



Tender to host a General Meeting

Edition 2021

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Pursuant to Rugby Europe Bylaws and especially its article 6, this document gathers all the rules and regulations applicable within the framework of a tender to host a General Meeting.

Article 1. Operational Organisation of the General Meetings

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

- The General Meeting in ordinary or extraordinary session
- The Board of Directors
- The Committees

Article 2. 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.

Article 3. 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.

Article 4. 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 by the Board of Directors.

Article 5. 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
- Meals during the General Meeting for delegates, members of Rugby Europe Board of Directors 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 and Rugby Europe staff
- 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 that means:

- Accommodation for the members of Rugby Europe Board of Directors
- Accommodation for Rugby Europe Staff
- International Travel for the members of Rugby Europe Board of Directors
- International Travel for Rugby Europe Staff
- Dinners for members of Rugby Europe Board of Directors except the Official Formal Dinner whose costs shall be borne by the Host
- Dinners for Rugby Europe Staff except the Official Formal Dinner whose costs shall be borne by the Host
- Meals and dinners during the Board of Directors for members of Rugby Europe Board of Directors and Rugby Europe Staff

Article 6. This document may only be amended if approved by The Board of Directors. The amendments will enter into force on the date of their approbation.

This version of the document was approved by the General Meeting on December 3rd, 2021