence, default, breach of duty or breach of trust in relation to the Club or an associated company;

~~31.1.2~~ 48.1.2 any liability incurred by that director in connection with the activities of the Club or an associated company in its capacity as a trustee of an occupational pension scheme (as defined in Section 235(6) of the 2006 Act); and

~~31.1.3~~ 48.1.3 any other liability incurred by that director as an officer of the Club or an associated company.

~~31.2~~ 48.2 This Article does not authorise any indemnity which would be prohibited or rendered void by any provision of the 2006 Act or by any other provision of law.

~~31.3~~ 48.3 In this Article:

~~31.3.1~~ 48.3.1 companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate, and

~~31.3.2~~ 48.3.2 a relevant director means any director or former director of the Club or an associated company.

~~32.~~ 49. Insurance

~~32.1~~ 49.1 The Board may decide to purchase and maintain insurance, at the expense of the Club, for the benefit of any relevant director in respect of any relevant loss.

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³⁹ Include this clause if the CASC has a Club Premises Certificate.

~~32.2~~ 49.2 In this Article:

~~32.2.1~~ 49.2.1 a relevant director means any director or former director of the Club or an associated company;

~~32.2.2~~ 49.2.2 a relevant loss means any loss or liability which has been or may be incurred by a relevant director in connection with that director's duties or powers in relation to the Club, any associated company or any pension fund or employees' share scheme of the company or associated Club; and

~~32.2.3~~ 49.2.3 companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate.

~~33.~~ Club Premises Certificate

~~33.1~~ The Club shall meet the requirements of section 62-66 of the Licensing Act 2003.⁴⁰

~~34.~~ 50. Rules

~~34.1~~ 50.1 Only the ~~{■Voting Members}~~ ~~{■members}~~ in general meeting may from time to time make, vary and revoke Rules:

~~34.1.1~~ ~~{●}~~ and

~~34.1.2~~ ~~{●}~~.⁴¹

50.1.1 in respect of the rights, privileges and obligations attributable to the role of any officer of the Club; and

50.1.2 any rights privileges and obligations of the different categories of member

~~34.2~~ 50.2 Rules made pursuant to Article ~~50.1~~50.1 must, in order to be valid, be compliant with the 2006 Act and these Articles.

~~34.3~~ A-50.3 a copy of ~~these~~ Rules must be forwarded to the ~~applicable licensing authority~~.⁴²Licensing Authority

~~35.~~ 51. Dissolution

~~Upon-~~ If, upon the winding up or dissolution of the Club ~~any remaining assets~~there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid or distributed among the members of the Club, but shall be given or transferred to ~~another registered CASC, a registered charity or the sport's governing body (namely the~~one or more of the following sporting or charitable bodies:- (i) the RFU) for use ~~by them~~ in ~~related~~the community game; ii) another registered community amateur sports. ~~[THIS~~

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⁴⁰ Include this clause if the CASC has a Club Premises Certificate.

⁴¹ Insert any rules to be reserved for the Voting Members/members, for example setting out rights, privileges and obligations of the different categories of member.

⁴² Include this clause if the CASC has a Club Premises Certificate.

~~WORDING IS CASC COMPLIANT AND MUST NOT BE AMENDED.⁴³~~ club; or (iii) a charitable organisation for the game

⁴³ This follows HMRC CASC model wording (as at August 2017). Please see Guidance Notes.

Annexure 1
Form of Proxy Notices

Company No. ~~102321406~~

~~102321406~~ **NOVOCASTRIANS RUGBY FOOTBALL CLUB LIMITED**
("the Club")

[insert name and address of Voting Member/member]

Before completing this form, please read the explanatory note below.

I/We being a ~~102321406~~ Voting Member~~102321406~~ of ~~102321406~~ the Club appoint the ~~Chair~~Chair of the meeting or (see note 3)

--

as my/our proxy to attend, speak and vote on my/our behalf at the [annual] general meeting of the Club to be held on [insert date] at [insert time] and at any adjournment of the meeting.

I/We direct my/our proxy to vote on the following resolutions as I/we have indicated by marking the appropriate box with an "X". If no indication is given, my/our proxy will vote or abstain from voting at his or her discretion and I/we authorise my/our proxy to vote (or abstain from voting) as he or she thinks fit in relation to any other matter which is properly put before the meeting.

RESOLUTIONS	For	Against	Abstain
[ORDINARY BUSINESS]			
1. [insert text of resolution]			
2. [insert text of resolution]			
[SPECIAL BUSINESS]			
3. [insert text of resolution]			
4. [insert text of resolution]			

Signature	Date
-----------	------

Notes to the proxy form

1 As a ~~[■Voting Member]~~~~[■member]~~ of the Club you are entitled to appoint another person as your proxy to exercise all or any of your rights to attend and to speak and vote at the meeting.

2 The appointment of a proxy will not prevent you from subsequently attending and voting at the meeting in person. If you have appointed a proxy and attend the meeting in person, your proxy appointment will automatically be terminated.

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3 A proxy does not need to be a member of the Club but must attend the meeting to represent you. To appoint as your proxy a person other than the chair of the meeting, insert their full name in the box. If you sign and return this proxy form with no name inserted in the box, the chair of the meeting will be deemed to be your proxy. Where you appoint as your proxy someone other than the chair of the meeting, you are responsible for ensuring that they attend the meeting and are aware of your voting intentions.

4 To direct your proxy how to vote on the resolutions mark the appropriate box with an "X". If no voting indication is given, your proxy will vote or abstain from voting at his or her discretion. Your proxy will vote (or abstain from voting) as he or she thinks fit in relation to any other matter which is put before the meeting.

5 To appoint a proxy using this form, the form must be:

- completed and signed;
- sent or delivered to ~~[●] at [insert address];~~the Club's registered office; and
- received by ~~[●]~~no later than ~~[insert date and time]~~48 hours before the start of the meeting.

6 Any power of attorney or any other authority under which this proxy form is signed (or a duly certified copy of such power or authority) must be included with the proxy form.

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~~7 [■As an alternative to completing this hard copy proxy form, you can appoint a proxy electronically by [insert details]. For an electronic proxy appointment to be valid, your appointment must be received by [●] no later than [insert date and time].]~~

~~8~~7 If you submit more than one valid proxy appointment, the appointment received last before the latest time for the receipt of proxies will take precedence.

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~~9 You may not use any electronic address provided in this proxy form to communicate with [●] for any purposes other than those expressly stated.~~

~~10 To terminate a proxy instruction you will need to inform [●] using one of the following methods:~~

- ~~(a) the Secretary~~ by sending a signed hard-copy notice clearly stating your intention to terminate your proxy appointment to ~~[insert the Club's registered address].~~
- ~~(b) by sending an e-mail to [e-mail address] [set out authentication requirements].~~

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~~8 In either case, the~~ The revocation notice must be received by ~~[●]~~no later than ~~[insert date and time not more than]~~48 hours before the meeting~~].~~

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