



Flying Kukris Rugby Football Club

FLYING KUKRIS RUGBY FOOTBALL CLUB **CONSTITUTION**

(Revised 28th April, 2013)

SECTION 1: THE CLUB

- 1.1 The name of the organisation shall be "Flying Kukris Rugby Football Club", hereinafter referred to as "the Club".
- 1.2 The registered address of the Club shall be as shown on the Certificate of Exemption From Registration of a Society, issued to the Club in accordance with the Societies Ordinance, Chapter 151, Laws of Hong Kong.

SECTION 2: OBJECTIVES

- 2.1 The objectives of the Club shall be to promote, organize and participate in rugby in accordance with the laws and codes of Rugby as promulgated by the Hong Kong Rugby Football Union.
- 2.2 To communicate information about the Club and its activities to members of the Club.

SECTION 3: GENERAL POWERS OF THE CLUB

- 3.1 To establish committees including a Management Committee and sub-committees and to collaborate with other organisations as the Club considers necessary to manage the Club and to achieve its objectives.
- 3.2 To seek contributions, donations and/or sponsorship, and to levy fees as necessary to maintain the Club.
- 3.3 To incur such expenses as are deemed necessary to further the objectives of the Club.

SECTION 4: MEMBERSHIP

Membership

- 4.1 Membership of the Club shall be open to any person through the payment of the appropriate membership fees. The following classes of membership shall be available;
 - (a) Playing Member,
 - (b) Coach and Support Member;
 - (c) Social Member; and

(d) Honorary Member.

These shall hereafter be collectively referred to as “the Members”.

4.2 Other than for Honorary Members, Membership shall be from the date of registration to the end of the rugby season in which the Member joined the Club

4.3 No formal proposal for membership shall be required but the Club shall be entitled to reject any application for membership at its sole discretion.

4.4 Other than for Honorary Members, membership shall automatically expire at the end of each rugby season, unless renewed, or may be terminated during the season by the giving of notice to the Secretary of the Club by the Member. The Club shall not be obliged to refund any portion of prepaid fees.

4.5 The Club shall be entitled to cancel the membership of any Member at its sole discretion.

Playing Member

4.6 A Playing Member shall be an individual or family comprising of playing children who comply with the age and other requirements of the applicable Youth or Mini Division and their parents or guardian. Each Playing Member shall be Voting Members with a single vote per family.

Coach and Support Member

4.7 Coach and Support Members shall be individuals who are registered as coaches or provide support to the operation of the Club and shall be Voting Members.

Social Member

4.8 Social Members shall be individuals who are non-playing members of the Club and shall not be Voting Members.

Honorary Member

4.9 The Club may appoint individuals as Honorary Members in recognition of their contribution or service to the Club and/or Hong Kong rugby. They shall be designated as Voting or non- Voting members at the time of their appointment at the sole discretion of the Club.

Voting Member

4.10 A Voting Member shall have the right to vote on matters of the Club as described in Section 5.

SECTION 5: RIGHTS AND OBLIGATIONS OF MEMBERS

5.1 All Members shall be entitled to assist in the management and operation of the Club.

- 5.2 However, only Voting Members shall be able to elect, be elected, propose, vote and propose motions at the Annual General Meeting and Extraordinary General Meetings of the Club.
- 5.3 Where Voting Members qualify as such under multiple membership categories, they shall have only a single vote at the Annual General Meeting and Extraordinary General Meetings.
- 5.4 Only Members shall be entitled to use the Club facilities and to represent the Club during rugby games or at rugby events, except as otherwise allowed by the Club.
- 5.5 The obligations of the Members are:
 - (a) to abide by the Constitution of the Club and the resolutions passed at the Annual General Meeting and Extraordinary General Meetings; and
 - (b) to pay the prescribed fee.

SECTION 6: FEES

- 6.1 The fees prescribed for Membership are payable upon first registration with the Club and thereafter with the commencement of each subsequent rugby season.
- 6.2 Membership fees will be set at the Annual General Meeting.
- 6.3 The Club may prescribe additional fees for specific purposes.

SECTION 7: MANAGEMENT

Management Committee

- 7.1 A Management Committee shall consist of the three office bearers of Chairman, Secretary and Treasurer along with a minimum of four other Members to manage the Club. The Management Committee positions shall be elected at the Club's Annual General Meeting and shall represent the Members' interests.
- 7.2 In the event a Member resigns from the Management Committee or ceases to be a Member of the Club, the vacancy created shall be filled until the next Annual General Meeting or Extraordinary General Meeting by a Member nominated by the Chairman and endorsed by the Management Committee.
- 7.3 The Management Committee shall meet once a month and hold additional meetings as required either at the request of the Chairman, or at the written request of a minimum of five Members of the Club.
- 7.4 The Management Committee shall be responsible for managing the Club in accordance with the Club Constitution.

Voting & Powers

- 7.5 A quorum for Management Committee meetings shall be at least four members of the Management Committee. The Management Committee shall be empowered to take such actions or decisions as it decides to manage the affairs of the Club, except for changes to the

Club Constitution, which shall only be made by the Club at an Annual General Meeting or Extraordinary General Meeting.

- 7.6 A member of the Management Committee shall remain in office until their successor is elected at the next Annual General Meeting or Extraordinary General Meeting or as described in section 7.2.
- 7.7 In the absence of the Chairman, the Management Committee members shall elect a temporary Chairman from the Management Committee.
- 7.8 A simple majority vote shall pass resolutions of the Management Committee and, in the event of an equal vote; the Chairman shall have an additional vote.
- 7.9 The Management Committee shall be entitled to co-opt Members to assist with tasks associated with the running of the Club and or form sub-committees and may delegate to any such co-opted Member or sub-committee such powers as it may deem appropriate.
- 7.10 The Management Committee shall be entitled to call any other meeting of the Club not being the Annual General Meeting or an Extraordinary General Meeting.

Minutes

- 7.11 Minutes of all Management Committee meetings shall be kept and circulated to the Management Committee. The minutes shall be made available to the Members upon request.

SECTION 8: MEETINGS

Notice & Quorum

- 8.1 Notices convening the Annual General Meeting or Extraordinary General Meeting shall be sent to the Members not less than 14 days before the meeting and shall specify the matters to be dealt with.
- 8.2 The quorum for the Annual General Meeting or Extraordinary General Meeting shall be a minimum of four Management Committee Members plus at least 20 per cent of the Voting Members of the Club.

Annual General Meeting

- 8.3 The Annual General Meeting (AGM), shall be held in every calendar year not later than 31st July, to transact the following business:
- (a) to receive, and if approved, to adopt the Club's accounts to the end of the previous Financial Year;
 - (b) to receive, and if approved, to adopt the Management Committee Chairman's report;
 - (c) to approve membership fees for the following season;
 - (d) to consider, and if approved by a resolution passed by a majority representing one half of the Voting Members present plus one, adopt any alteration to the Constitution of the Club, save that any such proposed alteration, to be competent, shall be notified

in writing to all Members at least 14 days before the meeting;
and

- (e) to deal with any special matter which the Management Committee wish to bring before the Voting Members and to receive suggestions from Voting Members for consideration by the Management Committee.

8.4 Nominations for election to the Management Committee shall be in writing and submitted to the Club Secretary at least one week prior to the Annual General Meeting unless otherwise agreed by the Management Committee.

8.5 Nomination forms must clearly show the name and signature (except when sent electronically) of the candidate, and one other Member who supports the application.

8.6 Nomination forms must show the position that the candidate intends to hold plus his agreement to the nomination.

8.7 A candidate for election to the Committee need not be in attendance at the Annual General Meeting.

Extraordinary General Meeting

8.5 An Extraordinary General Meeting (EGM) for the Club may be convened at any time, by the Management Committee and shall be convened within 28 days from the receipt of a requisition in writing signed by not less than 15 Voting Members specifying the objective of the meeting for any of the following purposes:

- (a) to consider and, if approved by a resolution passed by a majority representing one half of the Voting Members present plus one, adopt any alteration to the Constitution of the Club, save that any such proposed alteration, to be competent, shall be notified in writing to all Members at least 14 days before the meeting;
- (b) to deal with any special matter which the Management Committee may desire to place before the meeting;
- (c) to receive the resignation of the Management Committee or to remove any Member or Members thereof from office and fill any vacancies caused thereby; and
- (d) to deal with any special matter which the Voting Members requiring the meeting may desire to place before the Club.

SECTION 9: FINANCE & ACCOUNTS

Finance

9.1 The Management Committee shall raise and administer funds for the running of the Club but may not borrow money without the consent of the Club obtained at an Annual General Meeting or Extraordinary General Meeting of the Club.

9.2 The Management Committee shall have the power to spend the funds of the Club on matters within the scope of the objectives of the Club,

except that funds, which have been raised for a specific purpose, shall not be expended for any other purpose except with the consent of the Club obtained at an Annual General Meeting or Extraordinary General Meeting of the Club.

- 9.3 The Club shall maintain a bank account for its own purposes. The Management Committee shall establish the operating rules of this account including a rule that the signature of at least two Members of the Management Committee shall be required to authorise any cheques or associated documentation.

Accounts

- 9.4 The Management Committee shall maintain proper accounts for the Club, which shall be presented to the Club at the Annual General Meeting. At each Annual General Meeting the Treasurer shall present a Balance Sheet, Income and Expenditure Account and Report, giving a true and fair statement of the Club's financial status.
- 9.5 The Club's financial year shall run from the start of each rugby season.
- 9.6 There shall be no requirement for auditing the accounts of the Club unless requested by a majority of the Management Committee, or a resolution passed at the Annual General Meeting or Extraordinary General Meeting.

Donations & Sponsorship

- 9.7 Any sum donated to the Club shall be credited to the general revenue account unless otherwise requested by the donor.
- 9.8 The Management Committee shall be entitled to source appropriate sponsors for the club. Sponsors shall be regulated by a separate sponsorship deal drawn up and approved by the Management Committee.

SECTION 10: WINDING UP OR DISTRIBUTION OF THE ASSETS OF THE CLUB

- 10.1 The Club shall not distribute any portion of its assets, either whilst continuing to operate or upon winding up.
- 10.2 Upon the recommendation of the Management Committee, the Club may at an Annual General Meeting or Extraordinary General Meeting of the Club, provided at least 75 per cent of the Voting Members present at that time agree, be wound up. Upon such winding up, the Club shall give its assets to an organisation with similar objectives (also prohibiting the distribution of assets to its Members), or failing agreement of such a gift, the assets shall be disposed of in a manner to be determined by the Chairman of the Hong Kong Rugby Football Union, whose decision shall be final.

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