



## DOHA RUGBY FOOTBALL CENTRE

P.O. Box 8453  
DOHA - QATAR  
Tel.: 4683771  
www.doharfc.com

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### CONSTITUTION

Adopted 26<sup>th</sup> May 2001  
Amended 25<sup>th</sup> May 2002  
Amended 27<sup>th</sup> May 2004  
Amended 28<sup>th</sup> May 2005  
Amended 31<sup>st</sup> May 2008  
Amended 30<sup>th</sup> May 2009  
Amended 12<sup>th</sup> June 2010

#### 1. NAME

The name of the organisation shall be known as Doha Rugby Football Centre (DRFC).

#### 2. OBJECTIVES

- 2.1 The objectives for which the DRFC is established is to promote and encourage the sport of Rugby Football Union.
- 2.2 Further to these objectives, DRFC may: -
  - 2.2.1 Acquire by lease or otherwise, appropriate facilities to promote and encourage the game of rugby.
  - 2.2.2 Purchase, hire, make or provide and maintain and sell or otherwise dispose of all kinds of equipment, provision and refreshments by DRFC or by persons frequenting DRFC, whether members of DRFC or not, but with members having first refusal on sales.
  - 2.2.3 Hire and employ all classes of persons considered necessary for the purposes of DRFC and to pay to them and other persons in return for services rendered to DRFC, salaries, wages, charges and gratuity as per the labour laws of Qatar.
  - 2.2.4 Purchase and maintain insurance cover for the premises, for the playing members of DRFC and public liability of persons when on the premises;
  - 2.2.5 Not borrow or raise and give security for money by the issue of or upon bonds, debentures, bills of exchange, promissory notes or other obligations or securities of DRFC except with the express permission of an AGM or EGM.
- 2.3 These objectives should be achieved provided that: -





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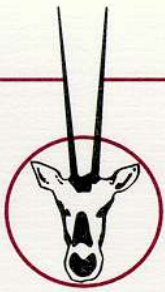
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- 2.3.1. No member of the Executive Committee shall be appointed to any office of DRFC paid by salary or fees or receive any remuneration or other benefit in money or monies worth from DRFC, provided that nothing herein shall prevent any payment in good faith.
- 2.3.2 Members of its Executive Committee shall be paid reasonable out-of-pocket expenses.
- 2.3.3 Every full member of DRFC undertakes to contribute to the assets of DRFC in the event of DRFC being wound up, whilst they are a member. This may include payment of the debts and liabilities of DRFC including the costs, charges, and expenses of winding up and they agree to pay a nominal amount, not exceeding QR1000. Equally, if upon winding up or dissolution of DRFC there is a positive balance, after the satisfaction of all its debts and liabilities, then all liquidated assets shall be paid to or distributed equally amongst the full members of DRFC.

### 3. MEMBERSHIP

- 3.1 Any person may apply to become a member of DRFC and admission will be at the absolute discretion of the Executive Committee. Upon their election by the Executive Committee they will be registered as a member. Such members shall be entitled to all the rights and privileges of DRFC membership.
- 3.2 A electronic register shall be kept by the Membership Secretary containing the names and addresses of all the members together with such particulars as may be required by DRFC and members shall notify DRFC of any changes.
- 3.3 Every member shall further to the best of their ability fulfill the objectives and interests of DRFC and shall observe all regulations and Bye-Laws of DRFC made pursuant to the powers contained herein.
- 3.4 DRFC shall consist of two general classes of membership viz Full and Social Membership:
  - 3.4.1 Full Membership shall be:
    - 3.4.1.1 Limited to individual players and officials registered as such with an appropriate Union as recorded in the membership lists as of April of a previous year.
    - 3.4.1.2 Full family members can be extended from 3.4.1.1 to include membership for spouses and for children under 21 years old;
    - 3.4.1.3 Honorary Members are considered to be full members of DRFC but without the obligation to pay subscription fees;





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3.4.1.4 Full Student membership is available to anyone between the age of 18 to 21 who is registered as a player as under 3.4.1.1 Full student members are obliged to pay the reduced student subscriptions. Student members have no voting rights.

3.4.2 Social Members of the club shall be:

3.4.2.1 Ordinary individuals whose membership has been approved by the executive committee. Social members have no voting rights, cannot play for DRFC and do not have the right to travel on club subsidized flights.

3.4.2.2 Social members can be extended from 3.4.2.2 to include membership for spouses and for children under 21 years old;

3.4.2.3 Temporary membership is available to individuals who wish to join for a short period of time subject to Executive Committee approval and payment of appropriate fees. They shall be considered social members for the duration of their membership.

3.4.2.4 Country membership is available to past members who have left Qatar. They shall be considered social members for the duration of their membership..

3.5 All individuals over 21 must join DRFC in their own right as a Full or Social Member.

3.6 Family members have no voting right except in the absence of the Full Member in accordance with Clause 12.9.

3.7 Only Full members can represent DRFC in officially approved matches.

3.8 DRFC recognises clubs that have an affiliation with DRFC. An Affiliate Club may book facilities at the club on a regular basis. Admission for Affiliate Club members is free but clubs will pay an annual fee for affiliation.

### **4. SUBSCRIPTIONS**

4.1 Annual subscriptions shall become payable on or before the 1<sup>st</sup> July each year for existing members.

4.2 Any existing member not renewing their membership before 1 July shall be deemed to have resigned from DRFC and shall be required to reapply for membership as a new member.

4.3 All members over the age of 16 years will be issued with membership cards. Children below the age of 16 will only be issued cards if they intend to play rugby.





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4.4 All members will be required to show their cards on entry to club premises.

### **5. CLUB PRESIDENT & VICE PRESIDENTS**

- 5.1 The Club President is responsible for the promotion of DRFC and the game of rugby. The appointment to the position of Club President will be based upon recognition of efforts or services rendered to DRFC and shall maintain the position until such time as a replacement is elected.
- 5.2 Club Vice Presidents are responsible for assisting the Club President in the promotion of DRFC and the game of rugby. The appointment to a position of Club Vice President will be based upon recognition of efforts or services rendered to DRFC and shall maintain the position until such time as a replacement is elected.
- 5.3 Nominations for the positions of President & Vice Presidents should be received by the Executive Committee by no later than 14 days prior to the AGM, stating the reason/s for nomination. Nominations can only be made by voting members. Election of a replacement President and/or Vice Presidents will normally be made at the AGM.
- 5.4 Whilst the Club President & Vice Presidents may attend Executive Committee Meetings, they will have no voting rights at those meetings.

### **6. EXECUTIVE COMMITTEE**

Unless otherwise determined by a general meeting of members, the number of members of the Executive Committee shall be fourteen (14). Executive Committee Members will be deemed to be full ordinary members, having their membership fee waived for their term of office. Executive Committee Members will endeavour to promote DRFC to the best of their ability and not bring DRFC into disrepute, or debt. The Executive Committee will comprise of:

- Chairman
- Secretary
- Treasurer
- Men's Club Captain
- Ladies Club Captain
- Fixtures Secretary
- Facilities Member
- House Member
- Entertainments Member
- Sponsorship Secretary
- Minis/Youth Section Representative





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- Membership Secretary
- Publicity and IT Member
- Project and Relocation Member (temp position)

### **7. DUTIES OF THE EXECUTIVE COMMITTEE**

#### **7.1 Chairman**

7.1.1 The Chairman shall chair the General Meetings of DRFC and meetings of the Executive Committee. In the absence of the Chairman, the Secretary shall preside. In the absence of both the Treasurer shall preside. The Chairman shall have a second or casting vote.

7.1.2 As an Officer of DRFC the Chairman may also co-sign cheque(s) drawn on DRFC's bank account and approve expenditure.

7.1.3 At the A.G.M. the Chairman will provide the members with a full report of the year's activities in writing.

#### **7.2 Secretary**

7.2.1 The Secretary shall be responsible for recording the minutes of all General and Executive Committee Meetings and ensure their rapid distribution and/or publication. The Secretary shall be responsible for circulating Executive Committee Meeting minutes to all members of the Executive Committee within a reasonable time of the date of the next meeting. The minutes shall be read at the beginning of the next meeting and amended if necessary before being accepted as correct and a copy shall then be put on DRFC Notice Board on the club web site and distribute to all full members to the address given on the club membership application.

7.2.2 The Secretary shall be responsible for collecting and receiving all DRFC's correspondence, drafting and signing any correspondence, issuing notices to members by electronic means and perform all such other general secretarial duties pertaining directly to the work of the Executive Committee.

7.2.3 As an Officer of DRFC, the Secretary may co-sign cheque(s) drawn on DRFC's bank account and approve expenditure.





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### **7.3 Treasurer**

- 7.3.1 The Treasurer shall be responsible for keeping full and accurate records of all DRFC's financial transactions and providing the Executive Committee with a monthly statement of DRFC's financial position. The new Treasurer will prepare, after a handover from the previous Treasurer of the previous year's accounts, a budget of income and expenditure for the current year.
- 7.3.2 The Treasurer shall be responsible for maintaining a comprehensive and workable accounting system to ensure proper control of all DRFC's income and expenditure. The Treasurer shall seven (7) days prior to the AGM provide members with a detailed statement of income and expenditure, an audited summary of DRFC's financial position and a report of the year's activities and general financial overview.
- 7.3.3 As an Officer of DRFC, the Treasurer may co-sign cheque(s) drawn on DRFC's bank account and approve expenditure.
- 7.3.4 The Treasurer shall be responsible for compiling a list of DRFC's assets (even though they may have been written off) for insurance purposes.

### **7.4 Men's Club Captain**

- 7.4.1 The Men's Club Captain shall be responsible for promoting and maintaining the playing interest in DRFC and chair the men's Team Selection Sub-Committee meetings and any player's meetings, as well as nominating the men's Team Captains at all levels.
- 7.4.2 The Men's Club Captain shall assist the Fixtures Secretary in the organisation of the travel arrangements, for both home and away matches and assist any sub-committees with social events for those matches.
- 7.4.3 The Men's Club Captain shall be responsible for all 'kit' used by the men players.
- 7.4.4 The Men's Club Captain shall be responsible for ensuring that a register of players is kept and the Secretary is informed for insurance purposes.
- 7.4.5 As an Officer of DRFC, the Men's Club Captain may co-sign cheque(s) drawn on DRFC's bank account and approve expenditure.





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### **7.5 Ladies Club Captain**

- 7.5.1 The Ladies Club Captain shall be responsible for promoting and maintaining the playing interest in DRFC and chair the ladies Team Selection Sub-Committee meetings and any player's meetings, as well as nominating of the ladies Team Captains at all levels.
- 7.5.2 The Ladies Club Captain shall assist the Fixtures Secretary in the organisation of the travel arrangements for both home and away matches and assist any sub-committees with social events for those matches.
- 7.5.3 The Ladies Club Captain shall be responsible for all 'kit' used by the lady players.
- 7.5.4 The Ladies Club Captain shall be responsible for ensuring that a register of the lady players is kept and the Secretary is informed for insurance purposes.

### **7.6 Fixtures Secretary**

- 7.6.1 The Fixtures Secretary shall be responsible for arranging all Club matches, liaising with the AGRFU and maintaining an up to date fixtures list, which should be displayed on DRFC notice board.
- 7.6.2 The Fixtures Secretary shall be responsible for informing the Executive Committee, players and members of any changes to matches where possible.
- 7.6.3 The Fixtures Secretary shall be responsible for organising the travel arrangements for both home and away matches and assist any sub-committees with social events for those matches.
- 7.6.4 The Fixtures Secretary shall be responsible for collecting all members monies requisite to travel arrangements booked through DRFC.

### **7.7 Facilities Member**

- 7.7.1 The Facilities Member shall be responsible for the development and maintenance of the grounds, squash court, gymnasium and swimming pool together with any other facilities that may be added to the premises.
- 7.7.2 The Facilities Member shall be responsible for supervising the work of volunteers and the hired staff, to ensure that the grounds are maintained.





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- 7.7.3 The Facilities Member shall co-ordinate and liaises between all parties using or wishing to use DRFC's facilities.
- 7.7.4 The Facilities Member shall be responsible for marking the pitch prior to matches throughout the season.
- 7.8 House Member**
- 7.8.1 The House Member shall be responsible for the development and maintenance of the Clubhouse and all fixtures, both loose and fixed within the Clubhouse.
- 7.8.2 The House Member shall be responsible for the efficient running of all refreshment areas, both internal and external of the Clubhouse. This will include maintaining a proper ordering and stock taking system for food and beverages, ensuring delivery of such, and liaising with the Treasurer at least monthly with regard to the beverages stock take.
- 7.8.3 The House Member shall be responsible for supervising the work of volunteers and the hired staff, to ensure that the Clubhouse, changing rooms and recreational areas are cleaned and maintained and in the case of functions held on the premises that there is sufficient staff to serve and clean up afterwards.
- 7.8.4 The House Member to ensure that during open days or competition days the refreshment areas are open and try to ensure that they have adequate volunteers to man these areas.
- 7.8.5 As an Officer of DRFC, the House Member may co-sign cheque(s) drawn on DRFC's bank account and approve expenditure.
- 7.8.6 The House Member shall be responsible for undertaking regular stock takes of the merchandise and ensuring proper control of income and expenditure of the DRFC Shop, as well as passing all income to the Treasurer for banking.
- 7.13.3 The House Member shall liaise with the Men's Club Captain, the Ladies Club Captain and the Minis/Youth Section Representative, in order to purchase adequate 'kit' for the respective teams, as well as for events sanctioned by the Executive Committee.





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### **7.9 Entertainments Member**

7.9.1 The Entertainments Member shall be responsible for organising DRFC's social and fund-raising functions. This shall include the Annual Dinner, evening socials and fund-raisers and liaising with other Executive Committee Members to organise the Gentlemen's and Ladies Dinners as necessary.

7.9.2 The Entertainments Member shall be responsible for presenting the Treasurer with a full breakdown of the income and expenditure for each function.

7.9.3 The Entertainments Member shall be responsible for liaising with the Club Captains and Fixtures Secretary to ensure that there is no conflict between the playing schedule and the social events.

### **7.10 Sponsorship Secretary**

7.10.1 The Sponsorship Secretary shall be responsible for raising funds from the community and organisations in the form of sponsorships, donations and advertising.

7.10.2 The Sponsorship Secretary shall be responsible for, in co-ordination with other Executive Committee Members, negotiating with outside parties and individuals for the supply of materials, prizes or assistance for DRFC.

7.10.3 The Sponsorship Secretary shall ensure match reports are sent to the press on a regular basis. The Sponsorship Secretary shall also be responsible for ensuring the maintenance and update of any Internet information.

### **7.11 Minis/Youth Section Representative**

7.11.1 The Minis/Youth Section Representative shall be responsible for promoting and maintaining the playing interest of the Minis/Youth Section of DRFC, covering all age groups up to and including the Under 19s.

7.11.2 The Minis/Youth Section Representative shall assist the Fixtures Secretary in the organisation of mini/youth travel arrangements, for both home and away matches and assist the Entertainments Secretary and any sub-committees with social events for those matches.





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7.11.3 The Minis/Youth Section Representative shall be responsible for all 'kit' used by the minis/youth players.

7.11.4 The Minis/Youth Section Representative shall be responsible for ensuring that a register of minis/youth players is kept and the Secretary is informed for insurance purposes.

### **7.12 Membership Secretary**

7.12.1 The Membership Secretary shall be responsible for approving or rejecting online membership applications in line with policies laid down by the Executive Committee and in cases of doubt seek advice;

7.12.2 The Membership Secretary shall not convert Social into full membership without express permission of the Executive Committee and the Executive Committee may at all times change a membership class given to a particular member;

7.12.3 The Membership Secretary shall be responsible for balancing membership fees and transferring transaction information to the Treasurer;

7.12.4 The Membership Secretary shall be responsible for answering all queries relating to membership matters.

### **7.13 Publicity and IT Member**

7.13.1 The Publicity and IT Member shall be responsible for the issuing of all newsletters and publications.

7.13.2 The Publicity and IT Member shall be responsible for maintaining the electronic membership system and any other IT systems that DRFC may use;

### **7.14 Project and Relocation Member**

Shall be responsible for all aspects of the Relocation Project except finance where joint responsibilities for expenditure shall exist.





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### **8. POWERS OF THE EXECUTIVE COMMITTEE**

- 8.1 The business of DRFC shall be managed by the Executive Committee, who may pay all such expenses incidental to the promotion, formation, establishment and registration of DRFC, as they think fit. They may exercise such acts, as they deem necessary, subject to any regulations of the Bye-Laws and such regulations as may be changed in Executive Committee Meetings. In particular the Executive Committee shall achieve the objectives of DRFC as it thinks fit.
- 8.2 The Executive Committee may continue to act in the event that there is a vacancy on the Executive Committee.
- 8.3 The Executive Committee shall have the power to form sub-committees consisting of such persons as it sees fit. The Chairman, Treasurer and Secretary shall be deemed members of all sub-committees.

### **9. DISQUALIFICATION OF MEMBERS OF THE EXECUTIVE COMMITTEE**

- 9.1 The office of a Member of the Executive Committee shall be vacated: -
- 9.1.1 If in the opinion of all the other Members of the Executive Committee the Member becomes incapable by reason of mental disorder of discharging their duties as a Member of the Executive Committee.
- 9.1.2 If by notice in writing to DRFC a Member resigns from office.
- 9.1.3 If they cease to be a member of DRFC.
- 9.1.4 If they are removed from office by a resolution duly passed pursuant to the Bye-Laws.

### **PROCEEDINGS OF THE EXECUTIVE COMMITTEE**

- 10.1 The Executive Committee may meet together for the dispatch of business, adjourn and otherwise regulate their meetings as they think fit, and determine the quorum necessary for the transaction of business, provided that such meetings are held at least once per quarter of a year (i.e. once every three months). Unless otherwise determined 50%, rounded up, of its members shall be a quorum. Questions arising at any meeting shall be decided by a majority of votes. In cases of equality of votes the Chairman or presiding Chairman shall have a second or casting vote.





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- 10.2 A minimum of two members of the Executive Committee may summon a meeting of the Executive Committee when necessary. A member of the Executive Committee who is absent from Qatar shall not be entitled to notice of a meeting.
- 10.3 Executive Committee shall cause proper minutes to be kept of the proceedings of all meetings of DRFC and of the Executive Committee and of sub-committees and the Executive Committee at their next meeting should agree upon these minutes. All minutes prepared in accordance with these provisions of this Clause shall be circulated by the Secretary to each member of the Executive Committee and displayed on DRFC's notice board by electronic means on the club website . Five standing sub-committees shall exist to conduct the day to day business of the club viz General, Games, House, Facilities and New Ground / Relocation.
- 10.4 The outgoing Executive Committee shall furnish the new Executive Committee with a list of outstanding matters for the first meeting of the new Executive Committee, for consideration and follow up.
- 10.5 The Executive Committee shall nominate an independent external auditor to audit the annual accounts.

### **11. GENERAL MEETINGS**

- 11.1 DRFC shall hold a meeting before 31<sup>st</sup> May in every calendar year as its Annual General Meeting (AGM), at such time and place as may be determined by the Executive Committee and shall specify the meeting as such in the notice calling it.
- 11.2 All General Meetings, other than AGMs, shall be deemed Extraordinary General Meetings (EGMs).
- 11.3 Over 50% of the Executive Committee may, whenever they think fit, convene an EGM. EGMs may also be convened on the written request of twenty (20) voting members of DRFC.
- 11.4 Amendments to the Constitution may be proposed by a resolution of DRFC's Executive Committee or by a written submission to the Chairman signed by not less than twenty (20) or 20% of voting members of DRFC, whichever be the greater number.





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- 11.5 Notice shall be given at least twenty one (21) days before every AGM and at least fourteen (14) days before every EGM specifying the place, the day and the hour of meeting. A notice shall be on the club web site and distribute to all full members to the address given on the club membership application posted fourteen (14) days prior to an AGM or EGM stating the business of that meeting.

### 12. PROCEEDINGS AT GENERAL MEETINGS

- 12.1 The Business that is transacted at an AGM shall be the consideration of the accounts, balance sheets and the ordinary report of the Executive Committee and the report of the Auditors, the election of the members of the Executive Committee, Club President, Vice Presidents and any special resolutions.

- 12.2 No business shall be transacted at any General Meeting unless a quorum of members is present when the meeting proceeds to business. A quorum shall be determined by:

- a) If the full membership shall be less than 100 than the Quorum shall be 30 full members;
- b) If the total membership shall be between 101 and 200 than the quorum shall be 40 full members;

If the total full membership is more than 200 then the quorum shall be 50 full members

- 12.3 If within half an hour of the time appointed for the holding of a General Meeting a quorum is not present it shall stand adjourned to the same time and place the following week. If at the third calling of the meeting a quorum is again not present within half an hour of the time for which the meeting was called, those members present shall be deemed to be a quorum.

- 12.4 The meeting if convened on the requisition of members shall be dissolved should twenty (20) of the signatories not be present or if there is not a quorum.

- 12.5 The Chairman shall preside at every General Meeting of DRFC.

- 12.6 If the Chairman is not present within fifteen minutes after the time appointed for holding a meeting, the Executive Committee present shall choose one of their numbers to be Chairman of such meeting.





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- 12.7 The Chairman of the meeting may, with the consent of the meeting, adjourn any meeting from time to time, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- 12.8 Every voting member shall have one vote and no more. In the case of an equality of votes the Chairman of the meeting shall be entitled to a second casting vote
- 12.9 All votes shall be given personally with the exception that a Family Member may vote on behalf of the respective Full member in their absence. No proxy or postal votes will be accepted,
- 12.10 The Chairman of the meeting may at his sole discretion decide whether a vote should be taken on a show of hands or by ballot, notwithstanding that the election of an officer for any opposed position must be by ballot.
- 12.11 Should a vote by ballot be required then voting cards shall be distributed to all voting members present, for the purpose of casting votes.

### **13. ELECTION OF OFFICERS**

- 13.1 Elections of Executive and Non-Executive Committee members will normally be made at the AGM.
- 13.2 Blank nomination forms must be posted prominently on the DRFC notice board for completion at least twenty one (21) days prior to the AGM with a reminder of the forthcoming election.
- 13.3 All candidates must be voting members.
- 13.4 Candidates must declare on the nomination form all positions on the Committee for which they may stand. Nominations will be declared invalid should the candidate not be proposed and seconded by voting members. Nominations will not be accepted after seven (7) days prior to the meeting.
- 13.5 An opposed candidate must receive by poll more than 50% of the votes cast to be elected. Minority candidates must withdraw after successive polls, those receiving the least votes withdrawing first.
- 13.6 Candidates who are unsuccessful for one position may subsequently stand for election to any position or positions for which they have been nominated in accordance with Clause 13.4 above.





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- 13.7 A member may hold only one position on the Executive Committee at any one time.
- 13.8 A nominee for any position who is unopposed when voting for that position begins shall be declared elected.
- 13.9 If there are no candidates nominated for a position in accordance with Clause 13.4 above when voting for the position is due to begin, the Chairman may ask for nominations from the floor. Any member proposed and seconded at this time must be present at the meeting and must agree to assume the responsibilities of the position. Nominations need not be restricted to one candidate.
- 13.10 If the position remains vacant after the AGM, the Executive Committee must take steps to fill the position in accordance with Clause 14.2 below.
- 13.11 Once the new committee is elected, within one week all responsibilities of the running of DRFC should be handed over to the new committee.

### **14. VACANCIES ON THE EXECUTIVE COMMITTEE**

- 14.1 Any of the Executive Committee who can no longer carry out his duties will be deemed to have resigned.
- 14.2 If any vacancy arises, the Executive Committee shall have the power to fill it immediately by displaying on DRFC notice board a notice requesting nominations for the vacant position within 10 days of the date of notice. Should there be two or more nominations for the position, then the Executive Committee should elect one person for the position by secret ballot.
- 14.3 If a member of the Executive Committee is unable to perform his duties for a period that is not expected to exceed two months, the Executive Committee may co-opt a willing member who shall exercise all the rights and responsibilities of the incumbent during his absence. The co-option must immediately be publicised on the DRFC notice board.
- 14.4 If a member of the Executive Committee cannot perform his duties for a period which is expected to exceed two months, the Executive Committee must immediately notify all members of DRFC and request volunteers for the position. The Executive Committee may co-opt a volunteer, who will exercise all the rights and responsibilities of the incumbent in his absence. The names of all volunteers and the co-opted members must immediately be publicised on the DRFC notice board.





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### **15. ACCOUNTS**

- 15.1 The Executive Committee shall ensure that true and accurate records are kept of all DRFC's income, expenditure, assets and liabilities and all transactions relating thereto.
- 15.2 The accounts of DRFC may be made accessible for inspection by voting members on request.
- 15.3 The Year End for the Accounts is 30<sup>th</sup> April every year and the Accounts must be audited annually by an external auditor, before presentation to the members at the AGM.
- 15.4 Within DRFC, capital assets are defined as those assets which when purchased by the club have a life and can be enjoyed by the club over a period of more than one financial year. Capital assets must have a value of over QR5,000. A list of all capital assets must be maintained and their original value must be maintained in a register of capital assets. A depreciation charge to reduce the value of the capital asset may be made each year in the preparation of the Annual Accounts. Capital assets must be depreciated on a straight line monthly basis from the time of purchase over a period of five (5) years from the time of payment for the said asset. Items of an enduring nature of less than QR5,000 value may not be depreciated but must be charged to an expense account completely in the year of purchase
- 15.5 The Treasurer must maintain only the minimum cash funds necessary for him/her to settle day to day expenses. Unless there is an overriding necessity, no more than QR10,000 should be maintained as cash, with the exception of the House Member who maintain a float of QR40,000. Surpluses should be deposited as soon as possible.

### **16. BANK ACCOUNT**

- 16.1 DRFC shall operate bank accounts for the formal and official recording of transactions. The Chairman, Treasurer, Secretary, Men's Club Captain and House Member of the Executive Committee shall be signatories of the bank account. Any officer of DRFC or their delegate may make deposits to DRFC's accounts.
- 16.2 All withdrawals from DRFC's account shall require the joint signature of any two officers.
- 16.3 Within five (5) working days of an AGM the outgoing officers must notify the Bank of any changes and formally introduce the new signatories.





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16.4 All payments except petty cash must be by by cheque, bank draft, telegraphic transfer or standing order.

### **17. AUTHORITY FOR EXPENDITURE**

17.1 All items of expenditure, except petty cash disbursements up to a limit of QR 2000, must be approved by an Executive Committee Member of DRFC. The approval of two Executive Committee Members is required for any single item of expenditure of between QR 2001 and QR 5,000. The approval of five approved Executive Committee members is required for any single or combination of items of expenditure of between QR5,001 and QR15,000 and for running costs above QR15,000.

17.2 The Executive Committee shall have full purchasing authority of up to QR 15,000 for each purchasing commitment in respect of capital items, buildings and ground improvements, and maintenance or equipment repairs. Above this value, with the exception of running costs, the proposed purchase details together with an objection list must be posted to the notice board on the club web site and distribute to all full members to the address given on the club membership application at least two weeks before any action is taken. Special rules shall apply to the Relocation Project which are addressed below in 17.3 and these shall override 17.2.

17.3 The Relocation project shall have a special bank account. Additions to the account can only be made with Excom approval. Disbursements from the account above those stipulated in 17.1 shall be approved by Excom and two signatures shall be required on all cheques one of which must be Chairman or Treasurer.

### **18. CONTROL OF ASSETS**

18.1 The Executive Committee shall prepare and keep current an inventory of DRFC's assets, including all equipment and the individual replacements costs of which exceeds QR 500.

18.2 The Executive Committee is individually and collectively responsible for DRFC's assets. New members of the Executive Committee must sign a current inventory of assets, thereby relieving the outgoing members of their responsibility.





## **DOHA RUGBY FOOTBALL CENTRE**

P.O. Box 8453  
DOHA - QATAR  
Tel.: 4683771

### **19. BYE-LAWS**

To ensure the smooth and proper functioning of its affairs, DRFC may from time to time enact Bye-Laws which shall be binding on all members of DRFC and their guests, when in or on DRFC's premises.

### **20. AMENDMENTS TO THE CONSTITUTION**

- 20.1 Amendments to DRFC's Constitution may only be made at an AGM or at an EGM called for that purpose.
- 20.2 Amendments to the Constitution may be proposed by a resolution of DRFC's Executive Committee or by a written submission to the Executive Committee signed by not less than 20 voting members of DRFC.
- 20.3 A proposed amendment to the Constitution must be included in full in the Meeting Agenda. Members must receive this Agenda at least two full weeks before the date of the meeting.

