



CONSTITUTION

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Constitution of Montefiore Exiles RFC

1. Adoption of the Constitution

This unincorporated association and its property shall be managed and administered in accordance with this Constitution.

2. Name

The association's name is "Montefiore Exiles RFC", to be known as the "Exiles" and hereinafter 'the Group'.

3. Objects

The objectives of the Group, 'the objects', are:

- 3.1. To provide a Rugby Union team for its members.

4. Membership

- 4.1. Membership is open to natural persons, and is not transferable to anyone else.
- 4.2. Membership is constituted in the following categories:
 - 4.2.1. Full, open only to Full Members of the Students' Union;
 - 4.2.2. Associate, open to Associate Members of the Students' Union, and to those students of the University who have exercised their right not to be members of the Students' Union.
- 4.3. Only Full Members are entitled to be elected to the Committee, or to propose, discuss and vote at a General Meeting. These are the sole privileges afforded to the Full Members over any other category of Membership.
- 4.4. The Group may charge a fee for admission to Membership, which may be set by a Meeting of the Committee.
- 4.5. The Committee must keep a register of members ('the register') on the Student Groups Hub provided by the Students' Union at www.susu.org.
- 4.6. The Committee may only refuse an application for Membership if, acting reasonably and properly, they consider it to be in the best interests of the Group to refuse the application.
- 4.7. Membership is terminated if:

- 4.7.1. the Member resigns by written notice to the Committee.
- 4.7.2. any sum due from the Member to the Group is not paid in full within six months of it falling due.
- 4.7.3. a Member ceases to be qualified for their category of Membership.
- 4.7.4. membership is revoked by a resolution of the Members in General Meeting or a Meeting of the Committee, in accordance with Clause 13, 'Disciplinary Action'.

5. General Meetings

- 5.1. The General Meeting constitutes the Group's highest decision-making body, subject to the provisions of this Constitution.
- 5.2. The Group must hold an Annual General Meeting (AGM) in each academic year and not more than fifteen months may elapse between successive AGMs.
- 5.3. A General Meeting that is not an Annual General Meeting is called an Extraordinary General Meeting (EGM).
- 5.4. The Committee may call an Extraordinary General Meeting at any time.
- 5.5. The Committee must call an Extraordinary General Meeting if requested to do so in writing by at least five Full Members of the Group.
 - 5.5.1. The Members' written request must state a complete agenda for the EGM.
 - 5.5.2. If the Committee do not hold an EGM within five days of their receipt of the Members' written request, the Members may proceed to hold an EGM in accordance with Clause 6, 'Proceedings of General Meetings'.

6. Proceedings of General Meetings

- 6.1. Notice:
 - 6.1.1. The minimum period of notice required to hold an Annual General Meeting is ten days. The minimum period of notice required to hold an Extraordinary General Meeting is three days. The notice must specify the date, time and place of the General Meeting, and an agenda for the General Meeting.

6.1.2. If the General Meeting is to be an AGM, the notice must say so, and must invite nominations in accordance with Clause 9, 'Appointment of the Committee'.

6.1.3. Notice must be given to all Members and to the Committee.

6.2. Chairing:

6.2.1. General Meetings shall usually be chaired by the person who has been elected as President.

6.2.2. If there is no such person or they are not present within fifteen minutes of the time appointed for the General Meeting, the next most senior officer present shall act as Chair.

6.3. Associate Members may speak at General Meetings with the permission of the meeting.

6.4. Voting:

6.4.1. Every Full Member present at a General Meeting, with the exception of the Chair, shall be entitled to one vote upon every voting matter. In the case of an equality of votes, the Chair shall have a casting vote.

6.4.2. A quorum of an AGM shall be set at 23 members.

6.4.3. Decisions may only be made by at least a simple majority of votes at a quorate General Meeting.

6.4.4. All voting shall be by a show of hands or secret ballot, at the discretion of the Chair.

6.4.5. There shall be no absentee voting.

6.5. Minutes:

6.5.1. Minutes must be taken of all proceedings at a General Meeting, including the decisions made and where appropriate the reasons for the decisions.

6.5.2. Minutes of a General Meeting shall be made available to all Members within seven days.

6.6. Reports:

6.6.1. If the General Meeting is an AGM, the Chair may invite officers of the Group to offer a report of their activities whilst in office.

6.6.2. The Treasurer must present the Group's accounts to the Members at the AGM.

6.6.2.1. A statement of accounts must be included in the published minutes made available to the Members.

6.7. Resolutions:

6.7.1. Any Full Member may propose a resolution to be discussed and voted upon at a General Meeting.

7. Officers and the Committee

7.1. The Group and its property shall be administered and managed by a Committee comprising the officers appointed in accordance with Clause 9, 'Appointment of the Committee'.

7.2. The Group shall have the following officers:

7.2.1. Chairman. The Chairman (a.k.a the President) shall oversee the organisation and management of the Group and the Committee as a whole; ensure the officers' accountability to Members and the Committee; and represent the Group to all external interests.

7.2.2. Kit Secretary. The Kit Secretary shall act as the Treasurer. They shall oversee the financing of the Group, set the Group's budget, and maintain the accounts of the Group. They shall also procure the necessary appropriate kit for the fulfilment of the group's activities. This includes playing kit, other clothing, training equipment and consumables.

7.2.3. Welfare Secretary. The Welfare Secretary shall offer pastoral advice to Members, and academic advice where appropriate, in conjunction with course representatives of the Student's Union, and shall mediate disputes between club members, briefing the committee where appropriate.

7.2.4. Secretary. The Secretary shall oversee the administration of the Group, take minutes at General Meetings and Meetings of the Committee, and maintain the register. They shall also act as the Social Media Officer, and shall communicate the Group's activities to Members and the Students' Union.

7.2.5. Captain. The captain shall provide athletic pursuits for the Group's Members, including the organisation of the intra-mural sports teams and their training.

7.2.6. Social Secretary. The Social Secretary shall provide social and cultural pursuits for the Group's Members on a smaller scale, such as nights out and recruitment events. The number of social secretaries shall be defined by the Chairman just prior to appointment, and shall be limited to no more than two.

7.3. The Group shall also have the following officers that are not members of the committee, and are appointed by the incoming Committee at their first meeting;

7.3.1. Tour Secretary. The tour secretary shall be responsible for the organisation of any tours the Group undertake.

7.3.2. Vice Captain. The vice captain shall deputise for the Captain on all matters in the event of their absence, unless otherwise dictated by the Captain. They shall also have any responsibilities that the Captain wishes to delegate.

7.4. No one may be appointed a member of the Committee if they have been disqualified from becoming a member of the Committee under the provisions of Clause 13, 'Disciplinary Action'.

7.5. The number of the Committee must not be less than three, though is not subject to any maximum. There must always be, in order of seniority:

7.5.1. a Chairman;

7.5.2. a Kit Secretary;

7.5.3. a Secretary;

7.5.4. a Captain;

7.5.5. a Welfare Secretary;

7.5.6. a Social Secretary.

7.6. An officer of the Committee shall cease to hold office if they:

7.6.1. cease to be a Full Member of the Group.

7.6.2. resign by notice to the Group, or

7.6.3. is removed from office by a resolution of the Members in General Meeting or a Meeting of the Committee, in accordance with Clause 13, 'Disciplinary Action'.

8. Meetings of the Committee

- 8.1. The Committee may regulate their proceedings as they think fit, subject to the provisions of this Clause.
- 8.2. Any member of the Committee may request the Secretary to call a Meeting of the Committee.
- 8.3. The Secretary must call a Meeting of the Committee if requested to do so by a member of the Committee.
- 8.4. Meetings of the Committee shall usually be chaired by the person who has been elected as Chairman.
- 8.5. The quorum for a Meeting of the Committee shall be four members of the Committee.
- 8.6. No decision may be made by a Meeting of the Committee unless a quorum is present at the time the decision is made.
- 8.7. Every member of the Committee, with the exception of the Chair, shall be entitled to one deliberative vote upon every voting matter. In the case of an equality of votes, the Chair shall have a casting vote.
- 8.8. Decisions may only be made by at least a simple majority of votes at a quorate Meeting of the Committee.
- 8.9. There shall be no absentee voting.
- 8.10. Minutes must be taken of all proceedings at a Meeting of the Committee, including the decisions made.

9. Appointment of the Committee

- 9.1. The Full Members of the Group in General Meeting shall appoint the officers of the Committee by election, with the exception of the officers described in 7.3.
 - 9.1.1. Elections for the Committee shall be held at an Annual General Meeting.
 - 9.1.2. In the event of an office falling vacant, the Chairman shall co-opt a member to serve the remainder of the term; this shall be approved by a vote of the Committee.
 - 9.1.3. A First-Past-The-Post system shall be used for all elections.

- 9.1.4. In all elections Re-Open Nominations, 'RON', shall be a candidate. An election yielding a result of RON shall result in a Member being co-opted as stated in 9.1.2.
- 9.2. The count for elections shall be conducted by two Members, not running for any office, chosen by the Chair of the General Meeting, who must do so accurately. Should the Members in General Meeting be dissatisfied with the accuracy of the count, they may resolve as a Point of Order to have the election re-counted or, if they remain dissatisfied, re-run the election.
- 9.3. A member of the Committee shall assume office on the 1st July immediately following the AGM.
- 9.4. A member of the Committee shall retire with effect from the 1st July.
- 9.5. All Committee officers shall be eligible for re-election at an AGM.
- 9.6. The Committee must update their committee information on the Student Groups Hub provided by the Students' Union at www.susu.org (or failing that inform the Students' Union's Student Groups Officer) within seven days.
- 9.7. A retiring member of the Committee must transfer all relevant information and documentation to their newly-elected counterpart, or to the President, during the handover period, which is defined as the period between an AGM and 1st July immediately after.

10. Financial Management

- 10.1. The Committee are jointly liable for the proper management of the Group's finances.
- 10.2. The income and property of the Group must be applied solely towards the promotion of the objects.
- 10.3. The Members of the Committee are entitled to be reimbursed from the property of the Group or may pay out of such property only for reasonable expenses properly incurred by them when acting on behalf of the Group.
- 10.4. The accounts of the Group, as maintained by the Treasurer, must be made available to the Students' Union upon request.
- 10.5. A statement of the Group's accounts shall be made available to the Treasurer of the Veterans' Club twice a year, as an external audit.

10.6. The Group shall have an internal audit, carried out by two Members of the Group appointed by the Chairman in April of each year, to be presented at the following AGM.

11. Irregularities and Saving Provisions

11.1. Subject to Clause 11.2, all acts done by a Meeting of the Committee shall be valid notwithstanding the participation in any vote of a member of the Committee:

11.1.1. who was disqualified from holding office;

11.1.2. who had previously retired or who had been obliged by this Constitution to vacate office;

11.1.3. who was not entitled to vote on the matter, whether by reason of a conflict of interests or otherwise.

11.2. Clause 11.1 does not permit a member of the Committee to keep any benefit that may be conferred upon them by a resolution of the Committee if the resolution would otherwise have been void, or if the Committee has not complied with Clause 12, 'Conflicts of Interests and Conflicts of Loyalties'.

11.3. The Members in General Meeting may only invalidate, as a Point of Order, a resolution or act of the Committee or the Members in General Meeting, if it may be demonstrated that a procedural defect in the same has materially prejudiced a Member of the Group.

11.4. In the case of conflict with policies of affiliated organisations, this Constitution shall supersede all other conflicting policies, with the exception of any policy set out by an affiliated national governing body.

12. Conflicts of Interests and Conflicts of Loyalties

12.1. A member of the Committee must:

12.1.1. declare the nature and extent of any interest, direct or indirect, which they have in any decisions of a Meeting of the Committee or in any transaction or arrangement entered into by the Group which has not been previously declared;

12.1.2. absent themselves from any discussions of the Committee in which it is possible that a conflict will arise between their duty to act

solely in the interests of the Group and any personal interest, including but not limited to any personal financial interest.

- 12.2. Any member of the Committee absenting themselves from any discussions in accordance with this Clause must not vote or be counted as part of the quorum in any decision of the Committee on the matter.

13. Disciplinary Action

- 13.1. Disciplinary action may be taken against any Member of the Group as a consequence of conduct:

- 13.1.1. detrimental to the reputation of the Group.
- 13.1.2. opposed to the objects of the Group (see clause 2).
- 13.1.3. in contravention of any provision of this Constitution.

- 13.2. Disciplinary action that may be taken against any Member by the Committee may be, but is not limited to:

- 13.2.1. issue of a formal written warning.
- 13.2.2. partial or total ban from certain Group activities.
- 13.2.3. disqualification from becoming a member of the Committee.
- 13.2.4. removal of a member of the Committee from office.
- 13.2.5. temporary or permanent revocation of Membership.

- 13.3. The subject of the complaint will have the issue in question heard by the disciplinary hearing:

- 13.3.1. The hearing shall consist of the subject of the complaint, the Committee, and any parties to the complaint that the Welfare Secretary deem necessary to attend.
- 13.3.2. The hearing shall be chaired by the Welfare Secretary
- 13.3.3. The members of the Committee present at the hearing, after private discussion in a Meeting of the Committee, will vote on any actions to be taken as a result of the complaint, including but not limited to those actions described in 13.2.
- 13.3.4. Any Member that is subject to disciplinary actions shall have the right of appeal to a General Meeting of the Members, to be chaired by the Welfare Secretary.

- 13.4. Any disciplinary hearing must be conducted in an impartial, balanced, and fair manner, considering all representations on the matter.

- 13.5. All disciplinary action must be subject to discussion with the Students' Union's sports coordinators.
- 13.6. Members subject to disciplinary action have the right of appeal to the Students' Union's Student Groups Committee.
- 13.7. A full report of all disciplinary action taken by the Group in the previous year must be presented at the AGM.

14. Affiliation to Organisations

- 14.1. The Group may only become an affiliate of an organisation if:
 - 14.1.1. the aims of that organisation are in line with those of the Group;
 - 14.1.2. the Members derive a direct benefit from the affiliation;
 - 14.1.3. a resolution to affiliate is passed by the Members in General Meeting.
- 14.2. The Group's affiliation to an organisation shall immediately lapse:
 - 14.2.1. at the conclusion of each Annual General Meeting after affiliation, unless the Members in General Meeting resolve to re-affiliate at each AGM in accordance with Clause 14.1.
 - 14.2.2. if a resolution to disaffiliate is passed by the Members in General Meeting.
- 14.3. The Group's affiliation to the national governing body of the Group's chosen activities or to the Student's Union shall not be subject to Clause 14.2.1.
- 14.4. All affiliations and disaffiliations must be reported to the Students' Union's Student Groups Committee within seven days.

15. Amendment to the Constitution

- 15.1. The Group may amend any provision contained in this Constitution provided that:
 - 15.1.1. amendments do not:
 - 15.1.1.1. alter the objects in such a way that undermines or works against the previous objects of the Group;
 - 15.1.1.2. retrospectively invalidate any prior act of the Members in General Meeting or a Meeting of the Committee;

15.1.2. a resolution to amend a provision of this Constitution is passed by at least a two-thirds majority of the Full Members present at a General Meeting;

15.1.2.1. The Constitution shall be considered amended following the signing of a full copy, amended as resolved by the Members, by the Chairman and one other officer of the Committee, as shown in Clause 18.

15.2. The interpretation of this Constitution shall be with the Committee, except that during a General Meeting or a Meeting of the Committee the Chair shall have this responsibility. The Members in General Meeting may resolve to revise any interpretation made by the Committee or a Chair as a Point of Order.

15.3. The Committee and the Students' Union shall retain a copy of this Constitution, which the Committee must make available to Members upon request.

16. Dissolution

16.1. If the Members resolve to dissolve the Group, the Committee will remain in office and be responsible for winding up the affairs of the Group in accordance with this Clause.

16.2. A resolution to dissolve the Group must be passed by at least a two-thirds majority of the Full Members present at a General Meeting;

16.3. The Committee must collect in all the assets of the Group and must pay or make provision for all the liabilities of the Group.

16.4. The Committee must apply any remaining property or money:

16.4.1. directly for the objects;

16.4.2. by transfer to any Group or Societies for purposes the same as or similar to the Group;

16.5. The Members may pass a resolution before or at the same time as the resolution to dissolve the Group specifying the manner in which the Committee are to apply the remaining property or assets of the Group. The Committee must comply with such a resolution if it is consistent with the provisions of this Clause.

- 16.6. In no circumstances shall the net assets of the Group be paid to or distributed among the Members of the Group.
- 16.6.1. The ownership and rights of any intellectual property used by the Group shall revert to its original author upon the dissolution of the Group, whether they be a Member of the Group or not.
- 16.7. The Committee must ensure the register and all other data held by the Group are securely destroyed upon the dissolution of the Group.
- 16.8. The Committee must notify the Students' Union within seven days that the Group has been dissolved, and include they must send the Students' Union a copy of the Group's final accounts.

17. Interpretation

- 17.1. In this Constitution:
- 17.1.1. 'The University' means 'the University of Southampton'.
17.1.1.1. 'University term' and 'academic year' have the definitions set out in the University Calendar and Almanac.
- 17.1.2. 'Financial benefit' means a benefit, direct or indirect, which is either money or has a monetary value.
- 17.1.3. 'The Students' Union' means 'The University of Southampton Students' Union', trading as 'Union Southampton'.
17.1.3.1. 'Articles', or 'Articles of the Students' Union' mean the Students' Union's Articles of Association. 'Rules' and 'Policies' have the definitions set out in the Articles. 'By-Laws' has the definition set out in the Rules.

18. Declaration

The Members of the Group adopt and shall abide by this Constitution.



Samuel Wilding (Chairman)



Aidan Preston (Treasurer)