

## **Terms of Reference for `Staffordshire R.U Ltd Clubs Development Committee`.**

### **1 Objectives.**

1.1 The objective of this sub-Committee shall be the promotion of all aspects of the development and views / aspirations of the Section 1 (Voting) Clubs in Membership of the Staffordshire Rugby Union Ltd.

1.2 Any topic relating to the Game thought applicable by the Clubs Representatives as in 1.1, shall be brought to the attention of, be discussed by and voted upon by this sub-Committee, and be reported to the Management Committee by the appointed Representatives of this sub-Committee. Alternatively, be reported by letter to the Management Committee, as per Staffordshire Rugby Union Ltd Rules of Incorporation 13.1.4, 13.1.5, and 13.7.

### **2 Membership.**

2.1 The Membership of this sub-Committee shall consist of single Representatives of all Section 1 Clubs, also known as `Voting Clubs`, in Membership the Staffordshire Rugby Union Ltd.

2.2 The single Club Representative, who must be a Member of the Club he/she represents, shall attend Meetings and hold voting powers delegated by their Club Committee, and if required by this sub-Committee produce written Club Approval to do so.

2.3 An additional Club Representative per Club shall be able to attend when a Specialist subject is to be discussed, on an ad hoc basis and without voting powers.

2.4 The Membership of this sub-Committee shall determine the composition, powers and terms of reference required for this sub-Committee, in conjunction with the Main Committees of Clubs represented on this sub-Committee, and the Staffordshire Rugby Union Ltd Management Committee as per Staffordshire Rugby Union Ltd Rule of Incorporation 11.1.1.

### **3 Meetings.**

3 Committee Meetings shall be held quarterly, plus an Annual General Meeting within the Agenda of the last Summer meeting of that Season, and be held at such locations within the geographical region of the Staffordshire Rugby Union Ltd as the Clubs Committee Membership may determine.

3.1 Distance, travel and time of year shall be taken into consideration when determining the place of Meetings in order to maintain the maximum possible attendance of all Club Representatives.

3.2 Any Meeting other than a quarterly meeting, or with an Annual General Meeting in a Summer meeting of that Season, shall be named a Special General Meeting, and be called in a manner similar to Staffordshire Rugby Union Ltd Rule 9.

3.3 The Officers in conjunction with the Clubs Representatives, may if circumstances demand, hold a Meeting via a Video Conferencing System, voiding 3.1 and 3.2 for that particular Meeting.

The Secretary shall within the proposed Meeting Agenda inform the Clubs Representatives, or their Proxies, of the change, specify the Video Conferencing System to be used, provide details of when and how to gain online access, method of communication between those present, and of voting for Clubs Representatives and Proxies during the Virtual Meeting.

3.4 The quorum necessary for the transaction of business shall be one-third of its appointed Members, as per Staffordshire Rugby Union Ltd Rule of Incorporation 11.1.2.

3.5 All other persons or visitors delivering lectures, tutorials or reports related to the development, or the views and aspirations of the Clubs, and thought to benefit the Game in the Staffordshire Rugby Union Ltd, shall do so by invitation of this sub-Committee.

#### **4 Officers and Committee.**

4 Shall be a Chairperson and Honorary Secretary, and be elected annually at the last quarterly meeting, which shall include the Annual General Meeting of this sub-Committee, by the Representatives of Clubs in Membership of this Committee. The Chairperson shall be in charge of the finances of this sub-Committee.

4.1 If the appointed Chairperson or Honorary Secretary is unable to continue for any reason, and cannot complete their annual appointment, then a Vote will be taken amongst the Club Representatives as soon as possible (or within a specific time) to appoint a new Officer. This person will serve in that post until the next Clubs Committee AGM, as per Staffordshire Rugby Union Ltd Rule of Incorporation 12.4.

4.2 The Chairman and Honorary Secretary shall be Club Representatives, who have been serving on this sub-Committee at that time, and are from different Clubs. All other persons who are not single Club Representatives, but excluding the prospective Officers, or be from their two Clubs, shall be proscribed from these posts, in order that voting numbers remain unaffected.

4.3 The Chairpersons appointed to represent Clubs in Membership of this Committee eligible to take part in the English Clubs Championship at Level 8 and above, and those Clubs lower than Level 8, or other suitable Committee member nominated by the Membership of this Committee, shall represent this Committee at Staffordshire Rugby Union Ltd Management Committee meetings, and be members of the Management Committee.

4.4 Those persons shown at 4.3 shall represent the views and aspirations of all Section 1 (Voting) Clubs of the Staffordshire Rugby Union Ltd at Management Committee Meetings; as per Staffordshire Rugby Union Ltd Rules of Incorporation 13.1.4, 13.1.5, and 13.7.

4.5 Representatives to the various Staffordshire Rugby Union Ltd sub-Committees shall be appointed at the last Summer Meeting and A.G.M, and shall be from those persons already Members of this sub-Committee, and include the following: Executive, Competitions, Youth and Education, Coaching, Finance and Funding and any other sub-Committee which will be decided by the Clubs Representatives present in that Meeting. The Clubs Committee Representative to the Executive Committee shall be included on the Annual General Meeting Second Calling Notice for information purposes.

4.6 Proposers and Seconders will be required to make nominations of all Officers and Representatives to Staffordshire Rugby Union Ltd sub-Committees posts, who must be Members of

this sub-Committee and presently serving on this sub-Committee.

## **5 Voting.**

5.1 All named Clubs Representatives shall carry a single vote on behalf of their respective Clubs.

5.2 There will no form of weighted voting.

5.3 The Chairperson of this sub-Committee shall have a second or casting vote as per Staffordshire Rugby Union Ltd Rules of Incorporation Rule 11.1.2.

5.4 Co-option with powers of Voting shall only be allowed when, and for a Club Representative who replaces another Club Representative of his / her Club on this sub-Committee.

5.5 If for any reason a Club Representative is unable to attend either a Club Development Meeting held as in 3.1 and 3.2, or as a Virtual Meeting via a Video Conferencing System, then a replacement from that Representative's Club may act as a Proxy to attend and vote on behalf of the Club.

The Clubs Development Committee Secretary should be informed either by post, or by electronic means of the attendance of the Proxy Club Representative, by their Club Secretary at least twenty four hours before the Meeting. Proxy information delivered late shall be invalid. Any question as to the validity of a Proxy shall be determined by the Chairperson of the Meeting, whose decision shall be final.

5.6 A simple majority will be required to secure passage of a vote by the Clubs in this sub-Committee, and shall be by a show of hands in this sub-Committee; or if by any other means, the individual voting pattern shall be reported to the Clubs.

5.6 There will be no power of veto.