

**The Rules and Constitution of the  
EASTERN COUNTIES RUGBY UNION REFEREES FEDERATION**

**1. Name and Composition**

The Federation shall be known as "Eastern Counties Rugby Union Referees Federation" (hereinafter called "The Federation") and shall consist of those persons in membership of the Essex, the Norfolk, and the Suffolk & North Essex Rugby Union Referees' Societies (hereinafter called the County Societies).

**2. Purpose**

The Purpose of the Federation shall be

- (a) to promote to, from, and between Levels 6 to 8
- (b) to appoint officials to matches played at such levels the Federation shall determine from time to time, including exchange appointments.
- (c) to provide training and development opportunities for match officials to enable them to reach their full potential.
- (d) to develop collaboration and liaison with other Federations of Rugby Referees' Societies.
- (e) to promote the uniform implementation of Federation policy throughout the County Societies.
- (f) to promote refereeing, knowledge of the Laws and the playing of Rugby Union Football in co-operation with the Rugby Football Union and its Constituent Bodies.

**3. Membership**

- (a) the Federation shall consist of those persons who are Full Members, Associate Members and Honorary Members of the County Societies hereinafter referred to as the "members"
- (b) The Secretary of the Federation shall be responsible for maintaining an up to date list of Members based on information provided by the County Societies
- (c) Only Full Members of the County Societies shall be entitled to vote at any meeting of the Federation, or to be appointed to office, or to be committee members of the Federation. Any member, however, shall be entitled to serve on any action group formed by the Federation and to all other privileges of membership.
- (d) The Management Committee shall have the power to expel any member from the Federation when, in their opinion, it would not be in the interests of the Federation for that person to remain a member.
- (e) Members shall not be expelled unless they are given 14 days written notice to attend a meeting of the Management Committee and written details of the complaint made about them.
- (f) Members shall be given an opportunity to appear before the Management Committee to answer the complaints made against them.
- (g) Members shall not be expelled unless at least two-thirds of the Management Committee, then present, vote in favor of expulsion.
- (h) Persons expelled shall not be re-admitted to membership unless re-admission is approved at a meeting of the Management Committee by a vote of at least two-thirds of the Committee members then present.
- (i) Expulsion from the Federation will not affect the right of the County Societies to determine their own membership.

**4. Office of President**

The Federation shall appoint annually one of its members to the honorary position of President. The President shall be entitled to attend, but not to vote, at all meetings of the Management Committee by invitation or otherwise be kept informed of the deliberations and decisions of the Management Committee.

**5. Management Committee**

- (a) The Federation shall be administered by a Management Committee elected at the Annual General Meeting and shall consist of the following officers:
  - 1. Chairman
  - 2. Chairman of Advising & Grading
  - 3. Chairman of Training & Development
  - 4. Chairman of Appointments & Exchanges
  - 5. General Secretary
  - 6. Treasurer
  - 7. Representative to the South East Group
  - 8. A nominated member of each Member County Society's Executive Committee.
- (b) The Chairman shall chair the Management Committee, which shall elect a Vice-chairman from within its membership
- (c) The Chairman shall be an "ex Officio" member of all sub committees and action groups.

## **6. Responsibilities of the Management Committee**

The Management Committee shall be responsible for

- (a) determining the strategy, policies and priorities of the Federation in relation to all its affairs including financial matters
- (b) establishing, co-ordinating and superintending sub-committees chaired by the appropriate elected officers and action groups with such terms of reference as the Management Committee shall determine
- (c) appointing members to be such other officers as are considered necessary to deal with the affairs of the Federation
- (d) promoting co-operation between the County Societies
- (e) regulating its affairs as it thinks fit subject to
  1. meeting no less than four times a year
  2. the General Secretary giving all Management Committee members at least 7 days written notice (either physically or electronically) of a meeting and its agenda.
  3. a quorum of 4 members being present
  4. decisions being made by a simple majority and in the event of equality of votes, the chairman of the meeting having a casting or additional vote.
  5. the power to invite any member to attend its meetings and to take part therein but without the right to vote.
  6. the General Secretary, or in his absence, another Management Committee member taking minutes at Meetings, which shall be supplied to each of the General Secretaries of the County Societies.
- (f) The Management Committee shall have the power to nominate members for election to office at the Annual General Meeting and to fill any casual vacancy on the Management Committee that arises for whatever reason

## **7. Annual General Meeting**

The Annual General Meeting of the Federation shall be held before the 31<sup>st</sup> July each year to transact the following

- (a) to receive the Report of the Chairman about the activities of the Federation during the past year.
- (b) to elect the President and Management Committee for the forthcoming year.
- (c) to receive and consider the accounts of the Federation for the previous year, the Auditors report on the accounts, and the Treasurer's report as to the financial position of the Federation.
- (d) to appoint an Auditor for the forthcoming season.
- (e) to decide on any resolution of which notice shall be given in writing to the General Secretary not less than 28 days before the meeting.

## **8. Special General Meeting**

The Management Committee may call a special general meeting at any time. It shall be called within 28 days of receipt by the General Secretary of a written requisition, signed by not less than 25 members entitled to vote at meetings of the Federation, stating the purposes for which the meeting is required and the resolutions proposed

## **9. Procedures at Annual & Special General Meetings**

- (a) the General Secretary shall send, at least 21 days before the date of a general meeting, written notice together with the resolutions to be proposed thereat to each member at his last known address
- (b) nominations for the President and Management Committee shall be in writing, signed by the nominee, proposer and seconder, and must reach the General Secretary at least 7 days before the Annual General Meeting
- (c) the quorum at a general meeting shall be a total of 20 members representing all of the County Societies.
- (d) the President, or in his absence, The Chairman or Vice Chairman of the Management Committee or, in their absence, a member selected by those present shall take the chair.
- (e) each full member present shall have one vote and resolutions, apart from those seeking to alter the rules of the Federation, shall be passed by a simple majority.
- (f) Voting shall be by a show of hands unless before, or on the declaration of a result of the show of hands, a poll is duly demanded by the Chairman of the meeting or by at least two full members. In the event of an equality of votes on a show of hands or on a poll, the Chairman of the meeting shall have a casting or additional vote
- (g) The General Secretary, or in his absence a member of the Management Committee, shall take minutes at general meetings.

## **10. Alteration to the Rules**

These Rules may be altered by resolution at a General Meeting, provided that notice of the proposed resolution has been given to the General Secretary at least six weeks before the date of the meeting. Any such resolution must be carried by a majority of at least two-thirds of the full members present at the general meeting

## **11. Bye-Laws**

The Management Committee shall have the power to make, repeal and amend such byelaws, not being inconsistent with these Rules, as they may from time to time consider necessary for the well being of the Federation. These shall be effective and binding upon members until set aside by the Management Committee or by full members at a general meeting.

## **12. Finance**

(a) all monies payable to the Federation shall be received by the Treasurer and deposited in a bank account in the name of the Federation. No sum shall be drawn from the account except by cheque signed by two of three signatories, which shall be approved by the Management Committee. The Management Committee at their discretion may invest any monies, not required for immediate use.

(b) the Management Committee shall have the power to authorise the payment of remuneration and expenses to any officer, member or employee of the Federation and to any other person for services rendered to the Federation.

(c) the income and property of the Federation shall be applied only in furtherance of the purposes of the Federation and no part thereof shall be paid by way of bonus, dividend or profit to any members of the Federation save as set out in Rule 12(b) above

(d) the financial transactions of the Federation shall be recorded by the Treasurer in books of account in such manner as the Management Committee thinks fit.

(e) The financial year of the Federation shall end on the 31<sup>st</sup> May annually.

## **13. Indemnity**

Members of the Management Committee shall each be entitled to an indemnity out of the assets of the Federation for all expenses and other liabilities incurred by them in the management and conduct of the affairs of the Federation. This indemnity is subject to limits determined from time to time by the Management Committee.

## **14. Dissolution**

(a) A resolution to dissolve the Federation shall only be proposed at a special general meeting and in order to be effective must be carried by a majority of at least threequarters of the full members present.

(b) The dissolution shall take effect from the date of the resolution and the members of the Management Committee shall be responsible for the winding up of the assets and liabilities of the Federation.

## **Sub-Committees composition and Terms of Reference**

### **Appointments and Exchanges**

- Chairman      Appointments & Exchanges  
Pool Appointments Secretary  
Exchange Appointments Secretary  
Representative of Advising & Grading sub-committee  
Essex County Appointments Secretary  
Norfolk County Appointments Secretary  
Suffolk & North Essex County Appointments Secretary
- Responsibilities:    to arrange for the appointment of referees, and touch judges as appropriate, to matches at level 9 and above within Eastern Counties Rugby Union  
To arrange for the appointment of referees to matches exchanged with other Federated Societies  
To assist the County Societies to exchange potential Level 6 to 8 referees between each other

### **Grading & Advising**

- Membership:      Chairman of Grading & Advising  
Federation Adviser Development Officer (SADO)  
Referee Development Officer  
Essex County Adviser Co-ordinator  
Norfolk County Adviser Co-ordinator  
Suffolk & North Essex County Adviser Co-ordinator
- Responsibilities:    to promote, or relegate referees to, from and between Levels 6 to 8  
to establish refereeing standards for promotion to and retention on Levels 6 to 8  
to appraise the performance of Levels 6 to 8 referees  
to recommend suitable Level 6 referees for promotion the National Panel of Referees  
to arrange for the appointment, development and monitoring of advisers  
to identify development needs of match officials  
to liaise with the Training & Development sub-committee

### **Training & Development**

- Membership:      Chairman Training & Development  
Referee Development Officer  
Essex County Training Officer  
Norfolk County Training Officer  
Suffolk & North Essex County Training Officer
- Responsibilities:    to monitor the development of Level 6 to 8 referees  
to provide training to meet the identified needs of Level 6 to 8 referees  
to produce personal development plans with each Level 6 to 8 referee  
to assist with the training of new referees and touch judges  
to promote consistency of acceptable standards of competence within the County Societies