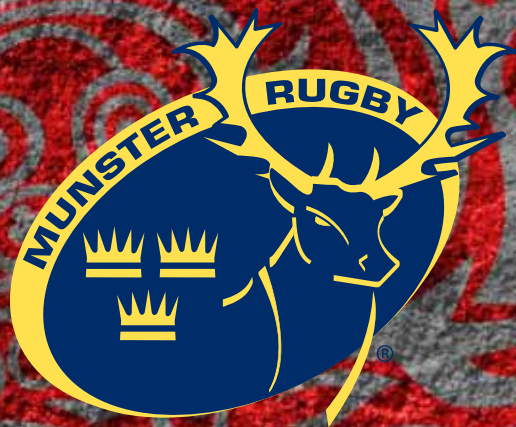


# IRISH RUGBY FOOTBALL UNION MUNSTER BRANCH



**BYE-LAWS 2015/2016**



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# 1. DEFINITIONS

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## 1.1 Bye-Law Definitions of the Munster Branch I.R.F.U.

In these Bye-Laws:-

**"AGM"** means an annual General Meeting;

**"All-Ireland League Clubs or AIL Club"** means Clubs playing in the All-Ireland League or its equivalent;

**"Associated Clubs"** means a club affiliated to the Branch pursuant to Bye-Law 3.2(c);

**"Auditors"** means the auditors appointed under Bye-Law 8.3;

**"Branch"** means The Munster Branch of the I.R.F.U.;

**"Branch Committee"** means the Committee of the Branch provided for in Bye-Law 5.1;

**"Bye-Laws"** means the Bye-Laws for the time being adopted by the Branch and in force;

**"Chairman"** means any person appointed to chair a meeting;

**"C.E.O."** means the Chief Executive Officer of the Branch (appointed by the I.R.F.U.);

**"Club" or "Clubs"**, means an association, club, college, school, university or associate club affiliated to the Branch;

**"Council"** means the Council of the I.R.F.U.;

**"Game"** means rugby union football;

**"Independent Chairman"** means a Chairman appointed, pursuant to Bye-Law 6.1, of a Standing Committee and who preferably should be a member of the Branch Committee or alternatively a member who has served on the Branch Committee for three years or more. During their term of appointment the Independent Chairman should not be entitled to vote at any Branch Committee. If the Independent Chairman comes from within the Branch Committee their club shall be entitled to appoint a Branch delegate to the Branch Committee in their place during the term of the Independent Chairman's appointment. Each Standing Committee shall be represented at Branch meetings by its Chairman or his nominee ( non voting)

**"I.R.B."** means the International Rugby Board;

**"I.R.F.U."** or **"Union"** means the Irish Rugby Football Union;

**"Laws of the Game"** means the Laws of the Game as laid down by the I.R.B.;

**"Junior Clubs"** means clubs other than senior clubs

**"Laws of the Union"** means the Laws of the I.R.F.U.;

**"Members"** means the members specified in the Bye-Law 3.2;

**"Officers"** means the President, Senior Vice-President, Junior Vice-President, Honorary Treasurer and Honorary Secretary of the Branch elected pursuant to Bye-Law 8.3;

**"Person"** means a player, referee, coach, manager, official, medical officer, staff, or any individual who is or has been involved in the Game, or in the organisation, administration or promotion of the game;

**"Player"** means a Person registered with the I.R.F.U. playing the game of rugby union football or participating in the game of rugby union football;

**"Qualifying League Clubs"** and **"Non Qualifying League Clubs"** respectively mean Clubs playing in the qualifying league to the All-Ireland League and Clubs playing in leagues other than the qualifying league to the All-Ireland League or their equivalent being collectively Junior Clubs;

**"Regulations relating to the Game"** means the regulations laid down by the Branch, the Union or I.R.B. from time to time;

**"Schedules"** shall mean the schedules attached which shall be incorporated in and form part of these Bye-Laws;

**"Senior Club"** means Clubs playing in the All-Ireland League or its equivalent;

**"Special Meeting"** means a special meeting pursuant to Bye-Law 9;

**"Standing Committee"** means each of the Management, Munster Rugby, Finance, Judicial, Nominations, Commercial Board Committees and the Professional Game Board;

**"Sub-Committee"** means such Sub-Committee of the Standing Committees as may be appointed by the Standing Committee and ratified by the Branch Committee pursuant to the Bye-Laws;

**"Trustees"** mean the trustees appointed by the Branch pursuant to the Bye-Laws;

## **1.2 Gender**

Unless the context otherwise requires in these Laws the masculine gender shall include the feminine gender and the singular shall include the plural and vice versa.

## 2. DESCRIPTION

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### 2.1 Name

The name of the Branch shall be the "Munster Branch of The Irish Rugby Football Union" under whose jurisdiction all Games in the province shall be played.

### 2.2 Objects

The objects of the Branch shall be:-

- (a) **Administration**  
To administer the Game as its governing body and to promote, foster and develop the Game in Munster.
- (b) **Promotion and Development**  
To assist and further the efforts of the Clubs as far as possible in the promotion and development of the Game and the provision of playing fields, supporting facilities and accommodation.
- (c) **Regulation**  
To take all steps that may be necessary or advisable to prevent infringements of the Bye-Laws, the Regulations relating to the Game, the Laws of the Game or the Laws of the Union and to prevent other improper methods or practices in the Game and to protect it from abuses.

### 2.3 Jurisdiction

- (a) The Branch shall be responsible for the management of the affairs of the Game in the province of Munster.
- (b) All Clubs must play all matches under Regulations relating to the Game.

## **3. MEMBERSHIP**

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### **3.1 Membership of the I.R.F.U.**

As a branch of the I.R.F.U., the Regulations relating to the Game and the Laws of the Game as promulgated from time to time shall be deemed incorporated into these Bye-Laws.

### **3.2 Membership of the Branch**

- (a) Any club, school, college, university or association in Munster participating in or playing the Game who is willing to conform to the Laws of the Union, Regulations relating to the Game and to these Bye-Laws shall be eligible for membership. Before being admitted to membership, such a club, school, college, university or association must satisfy the Munster Rugby Committee that it has the use of satisfactory ground and dressing accommodation, be duly proposed and seconded by two Clubs of ten years standing. They will then be elected by the Munster Rugby Committee by ballot subject to approval by the Branch Committee. Any Club excluded by the Munster Rugby Committee shall have the right to appeal to the Branch Committee against such exclusion with an ultimate appeal to the Committee or Council of the I.R.F.U. All applications for membership must be made on the prescribed form obtainable from the Honorary Secretary of the Branch.
- (b) Clubs shall not be permitted to play against clubs or teams who are not affiliated to a Branch of the I.R.F.U., without the prior sanction of the Munster Rugby Committee.
- (c) Clubs may become Associate Clubs with a right to be members of the Branch and to attend Annual General Meetings and Special Meetings without having the right to vote. An Associate Club shall be proposed and seconded by two other clubs of ten years standing and then elected by the Munster Rugby Committee by ballot subject to approval by the Branch Committee.

### **3.3 Criteria for Eligible Clubs to Affiliate to the Munster Branch**

- (a) Each Club and its members shall be bound by the Laws of the Union, the regulations of the I.R.F.U. and the Regulations relating to the Game.
- (b) Save as authorised in advance by the Branch Committee, no person shall take part in the management of the Branch, nor hold any office under these Bye-Laws, unless he is a member of a Club.

### **3.4 Code of Conduct**

- (a) Any person who is a member of any club, school, university or association in Munster or a member of the Branch Committee, or any Standing Committee or Sub-Committee shall conduct themselves in a fair responsible and sporting manner in the best interests of rugby and Munster rugby and shall not act in any manner that might bring the game of rugby into disrepute.
- (b) Any member of the Branch Committee, Standing Committee or Sub-Committee shall not disclose to any third party or the general public any information that is sensitive, personal or confidential and shall seek approval from the Branch Committee or the Standing Committee or any relevant Sub-Committee to disclose any information which could be considered of such a nature.
- (c) The members of any club, school, university or association of the Branch or any member of the Branch Committee, a Standing Committee or a Sub-Committee shall to the best of their ability safeguard the interests of Munster rugby.



## 4. CLUBS

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### 4.1 Grading of Clubs

- (a) The Branch Committee will grade all Clubs.
- (b) Upon relegation from the All-Ireland League, a Club shall be deemed a Junior Club and shall lose its rights as a Senior Club. Any Junior Club, upon promotion, shall be deemed to be a Senior Club with all rights attaching.

### 4.2 Rights and Responsibilities of Clubs

- (a) Every Club or Associated Club, shall, before 31<sup>st</sup> October each year, send to the Honorary Secretary of the Branch, the names of its honorary secretary and honorary treasurer, together with the number of paid up members during the preceding season, and an audited statement of its accounts for that preceding season. Sanctions for failure to comply with this Bye-Law will be at the discretion of the Branch Committee.
- (b) Every Club or Associated Club, on being elected to membership of the Branch, shall be furnished with a copy of the Laws of the I.R.F.U. and the Bye-Laws of the Branch, and be bound thereby and by any subsequent amendments thereto. In the case of wilful or systematic infringement of such Laws or Bye-Laws, or of objectionable conduct by any Club or Associated Club, such Club or Associated Club shall be expelled from the Branch if at any Annual General Meeting of the Branch a majority of those present and voting are in favour of such expulsion.

### 4.3 Participation in Leagues and Matches

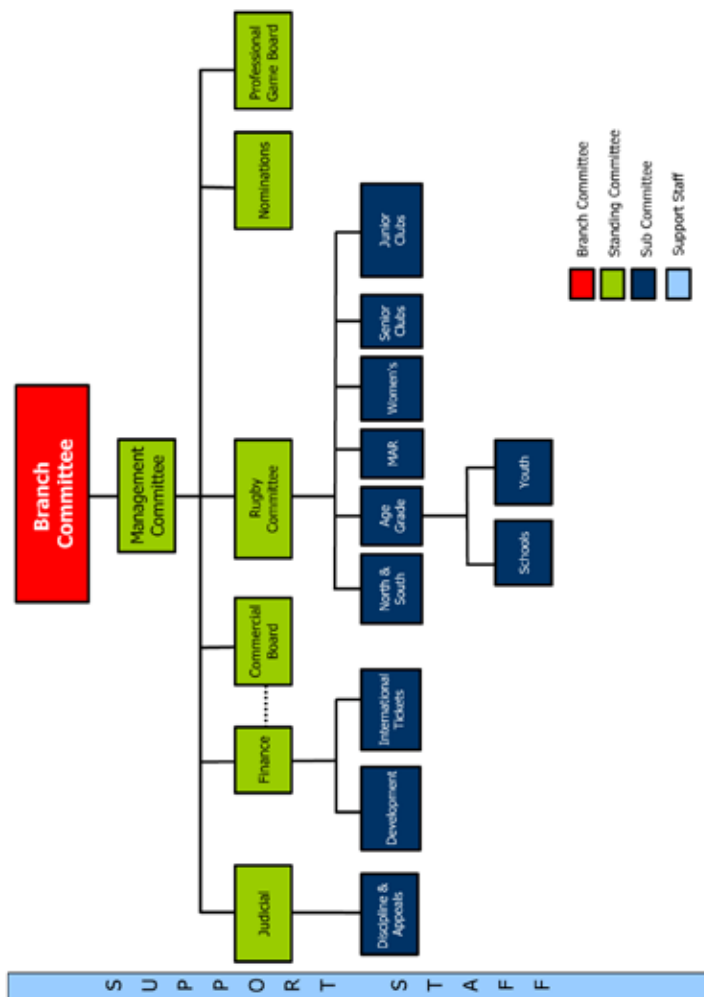
- (a) Any league or combination of Clubs belonging to the Branch shall be under the authority of, and shall obtain the consent of the Munster Rugby Committee to its formation, and shall be required to submit its proposed rules and any subsequent alterations thereof for approval to the Munster Rugby Committee who shall have the power:-
  - (i) To forbid the formation or continuance of such league or combination of Clubs in its absolute discretion.
  - (ii) To discharge from membership or suspend any Clubs contravening the Bye-Laws.
  - (iii) To suspend any Club which plays a match with a Club which has been suspended or expelled from membership under the Bye-Laws, or with a Club which has been formed out of the nucleus of any suspended Club.
  - (iv) Request Clubs, to submit draft fixture lists to the Munster Rugby Committee by the date fixed by the Munster Rugby Committee.
- (b) The Munster Rugby Committee shall have full discretionary powers as to what Clubs shall be allowed to take part in any competition.

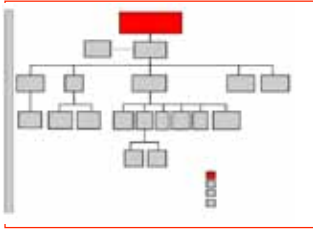
### 4.4 Subscriptions

- (a) The annual subscription of each Club to the Branch shall be such sum as the Committee of the I.R.F.U. may decide upon and which shall be paid to the Branch before 1<sup>st</sup> October each year.
- (b) A Club whose annual subscription to the Branch is unpaid on 1<sup>st</sup> October shall receive notice from the Branch that in the event of its subscription remaining unpaid thirty days after the date of such notice the name of the Club will be struck off the list of Clubs; and a Club whose name has been so struck off shall not be eligible for membership of the Branch until all monies due by it to the Branch have been paid.
- (c) A Club shall not be entitled to send delegates to any meeting of the Branch or take any part in the management of the Branch, or the Branch Committee or any Standing Committee unless the number of its paid up members during the preceding season exceeded thirty, and unless an audited statement of its accounts for that previous season has been furnished to the Honorary Secretary of the Branch in accordance with these Bye-Laws.

## 5. BRANCH COMMITTEE

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## 5.1 Composition and Election

The Branch shall have a Committee to govern the affairs of the Branch consisting of:

- (a) A President, Senior-Vice President and Junior Vice-President.
- (b) An Honorary Secretary who may be re-elected annually for a period of four years only with the right to be appointed for a further period of four years.
- (c) The Treasurer will act as Chairman of the Finance Committee. When the present incumbent's term of office expires, all applicants to be interviewed by the Nominations Committee and recommended to the Branch in order of preference, who may appoint whomsoever it wishes annually for a period of four years only, with the right to be appointed for a further period of four years.
- (d) The outgoing president, who shall be an ex-officio member of the Branch Committee for one year after the expiration of his term of office.
- (e) A representative or his deputy from each of the Senior Clubs in the following season (i.e. the season which starts after the annual meeting of Council held on or before the last Friday of June each year).
- (f) Four delegates or their deputies to be appointed by the Junior Clubs Committee.
- (g) Two delegates or their deputies from Age Grade Sub-Committee; one representing the Schools Sub-Committee and one representing the Youths Sub-Committee.
- (h) One delegate or his deputy who shall not be an active referee to represent the Munster Association of Referees.
- (i) The Honorary Secretaries of the North and South Munster Sub-Committees and Junior Sub-Committee (all non-voting)
- (j) A representative from the Women's Sub-Committee.
- (k) Any persons co-opted in accordance with Bye-Law 5.2(g) (non-voting).

Any vacancy arising on the Branch Committee during the year shall be filled by a person elected by the Branch Committee.

## 5.2 Terms of Reference

- (a) The supreme authority of the Munster Branch IRFU shall be vested in the Branch Committee.
- (b) Monitoring the implementation and performance of the strategies agreed by the Branch Committee against defined indicators and to delegate to the Munster Rugby Committee or any other Standing Committee the powers set out in this sub-clause.
- (c) The Branch Committee, in addition to the powers hereinafter specially conferred on it, shall be responsible for the management and control of the Branch in accordance with these Bye-Laws, and may from time to time make, repeal and amend all such regulations (not inconsistent with these Bye-Laws) as it thinks expedient for the well-being of the Branch, such regulations not being inconsistent with Laws of the Union and the regulations of the I.R.F.U. All regulations made by the Branch Committee shall be binding on Clubs and the members thereof, until repealed by the Branch Committee or set aside by an Annual General Meeting or Special Meeting of the Branch.
- (d) To hear any appeal by a person or Club affected by a decision of any of the Standing Committees or any of its Sub-Committees and to make such ruling or rulings as it sees fit.
- (e) To convene the Annual General Meeting and Special Meetings of the Branch.
- (f) To investigate and, where appropriate, to hear any allegation of an infringement, by a Club or a member thereof, or any Player of the Laws of the Union, the Regulations relating to the Game, the Laws of the Game, or any alleged conduct by any of the foregoing, alleged to be bringing the game into disrepute, and depending on the outcome of the hearing, to recommend to the I.R.F.U. the expulsion or suspension of the Club from the Branch, or to otherwise punish by sanction or otherwise as it deems appropriate, the Club or member thereof or any Player or to otherwise decide in such manner as it may deem fit and to and to delegate to the Munster Rugby Committee or any other Standing Committee the powers set out in this sub-clause.
- (g) To co-opt, if it sees fit, not more than two persons to be members of the Branch Committee. Such co-option shall take place only if three-quarters of the members of the Branch Committee support the proposed co-option and provided that fourteen days' notice of the proposal to co-opt has been given to the members of the Branch Committee by the Honorary Secretary.
- (h) To ratify the appointee of a Club or Sub-committee deputy proposed to fill any vacancy
- (i) To adjudicate on disputes.
- (j) To control and apply the finances of the Branch, subject to any special direction of an Annual General Meeting or Special Meeting of the Branch, and to incur any expenses it thinks desirable to further the interests of the Game.
- (k) To interpret the Bye-Laws and rules and regulations of the Branch, subject to the right of appeal to the Council.
- (l) To suspend from the Branch or otherwise sanction any Club or member of a Club or Player infringing the Bye-Laws, rules of competition or the Laws of the Game, and generally to deal with any Club or member of a Club or Player whose conduct the Branch Committee may deem detrimental to the best interests of the Game. Such Club, Member or Player shall have the right to appeal to the Council.
- (m) To elect delegates and deputies to the Council.
- (n) To elect two members of the Branch Committee as nominees for the vote for the Committee of the I.R.F.U.
- (o) To elect two members of the Branch Committee as representatives on the Committee of the I.R.F.U.
- (p) To appoint legal representatives to represent the Branch in any such matters as it may decide.
- (q) To authorise, where required, Officers of the Branch to act in matters that may arise between ordinary meetings of the Branch Committee save where such functions can be carried out by the Management Committee or any other Standing Committee

- (r) To purchase, hold or take on lease, licence or otherwise any property (real or personal) with power to authorise the sale, exchange, disposal, lease, licence, charge, mortgage, or other disposition or dealing with any such property.
- (s) To borrow or raise money or monies worth or any sums of money with or without security for any purpose which it considers necessary to further the objects of the Branch and to secure the repayment of same on behalf of the Branch by mortgage, charge, guarantee, negotiable instrument or otherwise whether over the property of the Branch or otherwise.
- (t) To promote, incorporate, appoint Directors to or hold shares or stock in any company and to set out procedures for the appointment and removal of Directors and the holding of shares in relation to Thomond Park Stadium Limited and Cork Rugby Stadium Limited".
- (u) To refer any, matter, infringement, complaint or allegation to the IRFU, whether by way of appeal or otherwise, for determination.
- (v) To appoint independent arbitrators to hear or report on any disputes.
- (w) To empower the Management Committee to administer and manage, from time to time, the affairs of the Munster Branch IRFU under these Bye Laws for the well-being of the Munster Branch IRFU.

### **5.3 Branch Committee Meetings and Quorums**

- (a) The Branch Committee shall meet at least four times per year or more frequently as appropriate.
- (b) The quorum for a meeting of the Branch Committee shall be seventeen voting members.

### **5.4 Binding Decisions**

All regulations and decisions of the Branch Committee shall be binding on the members.

### **5.5 Voting At Branch Committee Meetings**

- (a) Every question at any Branch Committee meeting shall be determined by a majority of the members present and voting thereon. No resolution previously agreed to or adopted by Branch Committee shall be rescinded, altered or amended, unless a member of the Branch Committee has given to the Honorary Secretary fourteen days' notice of a motion to rescind or alter such resolution, and such notice shall be in writing and a copy of the notice shall be forwarded by the Honorary Secretary within seven days of the receipt thereof to each member of the Branch Committee.
- (b) No voting by proxy is allowed at any Branch Committee, Standing Committee or Sub-Committee meetings.
- (c) Voting at the Branch Committee meeting shall be by majority vote of those entitled to vote and may be by secret ballot if so requested by three or more members entitled to vote.
- (d) The Chairman (President) of the Branch Committee, any Standing Committee or Sub-Committee shall have a casting vote in the event of a tie.

### **5.6 Ultimate Authority**

- (a) Should the Committee of the I.R.F.U. withhold its approval in respect of the Bye-Laws or any alterations thereto, the Branch shall have a right to appeal to Council.
- (b) In the event of any conflict or inconsistency between the Laws of the Union and the Bye-Laws, the Laws of the Union shall prevail.

## **5.7 Power to Appoint Standing Committees**

(a) The Branch shall designate from time to time which of its' Sub-Committees shall be known as Standing Committees and unless and until the Committee decide otherwise the Standing Committees shall be known as:-

- Management Committee
- Munster Rugby Committee
- Finance Committee
- Judicial Committee
- Nominations Committee
- Professional Game Board
- Commercial Board

Each of these standing committees are empowered to carry out their terms of reference



- Subject to the supreme authority of the Branch Committee the affairs of the Munster Branch shall be administered and managed by and under the control of the Management Committee in accordance with these Bye Laws. This Committee shall have power to make such decisions as it thinks fit for the well-being of and best interests of the Munster Branch IRFU.
- To support, discuss any matters raised by the CEO and to engage with him and to brief on a regular basis the IRFU delegates of the Branch.
- To carry out such functions or act in matters that may arise between ordinary meetings of the Branch Committee

#### **Meetings and Quorums**

- The Management Committee shall meet a minimum of eight times per annum.
- A quorum shall be four.

### **6.2.2**

#### **Munster Rugby Committee**

##### **Composition and Election**

- a) The Munster Rugby Committee shall consist of:
  - An Independent Chairman;
  - Four representatives elected by the Senior Clubs Sub-Committee with two from North Munster and two from South Munster;
  - Three representatives elected from the Junior Clubs Sub-committee;
  - One representative from North Munster Sub-Committee and one representative from the South Munster Sub-Committee;
  - Three representatives elected from the Age Grade Sub-Committee with one from Schools and one from the Youths and the Chairman of the Sub- Committee;
  - One representative elected by the Munster Association of Referees;
  - One representative elected by the Women's Sub-Committee;
  - One Union delegate representing the Branch on the I.R.F.U. Domestic Games Committee;
  - The Provincial Domestic Games Manager (non-voting);
  - Fixtures Sub-Committee Chairman
  - One representative from the Third Level Colleges Sub- committee
  - One representative from the Munster Rugby Academy
- b) The Independent Chairman shall be appointed for a period of three years with an option to be appointed for a further two years.
- c) Voting at the Munster Rugby Committee will be by a majority vote.
- d) The Munster Rugby Committee shall be elected for three years with a right for a member to be elected for another two years subject to the replacement of any delegate by his/her sub-committee.

##### **Terms of Reference**

- To formulate and recommend policies and strategies to the Branch in relation to Munster Rugby that will meet the strategic objectives of the Branch and where relevant the I.R.F.U.
- To review the Committee's performance against the set strategic objectives and be responsible for the management, improvements and development of all aspects of Munster Rugby.
- To establish Sub-Committees and develop and manage local competitions.
- To exercise all powers set out in clause 4.3 (a) and (b).
- To approve, implement, amend when necessary and supervise the rules of all the Rugby Games Competitions at all levels in Munster.
- To be responsible for all Domestic Games competitions
- The term "Munster Rugby Competitions" shall mean all competitions held under the auspices of the Munster Branch/Munster Rugby



### **Meetings and Quorums**

- The Munster Rugby Committee shall meet a minimum of six times per annum or as appropriate.
- A quorum shall be nine.

### **6.2.3 Finance Committee**

#### **Composition and Election**

- a) The Finance Committee shall consist of:
  - The Treasurer will act as Chairman of the Committee.
  - A Branch I.R.F.U. delegate who sits on the I.R.F.U. Finance Committee;
  - Three members of the Branch Committee appointed by the Branch; and
  - The Financial Controller of the Branch who should attend all meetings (non-voting).
  - The Commercial & Marketing Manager who should attend all meetings.
  - CEO
- b) The Independent Chairman shall be appointed for a period of three years with an option for a further two years.
- c) The Finance Committee shall be elected for three years with a right for members to be elected for another two years.

#### **Terms of Reference**

- To manage the financial affairs of the Branch in accordance with the policies approved from time to time by the Branch Committee.
- To formulate and recommend financial policies and strategies and internal controls to the Branch Committee.
- To manage and operate the Branch bank accounts.
- To manage and control the Branch assets in accordance with Branch and I.R.F.U. policies.
- To monitor the Branch financial position and report to the Branch Committee and Professional Game Board.
- To evaluate all material financial investments and expenditures by the Branch Committee.
- Ensure monthly or regular financial statements are prepared in a timely fashion and presented as appropriate to the Branch Committee and the I.R.F.U.
- To monitor the implementation and performance of the strategies agreed against defined indicators.
- To recommend the establishment of Sub-Committees and ad hoc working parties subject to the approval of the Branch Committee.
- To receive reports on a regular basis from Sub-Committees and ad hoc working parties established by the Finance Committee.
- To co-opt, if it sees fit, no more than two persons to the committee from time to time or for such periods or purposes as the committee deems fit.
- To propose directors and terms of their appointment to the Branch for approval by the Branch.

### **Meetings and Quorums**

- The Finance Committee shall meet a minimum of six times per annum.
- A quorum shall be four.

### **6.2.4 Judicial Committee**

#### **Composition and Election**

- The Judicial Committee shall consist of:
- a) An Independent Chairman. One member each from the Senior Clubs Sub-Committee, Junior Clubs Sub-committee, Age-Grade Sub-Committee, Women's Sub-Committee and the MAR Sub-Committee.
  - b) The Independent Chairman will be selected by the Nominations Committee and approved by the Branch. The Independent Chairman will be appointed for a period of three years with an option to be reappointed for a further two years.
  - c) The other members will be appointed for 3 years with an option to be appointed for a further two years

### **Terms of Reference**

- At the start of each season the Committee will ask the Branch to sanction the nomination of 2 Disciplinary Officers ; one in north Munster and the other in south Munster , who will convene and chair Disciplinary Hearings with all the powers specified in Schedule B .
- To draw up a monthly rota of Branch members north & south to adjudicate on Disciplinary matters with the Disciplinary Officer.
- The Judicial Committee shall deal with and hear any breach of rules and any appeals pursuant to the rules of any competition or any Branch rules or any appeals from the decisions of the Disciplinary Sub-Committee or any citings.
- To set up Sub-Committees, which may include members of the Judicial Committee or the Branch or any personnel with legal and/or rugby experience to hear any objections and appeals with full power to impose any penalties or sanctions authorised by the laws of the games and the regulations of the IRFU and the Munster Branch.
- To make rules and guidelines in relation to the conduct of Disciplinary Hearings, objections and appeals.
- To hear, by a panel consisting of a Chairman appointed by an Independent Chairman, or by the Chairman himself and two members of the Judicial Committee, or by any Sub-Committee appointed by the Judicial Committee, and, adjudicate on any appeals made by a club or player against any decisions made by any Sub-Committee of the Branch or any other dispute involving the Branch or rugby issues referred to it by the Branch Committee.
- No person who sits on any original hearing committee can sit on an appeal committee for the same offence.
- All Disciplinary Reports and Appeals, once received, will be copied to the Independent Chairman as soon as possible.
- To assist in the drafting and implementation of Rules and Regulations for Munster Competitions
- To review on a three yearly basis these bye-laws and bring any recommendation to the Management Committee and the Branch
- A member shall report any canvassing on behalf of a club or an individual
- A written report shall be given by the Independent Chairman to the Branch Committee and the Independent Chairman shall attend Branch meetings if so required.
- No member of the Judicial Committee shall represent his club or Sub-Committee at any Hearing set up by the Judicial Committee.
- All Appeal Committees must include a member of the Sub-Committee running the competition under appeal provided that he has had no part in any discussions or hearing of the event under appeal.
- DVD Evidence – if such evidence is to be used at a disciplinary hearing , it must be forwarded to the Branch office at least 48 hrs prior to the scheduled hearing

### **Meetings and Quorums**

- The Judicial Committee shall meet at least 4 times per season.
- A quorum shall be four.

## **6.2.5**

### **Nominations Committee**

#### **Composition and Election**

- a) The Nominations Committee shall consist of:
  - The President or any other officer
  - A Past President
  - One member appointed from the Senior Clubs sub-committee
  - One member appointed from the Junior Clubs sub-committee
  - CEO
- b) The President will act as Chairman for the period of his office.
- c) A member of the Nominations Committee cannot stand for election as Chairman of any of the Standing Committees.

### **Terms of Reference**

- To appoint and recommend to the Branch Committee for approval the Chairman or Independent Chairman of all Standing Committees.
- To appoint two Branch Members to the Professional Game Board.
- To fill vacancies where the Chairman of the Standing Committee resigns or takes up an Officer's position.
- To circulate the Clubs and the Branch Committee, in advance, of any appointment to enable the Clubs to

- put forward candidates.
- To ensure an open and transparent procedure for the interview of all candidates.
- To prepare forms for interview to include experience of candidates for the position

#### **Meetings and Quorums**

- The Nominations Committee shall meet as required.
- A quorum shall be three.

### 6.2.6

#### **Professional Game Board**

##### **Composition and Election**

- The Professional Game Board (PGB) shall consist of:
  - The C.E.O.
  - Two other appointees of the Branch, one of whom shall act as Chairman.
  - An I.R.F.U. delegate.
- The PGB shall have the authority to co-opt three additional members as they see fit. These additional members need not be members of the Munster Branch Committee.
- The C.E.O. shall act as Secretary to the PGB and alternatively may represent the Branch on the National Professional Game Board (N.P.G.B.)
- The Chairman and appointee of the Branch will be appointed for a period of three years with an option for a further two years. The appointments shall be ratified annually by the Branch Committee.
- Any additional co-opted members shall be appointed annually by the P.G.B.
- The Head Coach, Team Manager and Academy Manager will report to each meeting as required.

##### **Terms of Reference**

The PGB is the delegated authority by the Munster Branch committee to develop and manage the operation of the Professional Game and Elite Player Development process and pathways in accordance with policies as approved by the Branch Committee and I.R.F.U. from time to time.

More specifically, this includes:

- Formulating and recommending policies and strategies to the Branch in relation to the professional and age grade representative games that will meet the strategic objectives of the Branch and the I.R.F.U.
- Formulating and developing policies and strategies relating to the elite player development process and pathways within the province.
- Responsibility for professional player recruitment and retention along with coaching, management and staff appointments to professional and age grade representative teams.
- Responsibility for all operations of the Elite Player Academy.
- Formulating annual key performance indicators for the professional game and elite player academy and monitoring performance against them.
- Compliance with I.R.F.U. directives in relation to the player management programme of professional players and reporting of any breaches to the Branch Committee.
- To co-opt, if it sees fit, no more than two persons to the committee from time to time or for such periods or purposes as the committee deems fit.

##### **Meetings and Quorums**

- The Professional Game Board shall meet a minimum of eight times per annum.
- A quorum shall be four.

**Commercial Board**

**Composition and Election**

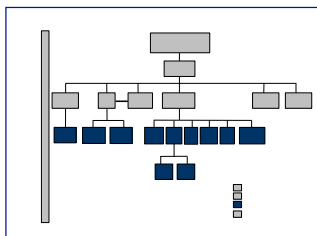
- a) The Commercial Board shall consist of:
  - An Independent Chairman
  - Chairman of Management Committee
  - The Chairman of the Finance Committee or his nominee
  - Chairman of Professional Game Board or his nominee
  - The CEO
  - Up to 10 persons who are willing to support and promote Munster Rugby and who will be called Directors of the Commercial Board
- b) The Independent Chairman shall be selected by the Nominations Committee and ratified by the Branch
- c) The Independent Chairman will be appointed annually for a period of three years and may be elected for a further two years
- d) The Commercial Board shall be elected for three years with a right for members to be elected for another two years.

**Terms of Reference**

- To formulate and recommend marketing and commercial policies and strategies for the support and betterment of Munster Rugby
- To engage in fund raising and other activities to support Munster Rugby and its Brand.
- To enhance the Munster Rugby Brand
- To form sub-committees or groups to carry out these objectives.
- To report regularly to the Management Committee.

## 7. BRANCH SUB-COMMITTEES

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### 7.1 Branch Sub-Committees

All Sub-Committees shall be appointed by the relevant Standing Committee and shall report to their relevant Standing Committee as required.

The following Sub-Committees, with their terms of reference as specified in the Schedules to these Bye-Laws, shall be established and may be dissolved by the relevant Standing Committee and the relevant Standing Committee is hereby empowered so to do without the need to convene an AGM or a Special Meeting subject to the right of the Sub-Committee to appeal to the Branch Committee in the event of a dissolution. Each of the following Sub-Committees shall report to the relevant Standing Committee.

- a) Discipline and Appeals Sub-Committee (Schedule 'B') shall report to and be governed by the Judicial Standing Committee.
- b) The Senior Clubs Sub-Committee (Schedule 'C'), the Junior Clubs Sub-Committee (Schedule 'D'), the North Munster and South Munster Sub-Committee (Schedule 'E'), the Age Grade Sub-Committee (Schedule 'F'), the Munster Association of Referees Sub-Committee(Schedule 'G') and the Women's Sub-Committee(Schedule 'H') shall report to the Munster Rugby Standing Committee. Schedule in Fixtures Sub-Committee shall report to the Rugby Committee.
- c) The Development Sub-Committee (Schedule 'I') and the International Tickets Sub-Committee (Schedule 'J') shall report to the Finance Standing Committee.

The position and status of the Youth Sub-Committee (Schedule 'K') and Schools Sub-Committee (Schedule 'L') is acknowledged in the Bye-Laws and they shall report to the Age Grade Sub-Committee.

## 8. ANNUAL GENERAL MEETING OF THE BRANCH

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### 8.1 The AGM of the Branch

- a) The AGM of the Branch shall be held annually not later than the third Thursday in June for the purpose of the election of Officers and Committee for the ensuing year and to receive abstracts of the accounts of the Branch to the latest available date and for the consideration of amendments to the Bye-Laws.
- b) Fourteen days notice shall be given of the AGM, the same to be printed on an agenda and posted to all the Clubs, Branch members, past presidents and trustees and nothing outside the printed agenda shall be considered at the AGM, unless otherwise decided by two-thirds of those present and voting (by secret ballot) or unless duly notified in accordance with Bye-Laws (8.4). In special circumstances the Officers of the Branch may decide to extend the date of the AGM.
- c) Nomination for the positions of officers of the Branch shall be submitted in writing to the Honorary Secretary 21 days prior to the AGM.

### 8.2 Eligibility to Attend the AGM

Those eligible to attend the Branch AGM or a Branch Special Meeting will include:

- a) The Officers, representatives of each Club, Schools, Colleges and of the Munster Association of Referees. C.E.O., Competitions Manager and the PDGM. Each Club shall be entitled to send the following representatives:

Senior Clubs –	6 representatives
Qualifying League Club:	
Qualifying League Division 1 of Munster League -	3 representatives
Qualifying League Division 2 of Munster League -	2 representative
Qualifying League Division 3 of Munster League -	1 representative
Non Qualifying League Clubs	1 representative

- The Schools are entitled to send two representatives.
  - The Munster Association of Referees is entitled to send two representatives.
  - The Colleges are entitled to send one representative.
  - The Women's Sub-committee is entitled to send two representatives.
  - The Youths' Sub-Committee is entitled to send two representatives.
  - The Auditors are entitled to attend but may not vote.
  - The Associated Clubs are entitled to send two representatives but are not entitled to vote.
- b) The voting powers at any such meeting shall be as follows:

Branch Officers (5)	1 vote each
Immediate Past President	1 vote
Munster Referees Association (2)	1 vote each
Senior. Clubs (One per representative present in relation to the Senior Clubs and therefore a maximum of 6 per Club)	Up to 6 votes each
Qualifying League Clubs Div. 1 Clubs (one per representative present - Maximum 3)	Up to 3 votes each
Div. 2 Clubs (One per representative – Maximum 2)	Up to 2 votes each
Div. 3 Clubs (One per representative present – Maximum 2)	2 votes each
Non Qualifying League Clubs	1 vote each
Schools	1 vote each
Women's	1 vote each
Youths	1 vote each

- c) No voting by proxy is permissible and no delegate may represent more than one Club. Thirty persons are required to form a quorum. The Branch Committee shall decide the playing status of a Club for the purpose of this meeting. In the event of a dispute, the Branch Committee shall decide the voting status of each Club for the purpose of an AGM or Special Meeting.
- d) Any member of the Branch Committee who is not a person mentioned in Bye-Law 8.2.b) above may be entitled to attend an AGM or Special Meeting of the Branch, but he shall not be entitled to a vote.
- e) An AGM may be adjourned to such date and place as the meeting may direct, in which case thirty shall be a quorum for such adjourned meeting.
- f) Where it is provided in these Bye-Laws that any office shall be filled by election, the mode of election shall be by secret ballot in respect of candidates duly proposed and seconded. The Chairman of the meeting shall declare the result of the ballot, and after any necessary recount which has been called for, the candidate or candidates receiving the most votes are to be elected. In a ballot any voting paper which purports to cast votes for a greater or a lesser number of candidates than the number of offices to be filled shall be deemed to be a spoiled vote.

### **8.3 Business of the Branch AGM**

- a) The Branch shall at each AGM or, if necessary, at any adjournment thereof, transact the following business:-
  - (i) Consider and approve, with or without amendment, the minutes of the previous meeting;
  - (ii) Receive a report from the Branch Committee, and adopt or make any order or amendment to the report that may be appropriate;
  - (iii) Receive the accounts and balance sheet of the Branch for the preceding financial period and the Auditor's report thereon and adopt or make any order that may be appropriate in regard to same;
  - (iv) Elect the Officers by ballot or otherwise;
  - (v) Appoint a firm of auditors to audit and report upon the accounts;
  - (vi) Adjudicate on all matters submitted by any Club;
  - (vii) Consider, with or without amendment, accept or reject any amendment or alteration to the Bye-Laws of the Branch duly proposed and of which due notice shall have been given, or dispensed with, in accordance with these Bye-Laws.
- b) The Branch, may at any Annual General Meeting or adjournment thereof, transact in accordance with these Bye-Laws any business relating to the affairs of the Branch and in particular (without prejudice to the generality of this paragraph) may:-
  - (i) Set aside or amend any regulation, adjudication, interpretation, or decision made by the Branch Committee;
  - (ii) Make any such regulation or regulations, as it shall think fit, for the administration, management and control of the Branch;
  - (iii) Make any interpretation of the Bye-Laws of the Branch as it considers appropriate.

### **8.4 Notice of Motions at the AGM**

- a) Notice of any amendment or alterations to the Bye-Laws of the Branch, together with the names of the proposer and seconded (in each case either a paid up member of a club, or a club or officers) of every such amendment or alteration shall be sent in writing to the Hon. Secretary of the Branch by the 7<sup>th</sup> May or 21 days prior to the Annual General Meeting (whichever is the later) and notice of all such amendments or alterations shall be sent by the Hon. Secretary of the Branch to each club or associate club of the Branch and the Trustees at least one week before the said AGM of the Branch and shall not be considered unless such notice has been given.
- b) No Bye-Law of the Branch shall be altered, rescinded or added to without the consent of at least two-thirds of the delegates present and voting.

## **9. SPECIAL MEETINGS**

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### **Special Meetings**

#### **9.1 Convening**

##### **A Special Meeting shall be convened in the following manner:**

- a) By the Hon. Secretary of the Branch at any time on being instructed to do so by the Branch Committee or on receipt of a requisition to do so signed by the club secretaries on their club headed notepaper of not less than three clubs, (the requisition stating that said three clubs in annual or special meetings of each such clubs resolved to request a special meeting of the Munster Branch) accompanied by a deposit of five hundred euro and a statement of the reasons for which such a special meeting is desired. The said fee may be returned if the Branch Committee so directs in its absolute discretion.
- b) Notice of the special meeting shall be sent by the Hon. Secretary at least fourteen days before the date on which such a meeting is to be held to each club or associated club of the Munster Branch and the Trustees.

#### **9.2 Voting, adjournments etc.**

The provisions of Bye-Laws 8.2 and 8.4 shall apply equally to a special meeting.



## **10. CHIEF EXECUTIVE OFFICER**

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### **10.1 Chief Executive Officer**

- a) The C.E.O. may be appointed by the Union for such term and at such remuneration and upon such conditions as it thinks fit; and any C.E.O. so appointed may be removed by the Union. The Union and the Branch shall put in place arrangements for the line management of the C.E.O. and for the monitoring and appraisal of his performance.
- b) The C.E.O. reports to the Branch.
- c) The appointment and removal of Branch employees, other than those employed to work with the senior professional team, is the responsibility of the C.E.O. The Professional Game Board is responsible for the appointment of Branch employees working with the senior professional team.

## 11. PROPERTY AND TRUSTEES

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### 11.1 Property and Trustees

- a) All property of the Branch, real and personal, and the trophies of the Branch shall be vested in five Trustees, who shall be appointed by the Branch at the AGM. They shall remain in office for a period of 10 years or until resignation or until the Branch decides to remove them.
- b) The Trustees may from time to time, with the sanction of a resolution of the Branch Committee, passed in manner provided by this Bye-Law, do all or any of the following acts or things, that is to say, sell, exchange, partition, lease, let, mortgage, change or otherwise dispose of or deal with any property of the Branch (whether the same be real or personal) for the time being vested in them, provided always that:
  - (i) Any such sanctioning resolution shall be voted on by the Branch Committee and passed by a two-thirds majority of those present and voting;
  - (ii) A certificate signed by the Chairman of the meeting at which any such resolution has been passed shall be conclusive evidence of the passing of such resolution in the manner provided by this Bye-Law and of the terms of such resolution.
- c) The Trustees for the time being of the Branch be and are hereby authorised to borrow in their own names on behalf of the Branch such sums of money, not exceeding such an amount, and upon such terms and conditions, as may be authorised from time to time by the Branch Committee.
- d) The said Trustees be and are hereby authorised to open an account or accounts in their own names on behalf of the Branch with any bank or banks and that the said bank or banks be requested to grant accommodation under said account.
- e) The Trustees for the time being of the Branch be and are hereby authorised to give security for the aforementioned borrowings by mortgaging or changing all or any of the property and assets of the Branch.
- f) A Branch member or independent chairman shall disclose any directorships or interests that may be in conflict with the Branch prior to his/her appointment to any position.

## **12. AMENDMENTS AND ALTERATIONS**

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### **12.1 Amendments**

- a) Changes to the Bye-laws shall comply with the Laws of the Union.
- b) The Bye-Laws may be amended or rescinded under the foregoing procedure to enable the Branch to be converted from its present form as an unincorporated association into a company registered under the Companies Acts 1963-2007 or any amendment or replacement thereof, or to form a trading company for specific purposes as required by the Branch.
- c) Any such amendment shall authorise any seven members of the Branch Committee to be designated by the Committee to subscribe to the memorandum of association and articles of association of such a company.
- d) The immediate preceding amendment shall authorise the transfer of all property of the Branch to the said company free of the trusts presently affecting same, imposed by the Bye-Laws or arising out of the Branch's present unincorporated association.
- e) The Bye-Laws can only be altered or amended at an AGM or by a Special Meeting.

## 13. FISCAL PROVISIONS

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### 13.1 Fiscal

- a) All the assets, funds and income of the Branch including profits and surpluses howsoever arising shall be applied to the administration, promotion, development, general advancement and benefit of the Game.
- b) In the event of the dissolution of the Branch for any cause or purpose, other than the incorporation envisaged by Bye-Law 11, all funds and assets remaining after due settlement of all liabilities and claims shall be apportioned and distributed amongst the Clubs in such proportions as the Branch Committee may determine but subject to the express condition that such funds and assets may only be applied in the manner specified in paragraph (a) above.
- c) All money shall be lodged in the bank as soon as possible after receipt, in the name of the "Irish Rugby Football Union, Munster Branch". The three persons entitled to sign cheques shall be nominated by resolution of the Branch Committee and their names notified to the bank, with each cheque requiring two of the signatories to be valid.
- d) At each Branch Committee meeting the Chairman of Finance shall acquaint the members of the bank balance and the outstanding financial commitments of the Branch or as appropriate.
- e) The accounts of the Branch shall be prepared to the 30<sup>th</sup> April of each year and shall, with an interim auditors report and a printed balance sheet (which shall satisfy the requirements of Bye-Law 8.3(ii)), be sent to each club together with the notice summoning the AGM. The audited accounts of the Branch shall be prepared to the 30<sup>th</sup> June of the previous rugby season and shall be furnished to the Branch committee as soon as available and made available to the clubs at the next AGM.
- f) The Finance committee shall ensure that three monthly reports shall be presented to the Branch committee.

## 14. INDEMNITY

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### 14.1 Indemnity

- (a) In this Bye-Law the expression "official of the Branch" shall include a member of the Branch, a member of the Committee, a Trustee, the Chief Executive and any other person holding office in the Branch whom the Branch shall decide is an official of the Branch.
- (b) Every official and member acting on behalf of the Branch for the time being and their executors and administrators shall be entitled to be indemnified out of the assets of the Branch from and against all actions, claims, demands, costs, losses, damages and expenses which he shall or may incur or sustain by reason or on account of any act undertaken or omission by him on behalf of the Branch in his capacity as an official or member of the Branch or by reason or on account of any liability incurred by him in such capacity, provided always that such liability was not incurred through his own fraud or negligence or where he was not authorised to act on behalf of the Branch.

## **15. INTERPRETATION**

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### **15.1 Interpretation**

- a) In the event of a doubt arising at any time on any matter not provided for herein, or as to the meaning or construction of these Bye-Laws, the Branch Committee shall determine same.
- b) These Laws and any regulations made thereunder shall in all respects be governed by and construed in accordance with The Law of the Republic of Ireland and any dispute arising thereunder shall be subject to the exclusive jurisdiction of the Courts of the Republic of Ireland.

## SCHEDULE 'A'

<b>Schedules</b>	<b>Sub-Committee</b>	<b>Report to</b>
Schedule 'B'	Discipline and Appeals Sub-Committee	Judicial Committee
Schedule 'C'	Senior Clubs Sub-Committee	Munster Rugby Committee
Schedule 'D'	Junior Clubs Sub-Committees	Munster Rugby Committee
Schedule 'E'	North and South Munster Sub-Committee	Munster Rugby Committee
Schedule 'F'	Age Grade Sub-Committee	Munster Rugby Committee
Schedule 'G'	Munster Association of Referees Sub-Committee	Munster Rugby Committee
Schedule 'H'	Women's Sub-Committee	Munster Rugby Committee
Schedule 'I'	Development Sub-Committee	Finance Committee
Schedule 'J'	International Ticket Sub-Committee	Finance Committee
Schedule 'K'	Youth Sub-Committee	Age Grade Sub-Committee
Schedule 'L'	Schools Sub-Committee	Age Grade Sub-Committee
Schedule "M"	Fixtures Sub-Committee	Munster Rugby Committee

## **SCHEDULE 'B' - DISCIPLINE AND APPEALS SUB-COMMITTEES**

### **Composition**

- (a) This Sub-Committee shall be composed of the disciplinary officers (one North Munster, one South Munster) appointed by the Judicial Standing Committee from season to season.

### **Election**

The disciplinary officers shall be appointed by the Judicial Standing Committee from time-to-time to arrange the hearing of disciplinary matters in North and South Munster respectively and to appoint panels of three members comprising a chairman and two others who must either be members of the Branch Committee (voting or non-voting), former members of the Branch Committee (in the last 5 years) or members of the Munster Association of Referees.

### **Terms of Reference**

- (a) To arrange the hearing of disciplinary matters
- (b) To hear all Player or Club disciplinary matters throughout the province.
- (c) To report to the Judicial Standing Committee a summary of decisions made and reasons therefore on a monthly basis but to appoint a Disciplinary Sub-Committee consisting of three members including a Disciplinary Officer or another Chairman appointed by a Disciplinary Officer or by the Judicial Committee to hear any matters relating to discipline.
- (d) Members of the Disciplinary Sub-Committee that made the original decision that is being challenged may not sit on any appeal of the original decision.
- (e) To refer any matters to the Judicial Standing Committee.
- (f) To abide by any rules of procedure or conduct in relation to the hearing of objections or appeals made by the Judicial Standing Committee.
- (g) Any citings shall be referred to the Judicial Committee to appoint a Hearing Committee.
- (h) All appeals shall be referred to the Judicial Standing Committee



## **SCHEDULE 'C' – SENIOR CLUBS SUB-COMMITTEE**

### **Composition and Election**

The Senior Clubs Sub-Committee shall consist of:

- a) One delegate of all senior clubs shall be entitled to attend any meetings of the sub-committee. Each club should appoint a deputy to attend in the delegate's absence.
- b) A Chairman and Secretary shall be elected by the Senior Clubs at their first meeting and thereafter annually at their AGM.
- c) The Chairman and Secretary shall hold office for three years and be elected annually and shall alternate between North and South Munster clubs.

### **Meetings**

- a) Shall be held monthly or bi-monthly at a suitable location to be agreed.
- b) A quorum shall consist of 9 clubs.

### **Voting**

- a) Each Senior Club shall have one vote.
- b) All votes shall be by secret ballot
- c) Decisions will be by a simple majority and in the event of a tie the Chairman shall have the casting vote.

### **Terms of Reference**

- a) To organise and promote club competitions as defined by the Munster Rugby Committee.
- b) To appoint four representatives to the Munster Rugby Standing Committee for a period of three years with the option of another 2 years. These representatives shall be two from the North and two from the South Senior clubs.
- c) To appoint a representative to the Judicial Committee for a period of three years with the option of another 2 years
- d) To appoint a representative to the AIL National sub-committee for a period of five years with the option of another 2 years.
- e) To appoint a representative to the Competitions Subcommittee for a period of three years with the option of another 2 years
- f) To hear objections arising from competitions , which it organises
- g) To hold an Annual General Meeting

## **SCHEDULE 'D' – JUNIOR CLUBS SUB-COMMITTEE**

### **Composition & Election of the Junior Clubs Committee**

1. It will consist of :
  - a) Chairman (Officer)
  - b) Secretary, (Officer)
  - c) 4 Delegates to the Munster Branch, two from N. Munster and two from S. Munster who must be members of the Committee for at least 4 years.
  - d) One delegate nominated by each County Committee except, counties with more than 4 clubs shall be entitled to 1 Delegate per 4 Clubs.
  - e) The Munster Branch will be represented on the Junior Clubs Committee by the Vice-President.
  - f) Each of those listed in 1 (a to e) will have a vote at Committee Meetings.
  - g) In all events the Chairman will have a casting vote.
  - h) Quorum shall be Six exclusive of the officers of the Branch.

### **General Meeting**

2. (a) An AGM (to be known as the Junior Clubs committee shall be held annually prior to the AGM of the Branch to consider matters affecting the Junior Clubs.
- (b) Special Meetings.

#### **Convening**

A special meeting shall be convened in the following manner:

By the Hon Secretary of the Junior Clubs Committee at any time on being instructed to do so by the Junior Clubs Committee or on receipt of a requisition to do so by the club secretaries on their club headed notepaper of not less than three clubs,(the requisition stating that said three clubs in annual or special meetings of each such clubs resolved to request a special meeting of the Junior Clubs Committee) accompanied by a deposit of five hundred euro and a statement of the reasons for which such a special meeting is desired. The said fee may be returned if the Junior Clubs Committee so directs in its absolute discretion.

Notice of the special meeting shall be sent by the Hon Secretary of the Junior Clubs Committee at least fourteen days before the date on which such a meeting is to be held to each club or associated club of the Munster Branch and the Trustees.

#### **Voting, adjournments etc.**

The provisions set out in 2. (h) shall apply equally to the special meeting.

- (c) The following persons shall be entitled to attend a General or Special meeting of the Munster Junior Clubs Sub-Committee and shall receive fourteen days notice of each such meeting for which the quorum shall be twelve.

The Officers, One delegate from each Junior Club and the four representatives to the Munster Branch.

- (d) All notices of motion and nominations must be submitted to the Honorary Secretary of the Junior Clubs committee by April 20<sup>th</sup> of each year.
- (e) The business of the AGM of the Junior Clubs committee shall include:-
  - (1) Consideration of the report of the Honorary Secretary of the Munster Junior Clubs Committee.
  - (2) The election of the Honorary Secretary of the Junior Clubs committee for the ensuing season.
  - (3) The Nomination to the Branch committee for the ensuing season of the four representatives and their deputies of the Junior Clubs committee. Two shall be elected by those present on behalf of the clubs of North Munster, and two on behalf of the clubs of South Munster (provided that in each case any candidate for election must be a member of a club entitled to take part in the election).
- (f) Each County Committee, in alphabetical order, will nominate their incoming Chairman who shall be a member of the Junior clubs Committee for at least 2 years; The Chairman will hold office for a period of up to Two years, the AGM will be asked to ratify this nomination, and if they fail to ratify by a majority vote then the chairman shall be nominated by the next county committee in alphabetical order and so on.
- (g) The chairman, Secretary and 4 delegates and there deputies to the Munster Branch will be elected at the AGM at which each properly affiliated Club will have 1 vote, as will the outgoing Chairman, Secretary the 4 delegates to the Munster Branch and the Vice President from the Munster Branch.
- (h) Voting at the AGM and at any EGM will be secret ballot.

- (i) In all events the Chairman will have a casting vote.
- (j) The Secretary and the 4 Delegates to the Munster Branch shall hold office for a maximum period of 4 consecutive years.
- (k) At the end of their term of office, the standing officers may be elected to another position on the committee for a further 5 year period.
- (l) If there is no opposition to an outgoing officer or delegate, they may be voted into the same office again for a maximum period of 3 years. In the event there is opposition the out-going officer or delegate must step down.
- (m) The AGM will have the power to amend, when necessary the rules of the Munster Junior Clubs Leagues and the Munster Junior Clubs Cups.

### Terms of Reference

- 3 (a) At its first meeting after the A.G.M. the Junior clubs Committee will elect an Assistant Secretary if the Committee so wishes.
- (b) The committee shall nominate one committee member to be elected annually to the Nominations committee for not more than three years.
- (c) The Junior clubs Committee shall nominate the required number of committee members to be elected annually to the Munster Rugby committee for a period of not more than three years.
- (d) The Junior clubs committee shall have the right to replace any of the nominated committee members from the committees mentioned in 3(b) (c) as it deems necessary.
- (e) The Junior clubs committee shall look for Nominations for the Munster Junior team Management in writing from the Munster Junior Clubs.

Nominations received must be on club headed note paper and signed by the clubs Honorary Secretary. In the event of two or more nominations received for team Manager and three or more nominations received for Coaches/Selectors the Junior Clubs Committee shall appoint the Junior Team Management by majority vote.

The Junior Clubs Committee will nominate a committee member who will be responsible for all matters relating to the Munster Junior Team.

The Munster team Management will consist of:

- Team Manager.
- Two Coaches.
- Two Selectors.

The Management shall have overall control of the Selection and Management of the Munster Junior Team.

- (f) The committee may set up sub-committees to help in the running of its affairs i.e.  
EMERGENCY SUB-COMMITTEE  
 At its first meeting each season the Committee shall set up the Emergency Sub-committee. It will have 6 members – the Chairman, Secretary and two (+ two subs) from Committee members, of which 3 to act on behalf of the Committee between Committee meetings. This Sub-committee's decisions will be forwarded to all Committee members prior to or at the next Committee meeting.
- (g) FIXTURES SUB-COMMITTEE  
 The Committee at its first meeting each season will set up a Competitions Subcommittee. Of one Officer and 3 Committee members (+ 2 deputies) of which 3 will act on behalf of the committee between meetings. This Sub-committee's decisions will be forwarded to all Committee members prior to or at the next Committee meeting.  
 All Objections to be heard by a Sub-Committee the junior clubs committee, but subject to the rules and regulations of the Munster Branch IRFU on objections and appeals.
- (h) The Committee will be responsible for the running of the MUNSTER JUNIOR CLUBS LEAGUES and the MUNSTER JUNIOR CLUBS CUPS and will have overall jurisdiction with respect to any other competition under the auspices of County Committees.

(i) This Committee shall ensure that County Committees run their competitions in accordance with their Competition Rules. To do this, each County Committee must lodge their current rules of their competitions with this Committee.

4 These Regulations and Procedures should be reviewed every two years, or earlier, if the majority at an AGM or at an EGM so demand

## **SCHEDULE 'E' - NORTH AND SOUTH MUNSTER SUB-COMMITTEES OF THE MUNSTER BRANCH**

### **Composition**

- a) Each of the North and the South Munster Sub-Committees shall be comprised of the following: A chairman, an Honorary Treasurer, Honorary Secretary, Honorary Fixtures Secretary (to administer local competitions). One delegate from each of the Senior Clubs. One delegate from each of the Junior Clubs, the Schools Fixtures Secretary, the Youth's Fixtures Secretary and the Munster Association of Referees.

### **Election**

- a) The Chairman shall be the President, Senior Vice-President, Junior Vice-President or immediate past president of the Branch. The Honorary Treasurer, Honorary Secretary, Honorary Fixtures Secretary shall be elected annually at the A.G.M. which shall be held prior to the Branch A.G.M.

### **Terms of Reference**

- a) The Sub-Committee shall be responsible for the timely running of fixtures under its control and administration of the competitions under the auspices of either the North/South Sub-Committee.
- b) The Sub-Committee shall meet as often as it deems necessary.
- c) To appoint, by majority vote of the sub-committee, one representative from the North and one representative from the South to the Munster Rugby Standing Committee for a period of three years with the right of the sub-committee to replace or remove such representatives.

## **SCHEDULE 'F' - AGE GRADE SUB-COMMITTEE**

### **Composition and Election**

The Committee will consist of five Members: The chairperson, the Schools Sub-Committee representative to the Branch Committee and one other representative of the Schools Committee, the Youths Sub-Committee representative to the Branch Committee, and one other representative of the Youths Sub-Committee. The Chairperson shall be appointed by the Munster Rugby Committee. The Quorum shall be four (4). The President of the Branch and the C.E.O. may attend meetings (non-voting) at their own discretion.

The Chairperson will report to the Munster Rugby Committee and will be responsible for ensuring minutes of meetings are available to the Munster Rugby Committee. The Chairperson shall have the casting vote.

There should be, not less than, eight (8) meetings each year – meetings should be held in September, January and April, or as often as deemed necessary.

### **Terms of Reference**

1. To formulate policy for age grade rugby in Munster.
2. To oversee interaction of Schools and Club Youths.
3. To implement age grade Bye-Laws.
4. To recommend changes in Schools/Youths Bye-Laws as required and to take forward notice of motions to the Branch AGM, if necessary.
5. To promote the game of rugby in Schools and Club at age grade level.
6. To ensure that the Age Grade Sub-Committee must be Player centred.
7. To adjudicate on disputes within all Age Grade Rugby in Munster.
8. To hear appeals as necessary on any issues between (1) Schools (2) Clubs (3) Schools and Clubs. All Appeals to the Age Grade Sub-Committee should be submitted in writing on Schools/Clubs headed paper and signed by an appropriate authorised person for the School /Club. The decision of the Age Grade Sub-Committee shall be final.
9. To co-opt additional members as required.
10. To appoint, by majority vote of the sub-committee, one representative from the Schools and one representative from the Youths to the Munster Rugby Standing Committee for a period of three years with the right of the sub-committee to replace or remove such representatives. The Chairperson shall also be appointed to the Munster Rugby Standing Committee.

## **SCHEDULE 'G' – MUNSTER ASSOCIATION OF REFEREES**

### GOVERNANCE POLICIES AND PROCEDURES SUMMARY

The Munster Association of Referees Irish Rugby Football Union shall act under the authority of the Munster Branch Irish Rugby Football Union. The Governance policy sets out procedures for the administration of the Munster Association of Referees including the objectives and rules of the Association and the democratic processes by which officers and committee members are elected. These processes recognise that the Association is an amateur organisation which conducts itself in a professional manner

The objectives of the Association shall be the promotion, coaching, control and administration of refereeing rugby football in the province of Munster in accordance with the Governance of the Munster Branch

The Management of the Association shall be vested in an Executive Committee. There shall be four standing committees within the Executive Committee. These shall be the Management Committee, the Rugby Committee, the Finance Committee and the Administration/Social Committee. Northern and Southern Section Committees and a Munster Selection Committee shall also be appointed. The composition and duties/responsibilities of each Committee shall be as detailed in the full Governance document

The procedures for the appointment of the Chairperson of each Committee, terms of office and his/her responsibilities is as detailed in the full Governance document

The interrelationships of the decision making processes between all Standing Committees is as detailed in the full Governance document

An annual Governance review shall be held each year by the Chairman of the Management Committee and the President and ex-officio group of the Association. Any proposed changes shall be presented to the Management Committee and then to the Executive Committee for ratification. Any change to the Governance of the Association shall be presented as an amendment at the Annual General Meeting of the Munster Association of Referees in accordance with the requirements for any amendment proposal as detailed in the full Governance document

Membership and termination of membership of the Association shall be in accordance with current policies of the Munster Association of Referees

Annual General Meetings of the Northern and Southern Sections shall be held prior to the Annual General Meeting of the Association and fourteen clear days notice must be given for these Meetings. Section Annual General Meetings shall be held at least ten clear days prior to the Annual General Meeting of the Munster Association of Referees

The protocol for the Agendas and the procedures for the nomination of positions at all Annual General Meetings are as detailed in the full Governance document. This includes any nominations for Munster Branch committee representation. Special General Meetings shall be called in accordance with the requirements as detailed in the full Governance document

Voting rights are restricted to those who are duly elected and fully paid up members of the Munster Association of Referees on the previous January 1. Those members shall be eligible for election and have power to vote

Quorums for any Annual or Section General Meeting and Special General Meeting shall be one-fifth of the Membership entitled to vote at such Meetings. Voting by proxy is not permissible at any such Meetings or at any Meeting of the Association or any Standing Committee Meeting. Quorums for all Standing Committees of the Association shall be one-half of the Membership

Any decision taken at any Meeting of the Munster Association of Referees, bar alterations to the Governance for which two-thirds majority shall be required, shall be by simple majority of those present and entitled to vote thereon unless otherwise detailed in the full Governance document

## **SCHEDULE 'H' - WOMEN'S SUB-COMMITTEE**

### **Composition**

- (a) This Sub-Committee shall be composed of a Chairperson, Secretary, Treasurer, a delegate to the Munster Rugby Standing Committee and a delegate to the Youths Committee, a delegate to the Branch Committee and a delegate to the IRFU Women's Committee.
- (b) The Chairperson will be elected at the Sub-Committee AGM.

### **Election**

- (a) The Officers of the Sub-Committee will be elected at the Sub-Committee AGM. A person may stay in position for a period of 3 years and may offer himself/herself for re-election.

### **Terms of Reference**

- (a) The business of the Women's Sub-Committee shall be:
  - 1) To formulate policy and strategic objectives for the Women's Sub-Committee.
  - 2) To foster, encourage, guide and direct women's rugby in the area under its jurisdiction for all age groups up to and including the under 18 group, as well as the adult game.
  - 3) To draw up and administer rules to govern women's rugby subject to ratification by the Munster Branch Committee or Age Grade Committee.
  - 4) To investigate the needs of Women's Rugby in Munster.
  - 5) To formulate an effective administration system between the club Committee and Club Women's section.
  - 6) To organise Regional Structures at Youth Level as required.
  - 7) To organise development games at each age group as required.
  - 8) To elect the Chairperson of Women's selectors.
  - 9) To organise representative games at U18's and senior level.
  - 10) To liaise with the age grade committee in fostering the game at schools level.
  - 11) To administer any other business pertaining to Women's affairs which may be given to it by the Branch Committee or Age Grade Committee.
  - 12) Hear any objections arising from competitions under its control
  - 13) To appoint, by majority vote of the sub-committee, one representative to the Munster Rugby Standing Committee for a period of three years with the right of the sub-committee to replace or remove such representative.
  - 14) To appoint a representative to the Branch Committee.



## **SCHEDULE 'I' - DEVELOPMENT SUB-COMMITTEE**

### **Composition**

- (a) This Sub-Committee will consist of a Chairman and five other members as elected by the Branch Committee. These appointments will be for a three year term subject to annual ratification by the Branch committee. An additional two members may be co-opted onto the Sub-Committee subject to ratification by the Branch Committee. These appointments will also be for a three year term subject to annual ratification by the Branch Committee
- (b) The C.E.O. and the President of the Branch, may attend meetings at their own discretion.
- (c) The Chairman of the Development Sub-Committee will report to the Finance Committee at each of its meetings and will furnish a written report to the Finance Committee within a fortnight of each meeting.
- (d) There should be not less than six meetings of the Development Sub-Committee each year.

### **Election**

The Chairman of the Sub-Committee shall be appointed by this Sub-Committee

### **Terms of Reference**

The Development committee is delegated authority by the Branch Committee to manage the development projects of the Branch in accordance with policies as approved from time to time by the Branch Committee and to consult with the Professional Game Committee as appropriate.

More specifically this includes:-

- 1) Liaising with Thomond Park Stadium Company Limited on all development issues pertaining to Thomond Park;
- 2) Assuming overall responsibility for all Development issues pertaining to Musgrave Park;
- 3) Devising and implementing plans for the development of other playing and training facilities around the province that fit in with the overall Branch strategic objectives;
- 4) Dealing with City and County Councillors and planners on all Branch related developments;
- 5) Dealing with all professionals, architects, engineers, agronomists etc. in relation to all Branch related developments;
- 6) Dealing with all tenant club issues in both Thomond Park and Musgrave Park;
- 7) Ensuring that all development projects are properly costed for submission to the Finance Sub-Committee and the Branch committee;
- 8) Ensuring that all development projects are operating within agreed budgets and timeframes and that any variances are immediately highlighted to the Finance Sub-Committee and the Branch Committee.

## **SCHEDULE 'J' - THE INTERNATIONAL TICKET SUB-COMMITTEE**

### **Composition and Election**

- (a) The Committee shall consist of a Chairman, two representatives of the Junior Clubs Sub-Committee, two representatives from the Senior Clubs and a full time Branch employee who shall be a non-voting member.

The Chairman and Committee shall be appointed by the Branch. The Branch employee shall be nominated by the C.E.O. and ratified by the Branch Committee.

The distribution of International Tickets shall be carried out following agreement of the International Ticket Sub-Committee.

### **Terms of Reference**

- (a) To present all proposals in relation to ticketing to the Branch Committee for consideration and approval.
- (b) To liaise with the I.R.F.U. to ensure a fair and transparent system for international ticket allocation to the Branch.
- (c) To develop, maintain and monitor a fair and transparent system for international ticket allocation to the affiliated bodies of the Munster Branch.

## **SCHEDULE 'K' - YOUTHS SUB-COMMITTEE**

### **Composition**

- (a) This Sub-Committee shall be composed of Chairperson, Secretary, Treasurer, a delegate to the Branch and deputy, a delegate to the I.R.F.U. and his deputy, a delegate from the Women's Committee and her deputy, one delegate for each region – North, South East and West.
- (b) The Chairperson will be appointed for a period of 3 years. The appointment will be made by the Domestic Games Committee.
- (c) There should not be less than 6 meeting in the season or as often as the chair or committee deem necessary.

### **Election**

- (a) The remaining officers Secretary and Treasurer of the committee will be elected at the Sub-Committee AGM. A person may stay in position for a period of up to 3 years and may offer himself/herself for re-election.

### **Terms of Reference**

- (a) The business of the Youth Sub-Committee shall be:
  - 1) To foster, encourage, guide and direct youth rugby in the area under its jurisdiction for all age groups up to and including the under 19 group.
  - 2) To draw up and administer rules to govern youth rugby subject to ratification by the Age Grade Sub-Committee.
  - 3) To investigate the needs of youth rugby in Munster.
  - 4) To organise courses for youth rugby trainers and coaches.
  - 5) To formulate an effective administration system between the Youth Committee and Club Youth officer.
  - 6) To organise regional structures at youth level if required.
  - 7) To organise development games at each age group as required.
  - 8) To confirm the Management and Coaching Team for the Youth Team(s).
  - 9) To administer any other business pertaining to youth affairs that may be given to it by the Branch, Domestic Games or Age Grade Sub-Committees.
  - 10) To report to and refer issues of dispute between clubs youths and schools to the Branch Age Grade Sub-Committee as required from time to time.
  - 11) To appoint, by majority vote of the sub-committee, one representative to the IRFU Youth Committee for a period of three years with the right of the sub-committee to replace or remove such representative.
  - 12) The committee will appoint a deputy for the Branch Delegate and a deputy for the IRFU Delegate at its first meeting.
  - 13) The AGM of this committee will be held at least 21 days before the AGM of the Munster Branch IRFU.

### **Reporting**

- (a) The Youths Sub Committee will report to the Age Grade Sub – Committee.

## **SCHEDULE 'L' - MUNSTER SCHOOLS SUB-COMMITTEE**

### **Composition**

This Sub-Committee shall be composed of Chairman, Vice Chairman, Secretary, Delegate to the Munster Branch and Deputy Delegate to the Irish Schools Standing committee and his substitute.

### **Election**

- a) The Officers who shall be the Chairman, Vice Chairman, the Secretary and delegate to the Irish Schools standing committee shall be appointed at the AGM of this sub-committee.
- b) The Chairman shall, preferably, be a teacher or a retired teacher or alternatively a person who has knowledge of schools rugby and shall be appointed for a period of three years with the right to be appointed, for a further period of two years at the relevant AGM.

### **Terms of Reference**

- 1) To promote the game of rugby football in accordance with the Munster Schools mission statement as set out in the schedule hereto.
- 2) To foster, encourage, guide and direct Munster schools Rugby in the area under its jurisdiction for all age Groups up to and including the Under 19 Group.
- 3) To organise competitions/bitzes for each age group within the school.
- 4) To propose rules and regulations to govern schools rugby subject to ratification by the Age Grade Committee and the Munster Rugby Committee.
- 5) To investigate the needs of Munster Schools Rugby in Munster.
- 6) To organise with the Coaching Committee – courses for Munster Schools Rugby trainers and coaches.
- 7) To organise development games at each age group as required.
- 8) To elect the Chairman of Munster Schools selectors who, in conjunction with the Coach and selectors appointed by the Rugby Appointments Sub-Committee (Schools), will form the Schools Team Management Committee.
- 9) To administer any other business pertaining to Schools affairs which may be given to it by the age grade committee or Munster Rugby Committee.
- 10) To appoint, by majority vote of the sub-committee, one representative to the Munster Rugby Standing Committee for a period of three years with the right of the sub-committee to replace or remove such representative.
- 11) To assist in the making of rules and regulations, in consultation with the Age Grade Committee (where necessary), for the purposes of registration of players, carrying on and organising of school competitions, exemptions and eligibility of players and all matters relating to schools rugby, subject only to compliance with the Branch or IRFU rules or Bye-Laws.
- 12) To ensure compliance with Player Registration systems.
- 13) To organize all Schools' competitions as listed in the Rules & Regulations for Competitions in conjunction with the Fixtures Sub-Committee.
- 14) To hear any objections arising in School competitions

### **Management**

The management of Munster Schools Rugby shall be vested in a schools' committee, which shall meet regularly at the end of each season for a general meeting and a minimum of four times per year. Any decision of the Munster Schools committee shall be subject to appeal to the Age Grade committee.

### **Reporting**

The schools sub-committee shall report to the Age Grade Sub-Committee and to the Munster Rugby Standing Committee.

### **AGM**

The AGM of the sub-committee

- (a) The AGM shall be held annually not later than the end of May for the purpose of the election of officers and committee for the ensuing year and receiving reports and accounts of dealings of the sub-committee for the season.

- (b) Fourteen days notice shall be given of the AGM and shall be posted, emailed or delivered to each school affiliated to the Munster Schools
- (c) Each affiliated school shall have one vote at the AGM
- (d) Notices of Motion for the AGM, signed by a proposer and seconded from two different affiliated schools, shall be sent in writing or by email to the Honorary Secretary of the sub-committee fourteen days before the AGM.

### **MISSION STATEMENT**

Munster Schools, in common with all affiliated schools in Ireland, aim to promote the personal, social, physical, psychological, moral growth and development of their students by playing rugby. As educators they aspire to teach the game skills required, encourage and develop the technical excellence and tactical understanding of the game of rugby, which is enjoyable to play. They endeavour to instil their pupils with the physical fitness, discipline, team spirit, co-operation, decision making, and leadership, which are at the heart of rugby football. It is the aim of the Munster Schools Committee to promote and foster the game of rugby football union in all of the schools in the province subject to the Bye-Laws of the Munster Branch I.R.F.U. and the Education Act subscribed to by their Boards of Management.

### **Schedule "M" Fixtures Sub-Committee**

- a) The Committee shall be composed of one delegate each from Senior Clubs, Junior Clubs, Clubs Age grade, Schools Age Grade, Womens Committee and U 20's Committee.
- b) The committee will be appointed by the Munster Rugby Committee. The committee will remain in place for a period of three years and may offer themselves for re-appointment annually. The committee will be ratified by the Munster Rugby Committee annually.

### **Terms of Reference**

- a) The committee is delegated the responsibility to organise and run competitions in the domestic game in Munster.
- b) The committee is empowered to organise all competitions and to delegate to other sub-committees, as it sees fit the efficient and effective running of competitions in compliance with the rules and regulations that are in place.
- c) Decisions to exclude or expel clubs from a competition must be ratified by three members of the Munster Rugby Committee not on the Competitions subcommittee- one of whom will be the Chairman or his nominee.

### **Reporting**

The Committee will report to the Munster Rugby Committee



[www.munsterrugby.ie](http://www.munsterrugby.ie)