



INTERNAL REGULATIONS

Edition 2020

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TABLE OF CONTENTS

Definitions

Article 1 - Affiliation	6
1.1 Procedure	6
1.2 Role of the Board of Directors	6
Article 2 - General Meetings	6
2.1 Organisation.....	6
2.2 Meetings and Notice	7
2.3 Conduct of the General Meetings	7
2.4 Vote	7
2.5 Voting.....	8
2.6 Minutes of the General Meetings.....	8
2.7 Date of Resolutions coming into force	9
2.8 Operational Organisation of the General Meetings.....	9
Article 3 - Board of Directors	10
3.1 Members	10
3.2 Meetings and Notice	10
3.3 Agenda	10
3.4 Powers of the Board of Directors.....	11
3.5 Absence	11
3.6 Date of Resolutions Coming into Force	11
3.7 Minutes of Meetings.	11
Article 4 - Committees	12
4.1 Composition.....	12
4.2 Meetings and Notice	12
4.3 Agenda.....	12
4.4 Committees and Sub-Committees duties	12
4.5 Minutes	15
Article 5 - Subscriptions	15
5.1 Annual Subscription	15
5.2 The Amount and Method of Calculation of the Subscription	15
Article 6 - Awards	15
6.1 Rationale.....	15
6.2 Proposals.....	16
6.3 Decisions	16
6.4 Awards	16
6.5 Honorary Titles.....	16
Article 7 - Official Languages	16
7.1 Official Languages	16
7.2 Communications	16

7.3 Translations	16
7.4 Minutes	16
Article 8 - General Secretary, Secretariat and Authorised Signatories.....	17
8.1 Organisation.....	17
8.2 Correspondence	17
8.3 Notice of Decisions	17
8.4 Authorised Signatories	17
Article 9 – Governing Law and Jurisdiction.....	17
9.1 Governing Law and Jurisdiction.....	17
9.2 Interpretation.....	17

INTERNAL REGULATIONS

For the avoidance of doubt, the definitions of words in these Regulations are identical to those contained in the definitions in the RUGBY EUROPE Bylaws unless otherwise specified herein.

Definitions

Board of Directors means the Board of Directors of Rugby Europe voted by the General Meeting in accordance with these Bylaws. It is comprised of fourteen (14) members including the President, the General Secretary, the C.E.O. and one I.N.E.D.

Board member or representative means an individual member of the Board of Directors as per defined in the Bylaws.

Bylaws mean the Bylaws of Rugby Europe in effect from time to time as adopted by the General Meeting of Rugby Europe and approved by World Rugby.

C.E.O. means the Chief Executive Officer of Rugby Europe. This is a paid position in the organization.

The Code of Ethics means the official document titled *Rugby Europe Code of Ethics*.

Citing Commissioner means a person satisfying the general requirements of World Rugby Regulation 17.13.1(a)

Delegate means a person duly appointed by a Member to represent it in the General Meetings. There can be up to two (2) delegates per Member but only one shall be entitled to vote.

Disciplinary Case means all the proceedings and actions undertaken by Rugby Europe Disciplinary Bodies to bring a Disciplinary Offence up to a final decision whether in first instance or second instance if any of the parties appealed the decision. For the avoidance of doubts, a Disciplinary Case starts with the issuance of a Disciplinary Notice and ends with the communication by Rugby Europe Disciplinary Bodies of the decision form (whether in first or second instance) to the parties.

The Disciplinary Committee is a Committee of Rugby Europe that has been established pursuant to Rugby Europe Bylaws (The Bylaws) and Rugby Europe Internal Regulations (The Internal Regulations). Its missions are to oversee, manage and deliver the execution of the disciplinary processes and procedures for Rugby Europe in accordance with The Disciplinary Regulations and The Disciplinary Committee Terms of Reference.

The Disciplinary Regulations means the official document titled *Rugby Europe Disciplinary Regulations*.

Elite-level Rugby Europe International Tournament means the top division tournament in any category of Rugby Europe tournaments.

Foul Play means “anything a player does within the playing enclosure that is contrary to Law 9 governing obstruction, unfair play, repeated infringements, dangerous play and misconduct. Foul Play means a breach or breaches of Laws of the Game 9, 3.7 and/or 4.7” (WR Regulation 17.7.3).

General Meeting means the assembly of all affiliated Members in good standing with Rugby

Europe duly and statutorily convened by the competent authority. The General Meeting constitutes the supreme governing institution of Rugby Europe. Depending on the agenda, a General Meeting can be either an Ordinary General Meeting or an Extraordinary General Meeting with different majority required as per the Bylaws.

General Secretary means the General Secretary of Rugby Europe appointed as per the below Bylaws.

I.N.E.D. or Independent non-Executive Director means a person appointed following the process described in these Bylaws whose role is to provide a creative contribution and improvement to the Board of Directors by providing dispassionate and objective criticism. The I.N.E.D. shall not be involved in the day-to-day management of Rugby Europe but monitor the executive activity and contribute to the development of the strategic plan. The I.N.E.D position is a paid position.

Misconduct means any conduct, behaviour, statements and/or practices on or off the playing enclosure during or in connection with a Match or otherwise, that is in breach of the Code of Ethics and and/or is unsporting and/or cheating and/or insulting and/or unruly and/or ill-disciplined and/or that brings or has the potential to bring the Game and/or any of its constituent bodies, Rugby Europe and/or its appointed personnel or commercial partners and/or Match Officials and/or judicial personnel into disrepute. Misconduct shall only exclude Foul Play.

Match Official means a referee and/or a touch-line judge and shall include, when appointed, a Citing Commissioner and/or the fourth official and the Television Match Official;

Material Benefit means money, consideration, gifts or other benefits whatsoever promised or given to a Person or at his direction but does not include reimbursement of expenses incurred for reasonable travel, accommodation, subsistence or other reasonable expenses incurred in relation to the Game.

Member(s) means the Unions elected to membership of Rugby Europe in accordance with its Bylaws from time to time in force. Unless otherwise stated Members means associate Members and full Members.

National Representative Team means a team selected by a Union to represent that Union.

Person means a player, trainer, referee, touch judge, coach, selector, medical officer, physiotherapist, citing commissioner or any other individual who is or has been at any time involved in the Game, or in the organisation, administration or promotion of the game.

Player means a player of the Game who is a non-contract Player or a contract Player.

President means the President of Rugby Europe elected during the Elective General Meeting of Rugby Europe for a four (4) years term.

Regional Association means an association of national rugby unions recognized by the Council of World Rugby.

Regulations means the internal regulations of Rugby Europe in effect from time to time as adopted by the Board of Directors and the Members in General Meeting.

Rugby Europe Events mean all Rugby Europe tournaments and such other competitions and/or matters where Rugby Europe has, accepts or is granted jurisdiction.

Series of Matches means two or more Matches.

The Terms of Reference of the Disciplinary Committee means the official document titled *Rugby Europe Disciplinary Committee – Terms of Reference*.

Tournament Organiser means any entity that arranges, organises and has administrative responsibility for a tournament or Series of Matches (whether international or below international level). The Tournament Organiser must be recognised as such by the Union(s) in whose territories the relevant tournament or Series of Matches are played and/or whose affiliated teams or National Representative Teams participate in such tournament or Series of Matches.

Union means a national Rugby Union

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

Article 1

Affiliation

1.1 Application file for Associate and Full member status

To be granted the status of Associate or Full Member of Rugby Europe, the applicant must submit to the General Secretary documents and information composing all together the “Application file”.

1.1.1 Content of the application file is set out in the document titled “Rugby Europe Membership Pathway”.

1.1.2 Rugby Europe staff, under the coordination of the General Secretary will gather, check, and verify the documents provided by the Applicant.

1.1.4 A visit to the applicant’s country shall be organized by Rugby Europe to evaluate the candidature.

1.1.3 Once completed, the General Secretary shall submit the application file to the Board of Directors together with a report on the application process.

1.2 Role of the Board of Directors

The application file will be considered by the Board of Directors, which shall either request additional information or propose that the application is included on the Agenda for the next General Meeting if it considers that it is complete. The inclusion of an application file on the Agenda does not in any way imply that the Board of Directors has made a decision regarding the request. This shall be a formal decision of the General Meeting.

Article 2

General Meetings

2.1 Organisation

2.1.1 Pursuant to Article 5 of the Bylaws, the General Meetings shall be either

Ordinary General Meetings or Extraordinary General Meetings.

2.1.2 General Meetings shall be called and conducted as per Article 5 of the Bylaws. An Ordinary General Meeting shall be held within the six months (6) of the end of the financial year (June 30th) to vote on the approval of the annual financial statements. This means that an Ordinary General Meeting shall be held before the end of the calendar year.

2.1.3 Extraordinary General Meetings shall have the same organisation procedures as Ordinary General Meetings but their Agenda shall include matters such as proposed amendments to the Bylaws, the winding up of Rugby Europe and distribution of the assets, or any other matter for which voting with a qualified majority is required (see Article 5.7 of the Bylaws).

2.2 Meetings and Notice

2.2.1 The General Meeting notification procedures are as set out in the Bylaws at Article 5.1.

2.2.2 Notice of the date of a General Meeting shall be given to the Members at least four (4) weeks in advance and must include, as far as practically possible, the supporting documents for the discussions, including: a standard proxy form if a Member is unable to attend;

1. the minutes of the Boards of Directors;
2. the annual financial statements for approval of the General Meeting and/or any other financial report;
3. the Auditors' report in the event of an Ordinary General Meeting;
4. a list of candidates being proposed for appointment to various posts on which the General Meeting has to vote for.
5. the files relating to affiliation applications from potential new Unions;
6. any relevant documents necessary for the preparation of the discussions during the General Meeting.

2.3 Conduct of the General Meetings

2.3.1 A General Meeting may start with one or several opening speeches.

2.3.2 The General Meeting shall include the matters in the following list:

1. A list of those present and attending, including proxies, together with the number of votes allocated to each attending Member. This list shall mention present and represented Members for the quorum and shall be drawn up by the General Secretary;
2. Election of two scrutineers;
3. Election of the Chairperson. The incumbent President shall act as the Chairperson of the General Meeting on all matters with the exception of those described at Article 5.7.5 of the Bylaws;
4. The General Secretary shall present a General Report on Rugby Europe activities;
5. The Annual Financial Statements shall be presented, including the balance sheet and the P&L for the past financial year and any relevant documents required for the vote;

6. The presentation of the Auditors' Report;
7. A vote on the discharge of the Board of Directors;
8. The presentation of the Activity Plan and work reports from the Governing Bodies and Committees;
9. The presentation of budget plan(s) for the ongoing season(s);
10. The election of the President and members of the Governing Bodies if applicable.
11. Any other item as per Articles 5.6 and 5.7 of the Bylaws.

2.4 Voting

2.4.1 The President or Chairperson shall arrange any voting needed by show of hands or by secret ballot on the items of the agenda to be adopted by the General Meeting, pursuant to the required quorum, as specified in Article 5.3.4.

2.4.2 The President or Chairperson shall arrange a vote by secret ballot, under the scrutineers' supervision, for any matter he deems necessary or as required by the Bylaws or French Law.

2.4.3 The applicable procedures and the number of votes allocated to the Member are indicated in the Bylaws at Articles 5.3.1 to 5.3.3.

2.4.5 In the event of a vote in General Meeting requiring to be taken in a timely manner and no physical General Meeting can be held, Rugby Europe may proceed to hold an electronic vote and to guarantee the confidentiality of such vote.

2.4.6 An electronic vote may only be taken on matters requiring a simple majority.

2.4.7 The election of the President may not be voted upon by electronic vote.

2.4.8 Prior to an electronic vote being held all the Members that are up to date with their annual subscription payments shall receive the text of the resolutions proposed by electronic mail. This text shall be accompanied by instructions explaining how the electronic vote functions. These instructions shall also detail the voting method, the system for counting the votes and the checks put in place to assure the security and integrity of the vote.

2.4.9 The General Secretary shall declare the results of the vote by mail to all the Members.

2.5 Minutes of the General Meetings

2.5.1 A record of the General Meetings shall be kept by the Secretariat of Rugby Europe and any Member may request and obtain a copy of the minutes of the General Meetings.

2.5.2 The minutes of a General Meeting shall be signed by the President or Chairperson and the General Secretary and sent to the Members and World Rugby within thirty (30) days of the conclusion of the meeting.

2.6 Date of Resolutions Coming into Force

The General Meeting shall determine the date a resolution shall come into force on a

case-by-case basis or at the date specified by the General Meeting but shall not be later than three (3) months after the relevant minutes are certified and signed-off by the authorised person(s).

2.7 Operational Organisation of the General Meetings

The General Meetings of Rugby Europe shall be hosted by Rugby Europe or by Member. All Rugby Europe Governing Bodies shall be entitled to meet at this occasion:

- The General Meeting in ordinary or extraordinary session (Articles 5.6 & 5.7 of the Bylaws)
- The Board of Directors;
- The Committees

2.7.1 Application to host General Meetings

Any Member may apply to host a General Meeting.

An application will only be considered when the application file is complete and contains all of the following:

- a formal application letter from the Member accompanied by evidence of an official decision made by the Member's Board of Directors;
- proposed dates and venue for hosting the General Meeting;
- a draft programme for the General Meeting containing, in addition, information relating to accommodation, travel arrangements and pricing.

A preliminary file must be delivered to the Rugby Europe Secretariat at the latest two (2) months before the date of the preceding General Meeting that shall be considering the applications to host the following General Meeting.

If more than one Member makes an application, its representatives may make an oral presentation of its application before the final vote of the General Meeting.

The Board of Directors may make a provisional decision concerning the location of the General Meeting for a number of consecutive years provided that an application complies with the terms set out in these Regulations.

2.7.2 Change of Location

In exceptional circumstances, or in the event of a withdrawal by a host Union, the location of a General Meeting may be changed at the discretion of the Board of Directors.

2.7.3 Withdrawal

In the event of a withdrawal by a Member due to hold the General Meeting, such withdrawal, except in exceptional circumstances, shall render such Member liable for a financial penalty to be determined in accordance with the discipline procedure set out in Article 6 of the Regulations

2.7.4 Host Duties

Members and the Host shall accept and agree to pay the following costs:

- the provision of meeting rooms, conference centres or conference rooms equipped with sufficient audio-visual facilities for the Delegates from the Members and Rugby Europe Staff;
- the sourcing of accommodation for the delegates in two (2) or three (3) different categories of hotels, at previously negotiated preferential rates;

- the provision of support staff for the participants during their stay including administrative office staff prior to and during the General Meeting;
- the provision to the participants of assistance in relation to hotel and tourist bookings and reservations;
- the organisation of a cultural and tourist programme for the Delegates, the persons accompanying them and Rugby Europe staff;
- the laying on and payment for an Official Formal Dinner for the delegates and Rugby Europe staff;
- the organisation and payment for local travel arrangements for the delegates and, as far as practically possible, the arrangement of travel from the airports to the venue of the General Meeting for delegates;
- the preparation of complete documentation packs containing the Official Programme and any relevant information for the attending participants;
- the organisation and payment for simultaneous translation services, in French and English for the General Meeting;

Rugby Europe shall pay its own administrative costs relating to the General Meeting.

Article 3 Board of Directors

3.1 Members

Members of the Board of Directors shall be appointed as provided for in the RUGBY EUROPE Bylaws at Articles 6.3 and 6.4 .

3.2 Meetings and Notice

3.2.1 The General Secretary shall notify the members of the Board of Directors at least one (1) month before the meeting is held as per Article 6.1.3 of the Bylaws.

3.2.2 The Agenda with the main items to be addressed during the Board meeting shall be sent at least two (2) weeks in advance to the Board members.

3.2.3 The Board of Directors may make decisions by way of telephone, post or Email. This correspondence shall be recorded by Secretariat of Rugby Europe.

3.3 Agenda

3.3.1 The incumbent President shall act as the Chairperson of the Board of Directors.

3.3.2 If a member of the Board of Directors wishes to amend the Agenda or add an item to the Agenda, such member shall notify the General Secretary in writing before the commencement of the relevant meeting. The Chairperson shall either place such new item on the Agenda or under the section "*Any other Business*".

3.3.3 Unless a decision is taken to amend the Agenda, the following order of business shall be followed by the Board of Directors:

- The President, or in his absence a member of the Board designated by the President, shall act as Chairperson of the Board of Directors meeting.
- A list of attending representatives shall be made and enclosed with the

Minutes.

- The list of excused Representatives shall be recorded ;
- The attendance of other invited persons to the Board Meeting shall be recorded.

3.3.4 The quorum shall be as described in the Bylaws Article 6.7.1.

3.4 Powers of the Board of Directors

In addition to the powers described in Article 6.8 of the Bylaws, the Board of Directors shall have the following power:

1. to approve the minutes of the last Board of Directors meeting;
2. to formulate the Rugby Europe Strategic Plan, in conjunction with its Members and World Rugby, in order to bring about the vision of Rugby Europe for the future of rugby, to carry out its mission and achieve the goals of Rugby Europe and World Rugby ;
3. to approve the Annual Business Plan and Budget;
4. to monitor the implementation of the Strategic Plan, the Annual Business Plan, the Operational Plan and Budgets of Rugby Europe and to assess performance with key performance indicators (**KPI**);
5. to coordinate the work of the Rugby Europe Committees;
6. to formulate and implement good corporate governance policies and practices;
7. to ensure that there is a sound system of internal control and that policies and procedures of risk management are in place to identify and manage risks;
8. to deal with matters of an urgent nature that arise between General Meetings that would ordinarily be dealt with by a General Meeting;
9. With regards to the preceding paragraph, to carry out all responsibilities that are not within the competence of the General Meeting as defined by the Bylaws and Regulations. and to ensure the effective management and an efficient administration of Rugby Europe ;
11. to receive and submit to the General Meeting for approval the audited annual financial statements

3.5 Absence

Board members, who are unable to attend a meeting, must notify the Secretariat. Under Article 6.2.3 of the Bylaws, a member of the Board of Directors may not be represented by any other person or grant a proxy.

3.6 Date of Resolutions Coming into Force

Resolutions of Board Meetings shall come into force within the same time frame as resolutions of a General Meeting (see Article 2.6 above).

3.7 Minutes

All meetings or decisions of the Board of Directors shall be recorded in minutes that shall be signed by the President or the Chairperson chairing the meeting and the General Secretary and sent on to all Board members within a month following the meeting.

Article 4 Committees

4.1 Composition

The composition of the Committees and the appointment of their Chairpersons and members shall be carried out in accordance with Article 7 of the Bylaws.

4.2 Meetings and Notice

The Rugby Committee shall meet 4 times per year, in January and July in the form of a conference call and in April and October in person.

The Women Sub-Committee, the Sevens Sub-Committee, the Development Sub-Committee and the Player Welfare Sub-Committee shall each meet two (2) times per year, in March and September in person.

The Legal and Regulations Committee and the Audit and Risks Committee shall each meet 1 time per year in person.

The Business Committee shall meet 2 times per year in person.

The Meeting dates of each Committee or Sub-Committee shall be set out at least three (3) months in advance by the Committee or Sub-Committee Chairperson after consultation with the C.E.O.

4.3 Agenda

The meeting agenda shall be drafted by the Rugby Europe staff and sent to Committee or Sub-Committee Chairperson for input at least four (4) weeks in advance

The final agenda shall be sent out to Committees or Sub-Committees members at least three (3) weeks in advance.

The meeting supporting papers shall be prepared by Rugby Europe Staff and sent at least ten (10) days in advance to Committee or Sub-Committees members.

The Chairperson of each Committee or Sub-Committee shall present an Activity Report at each General Meeting.

4.4 Committees and Sub-Committees duties

4.4.1 The Rugby Committee shall:

On Competitions topics:

- Consolidate views from Sub-Committees on Rugby Europe competitions topics;
- Draws up recommendations regarding possible modifications to the existing national team competitions and to the regulations governing these competitions;
- Advises on the format for World Cup qualifiers;
- Exchanges views and draws up recommendations on the international match calendar.

On the Social Responsibility topics:

- Proposes Rugby Europe's rugby -related social responsibility policy and activities for the following target groups: Members, Unions officials, players, referees, supporters and media.

On the Referees topics:

- Advises Rugby Europe and its Members on referee education and

organization and Monitor strategic initiatives to assist with the recruitment, training and development of referees

- Recommend to the Board of Directors on the members of the Rugby Europe Referee Selection Panel

On Match Commissioner & Tournament Directors topics:

- Exchanges views on current Match Commissioners and Tournament Directors' duties
- Draws up recommendations regarding possible modifications on Match commissioner and Tournament directors' duties.

4.4.1.1 The Women Sub-Committee shall:

- Exchanges views on current women's rugby topics, in particular Competitions
- Draws up recommendations regarding possible modifications to the existing competitions and to the regulations governing these competitions;
- Assists with the program content for women's rugby conferences and courses;
- Makes recommendations on the international calendar, including proposals for the coordination of Rugby Europe and World Rugby national teams' competitions;
- Assists in drawing up and implementing girls' and women's rugby development strategies and programmes.

4.4.1.2 The Sevens Sub-Committee shall:

- Exchanges views on current sevens rugby topics, in particular competitions;
- Draws up recommendations regarding possible modifications to the existing competitions and to the regulations governing these competitions;
- Makes recommendations on the international calendar, including proposals for the coordination of Rugby Europe and World Rugby national teams' competitions;
- Assists in drawing up and implementing sevens rugby development strategies and programs.

4.4.1.3 The Development Sub-Committee shall:

- Supervises World Rugby and Rugby Europe technical and rugby assistance/exchange programs within its Members;
- Exchanges views on current Training and Education programs;
- Exchanges views on grassroots and players developments programs;
- Exchanges views on current Age Grade topics;
- Draw up proposals on Age Grade Programs;
- Exchanges views on beach, snow rugby and new emerging rugby practices;
- Assists in drawing up and implementing beach, snow rugby and new emerging rugby practices development strategies and programs.

4.4.2 The Legal and Regulations Committee shall:

On Regulations, Stadium and Security topics:

- Advises the Members on stadium regulations and security for Rugby Europe Competitions ;
- Articulate a Rugby Europe stadium certification & ranking process;
- Monitors relevant developments in the field of stadiums and security;
- Analyses rugby-related legal issues and advises Rugby Europe accordingly;
- Monitors and gives recommendations and implement World Rugby regulations related to the laws of the games at Rugby Europe competitions level;
- Circulate and advise our Members the implementation of World Rugby regulations related to the laws of the games.

On Legal & Disciplinary topics:

- Provides legal advice on the Rugby Europe Bylaws and Regulations, as well as on the statutes and regulations of Rugby Europe's Members when asked;
- Provides legal advice regarding disputes involving Rugby Europe;
- Monitors the development of European Union law in the field of sport and of rugby in particular;
- Draws up recommendations regarding possible modifications of Rugby Europe code of ethics / code of conduct;
- Exchanges views on disciplinary matters;
- Draws up recommendations regarding possible modifications of Rugby Europe disciplinary procedures,

4.4.3 The Business Committee shall:

- Discusses the general marketing strategy for all Rugby Europe competitions and advise the Board of Directors;
- Advises Rugby Europe on the relationship with its various marketing and media partners;
- Fosters exchanges between national Unions on marketing and media topics;
- Monitors development and evolution of the sport industry;
- Discusses topics dealt with by other committees that also concern Rugby Europe's marketing and media activities;
- Advises Rugby Europe on determining the organizational requirements for media work at Rugby Europe events, on collaborating with the media organizations covering Rugby Europe events and on public relations work;
- Nurtures collaboration with international organizations in the media and digital sector;
- Observes developments in the media and digital sector and makes proposals for tackling new challenges;
- Deals with all media issues concerning Rugby Europe and rugby.

4.4.4 The Audit and Risks Committee shall:

- Make a recommendation on the audited annual financial statements of Rugby Europe and its associated entities for consideration by the Board of Directors and the General Meeting;
- Ensures that all risks pertaining to Rugby Europe and its associated entities are properly identified and appropriately managed by Rugby Europe staff;
- Recommends the appointment of external auditors for approval by the Board of Directors and the General Meeting;
- Monitors the procedures in place to ensure that the company is in compliance with French Law in respect of the financial statements and other legislative, insurance and reporting requirements in relation to the preparation of financial statements and in relation to all Rugby Europe matters;
- Deals with other relevant matters which may be referred to it occasionally by the Board of Directors.

4.5 Minutes

- The meetings minutes shall be drafted by Rugby Europe staff in the ten (10) days following the meeting and sent to Committees or Sub-Committee Chairperson for input.
- The final meetings minutes shall be sent two (2) weeks after the meeting:
 - By Committees or Sub-Committee Chairperson or Secretary to Committees or Sub-Committee members
 - By Rugby Europe Secretariat to the Representatives and other Committees or Sub-Committees Chairpersons

Article 5 Subscription

5.1 The Annual Subscription

Pursuant Article 3.4 of the Bylaws, all Members must pay an annual subscription

5.2 Amount of the Annual Subscription

The annual subscription to be paid on a yearly basis by each Member shall be determined by the Board of Directors alone and in accordance with the level of the XV a side men Senior National Team and split in four (4) categories:

- Members having their XV a side men senior National Team part of the “6 Nations”;
- Members having their XV a side men senior National Team part of the Rugby Europe Championship;
- Members having their XV a side men senior National Team part of the Rugby Europe Trophy
- All other Members

Article 6 Awards

6.1 Rationale

A number of awards shall be granted to Members, officials, referees, players and any other person having directly or indirectly participated in Rugby Europe activities and contributed to European Rugby development in recognition of such actions or services.

6.2 Proposals

7.2.1 Proposals to award medals and nominations shall be notified in writing to the the Secretariat of Rugby Europe by Members or the members of Rugby Europe Governing Bodies no later than three (3) weeks before the General Meeting.

7.2.2 Such proposals shall set out the nomination grounds for the proposed Member or person pursuant to the above Regulation 7.1 but with no mention of the anticipated award.

6.3 Decisions

The General Secretary shall make a definitive list of the Medals to be awarded

6.4 Awards

Awards shall be made at the end of Rugby Europe General Meeting. The awards are as follows:

- Up to one (1) Gold Medal
- Up to three (3) Silver Medals
- Up to six (6) Bronze Medals

6.5 Honorary Titles

Rugby Europe also awards the following honorary titles:

- Honorary President
- Honorary Vice President
- Honorary Member

Article 7

Official Languages

7.1 Official Languages of RUGBY EUROPE

The official languages of Rugby Europe are French and English.

7.2 Communications

8.2.1The Governing Bodies shall issue any official notifications or official letters following their recommendations or decisions in at least one (1) of the official languages of Rugby Europe.

8.2.2 Working documents may be sent to or from Rugby Europe in either French or English as per the Bylaws Article 1.6.

7.3 Translations

Board of Directors meetings and General Meetings shall have simultaneous translations into French and English.

7.4 Minutes

Minutes of General Meetings and Governing Bodies of Rugby Europe shall be available in French and in English.

Article 8

General Secretary, Secretariat and Authorised Signatories

8.1 Organisation

8.1.1 Rugby Europe shall have its headquarter in Paris (France) and a Secretariat under the supervision of the General Secretary and C.E.O.

8.1.2 The General Secretary shall present to the Board of Directors an Organisation chart for the Secretariat detailing the operational rules, the personnel requirements, the administrative regulations, the monitoring of expenditure and any other information that the General Secretary considers relevant.

8.2 Correspondance

All official correspondence for Rugby Europe must be addressed to the Secretariat.

8.3 Notice of decisions

Any decisions made by Rugby Europe or any of its Governing Bodies shall be sent by post, or e-mail to the headquarters of the Members who shall be responsible for their dissemination to all relevant departments.

8.4 Authorised Signatories

8.4.1 Only the President and the General Secretary have the right to sign official Documents on behalf of Rugby Europe without the ability to grant a power of attorney.

8.4.2 Decisions of the Governing Bodies of Rugby Europe shall be signed by the President together with the General Secretary.

8.4.3 Payments shall be signed by two (2) of the following persons: the President, the General Secretary or the C.E.O.

Article 9

Governing Law and Jurisdiction

9.1 Governing Law and Jurisdiction

The Regulations and Bylaws of Rugby Europe are governed by French Laws and fall within the exclusive jurisdiction of the French Courts subject to the prior exhaustion of the disciplinary and/or dispute resolution processes set out in the Internal Regulations and Bylaws themselves.

9.2 Interpretation

The Regulations and Bylaws of Rugby Europe are drafted in the official languages of Rugby Europe being French and English (see Article 8.1 above). In the event of a difference of interpretation between the French version and the English version, the French version shall prevail.

This version of the Internal Regulations has been approved by the General Meeting on December 4th and 5th, 2020.

The President

Octavian MORARIU



The General Secretary

Gilbert CELLI

