

1. Name

- 1.1. The trading name of the organization is Rugby Doha Trading WLL however the common name of the organization 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 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.
- 2.3. These objectives should be achieved provided that:
 - 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 upon payment of their fees will be issued with a membership card granting them access to DRFC.
- 3.2. An electronic register shall be kept by DRFC containing the names and photographs 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 membership fees and type shall be agreed upon by DRFC for each playing season (September to August) any changes shall be notified to members prior to registration for the following season
 - 3.4.1.1. Members under 18 years of age must be part of a family membership.
 - 3.4.1.2. Members aged between 18-21 on the 1st of September of the membership year in question should apply for Full membership or be included as a child in a family membership
 - 3.4.1.3. Members over 21 years as of the 1st of September of the membership year in question must apply for their own membership and can no longer be included as a child on their parents membership

4. Subscriptions

- 4.1. Annual subscriptions shall become payable in full on or before the 1st September each year.
- 4.2. All members over the age of 16 years will be issued with membership cards. Only those children under 16 who intend to play rugby at DRFC will be issued with cards.
- 4.3. All members are required to show their membership cards upon entry to DRFC.

5. Club Chairman and GM of Rugby Doha Trading WLL

5.1. The Club Chairman is responsible for the promotion of DRFC and the game of rugby. The appointment to the position of Club Chairman will be via a vote taken at the Annual Members Meeting and will assume all legal responsibilities as GM of Rugby Doha Trading.

6. Executive Committee

6.1 The Executive Committee shall consist of:

- Chairman
- Club Captain
- Representatives from each playing section
- Social representative

The Chairman and Club Captain positions shall be elected by the members at the members meeting and the remaining positions shall be chosen from each section

7. Management of DRFC

- 7.1. The business of DRFC shall be managed by the club manager, RDT manager and Chairman of DRFC, 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 required.
- 7.2. The Executive Committee shall meet on a regular basis to be agreed by themselves to discuss and agree any issues as may arise pertaining to their playing sections and DRFC in general.
- 7.3. Members views will be sought and taken in to consideration for any items which will impact upon the primary objective of DRFC to promote and encourage the sport of Rugby Football Union

8. Proceedings of the Executive Committee

- 8.1. 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.
- 8.2. 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.
- 8.3. The 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 to each member of the Executive Committee and displayed on the club website.
- 8.4. 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.
- 8.5. The Executive Committee shall nominate an independent external auditor to audit the annual accounts.

9. Member Meetings

- 9.1. DRFC shall hold a meeting before 31st May in every calendar year as its Annual Members Meeting, 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.
- 9.2. 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.

- 9.3. Notice shall be given at least twenty one (21) days before every Annual Members Meeting 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 website and distributed electronically to 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.

10. Proceedings at General Meetings

- 10.1. The Business that is transacted at an Annual Members Meeting 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 Chairman and Club Captain, and any special resolutions.
- 10.2. The Chairman shall preside at every General Meeting of DRFC unless he nominates another member of the Executive Committee.
- 10.3. 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
- 10.4. Votes can be given personally or a proxy nominated in advance of the meeting and the office notified of this prior to the deadline agreed. A Family Member may vote on behalf of the respective Full member in their absence.
- 10.5. 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.
- 10.6. Should a vote by ballot be required then voting cards shall be distributed to all voting members present, for the purpose of casting votes.

11. Election of Officers

- 11.1. Elections of Executive Committee members will normally be made at the meeting.
- 11.2. Blank nomination forms must be posted prominently on the DRFC notice board for completion at least twenty one (21) days prior to the meeting with a reminder of the forthcoming election. The membership will be notified electronic communication and/or DRFC website twenty one (21) days prior to the meeting with a reminder of the forthcoming election and details on how an individual can be nominated for the Executive Committee positions. Signatures are required for the person applying, the proposer and the seconder to authenticate this process
- 11.3. All candidates must be voting members
- 11.4. 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.
- 11.5. 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.
- 11.6. 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.
- 11.7. A member may hold only one position on the Executive Committee at any one time.
- 11.8. A nominee for any position who is unopposed when voting for that position begins shall be declared elected.
- 11.9. 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 new Executive Committee shall have the power to fill it by placing a notice on the DRFC notice board and/or distribution electronically 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.
- 11.10. If the position remains vacant after the meeting, the Executive Committee must take steps to fill the position in accordance with Clause 14.2 below.
- 11.11. Once the new committee is elected, within one week all responsibilities of the running of DRFC should be handed over to the new committee.
- 11.12. Job descriptions for each Executive Committee role are available on request and can be found on the DRFC website. Those nominated are requested to read the job description for the role they are being nominated for.

12. Vacancies on the Executive Committee

- 12.1. Any of the Executive Committee who can no longer carry out his duties will be deemed to have resigned.
- 12.2. If any vacancy arises, the Executive Committee shall have the power to fill it immediately by displaying on DRFC notice board or circulated electronically 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.
- 12.3. 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 or circulated electronically to members.
- 12.4. 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 or circulated electronically to members.

13. Accounts

- 13.1. 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.
- 13.2. The accounts of DRFC may be made accessible for inspection by voting members on request.
- 13.3. The Year End for the Accounts is 31st of December every year and the Accounts must be audited annually by an external auditor, before presentation to the members at the meeting.

14. Authority for Expenditure

14.1 The expenditure for Club opex.

Club opex is bar, kitchen, shop expenses (purchases) as well as maintenance and equipment repairs, and salary / wages, bands, other events etc. This is the expenditure required to generate income, operational expenditure of the clubhouse and its facilities) should be approved as follows:

- **Upto 5,000 QAR** : Facilities manager / bar manager / accountant
- **5,001 QAR to 10,000 QAR** : Club Manager and Bar Manager / Facility Manager
- **10,001 QAR to 25,000 QAR** : RDT Manager and Club Manager and Bar Manager / Facility Manager
- **25,001 QAR and above** : Approval required from the Chairman and RDT manager and Club Manager

There should be at least 3 competitive quotes presented for maintenance and equipment repairs expenditures.

14.2 The expenditure for Rugby opex.

Rugby opex is flights, hotels (where applicable), playing equipment / shirts / bags etc, medical equipment and any other operational expenditure for the playing of rugby). These should be agreed at the start of the season as per the budget per team and should be approved as follows:

- **Upto 5,000 QAR** : Director of Rugby / Accountant
- **5,001 QAR to 10,000 QAR** : Club Manager and Director of Rugby
- **10,001 QAR to 25,000 QAR** : RDT Manager and Club Manager and Director of Rugby
- **25,001 QAR and above** : Approval required from the Chairman and RDT manager and Club Manager and Director of Rugby

14.3 The expenditure for Capex

Capex is Capital expenditure – expenditures creating future benefit. Any item which has a value of QR5000 or more is considered a capital asset. Eg new TV's, PC's, AC's, chairs, tables, bars, any construction, kitchen equipment etc. should be approved as follows:

- **Upto 5,000 QAR** : Facility manager
- **5,001 QAR to 25,000 QAR** : Club Manager and Facility Manager
- **25,001 QAR to 50,000 QAR** : RDT Manager and Club Manager and Facility Manager
- **50,001 QAR and above** : Approval required from the Chairman , the club captain and Club Manager and Facility Manager

There should be at least 3 competitive quotes presented for Capital expenditures.

◆ Approvals made by electronic means are acceptable, provided a copy is attached to the expenditure request.

15 Bye Laws

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