

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, produce, provide, maintain, and sell – or otherwise dispose of – all types of equipment, provisions, and refreshments, whether by DRFC or by individuals frequenting DRFC (members and non-members), with members receiving first refusal on all 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, as may be required, 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 for such office where such office would conflict with the duties of such member (whether as a member of the Executive Committee or otherwise and always provided that such member acts in good faith in the best interests of the DRFC). 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.

RDT shall assume full liability for all debts and liabilities 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 or any facility or grounds used by DRFC.
- 3.2. An electronic register shall be kept by DRFC containing the names, photographs, and identification documents 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, the objectives and interests of DRFC and shall observe all regulations and Bye-Laws of DRFC established under this constitution.
- 3.4. DRFC membership fees and type shall be agreed upon by DRFC Executive Committee for each playing season (September to August) and any changes shall be notified to members prior to registration for the following season.
- 3.4.1.1. All members under the age of 18 must be signed up with a parent or guardian as main member. The parent or guardian will receive free social membership as part of the U18 membership. Families with two or more youth membership will receive free social family membership.
 - 3.4.1.2. Members aged 18 or older as of 1 September of the relevant membership year must apply for their own membership and cannot be included as a child on their parents' membership.
- 3.5. Any requested amendments to the membership laws are at the discretion of the Chairman and Club Captain, and will be reviewed on a case-by-case basis.
- 3.6. All individuals wishing to participate in training and matches representing DRFC must be a fully registered and paid up member.
- 3.7. Coaches are not required to be registered members unless they wish to participate in training and matches representing DRFC.

4. Subscriptions

- 4.1. Annual subscriptions shall become payable in full on or before 1 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 or any grounds or facilities used by DRFC.

- 4.4. Subsidies on subscriptions are at the discretion of the Executive Committee and are only available to full members.
- 4.5. Any contention of individual subscriptions needs to be addressed at the start of the season/upon the individuals joining date and will be decided upon at the discretion of the Executive Committee. No reviews will be accepted in mid-season, unless the individual has registered at said time.
- 4.6. Individuals entering the country for a short-term stay may be allowed to attend DRFC training and matches on a 'pay-to-play' scheme, at the discretion of the Club Captain or Chairman, but always provided that they have first registered and signed all required legal documents.

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.
- 5.2. The appointment to the position of Club Chairman will be via a vote taken at the Annual General Members Meeting (AGM).
- 5.3. The Club Chairman will not assume the role or legal responsibilities as GM of Rugby Doha Trading, unless called for by the members via an EGM and vote of no confidence (as per terms of agreement with Arianne Holding).

6. Executive Committee

6.1 The Executive Committee shall consist of:

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

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

7. Management of DRFC

- 7.1. The business of DRFC shall be managed by RDT with consultation from the 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 into 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 it's members shall be a quorum. Questions arising at any meeting shall be put to a vote. In cases of equality of votes the Chairman or presiding Chairman shall have a second or casting vote or reserves the right to overrule a 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. If required, the Executive Committee shall nominate an independent external auditor to audit the annual accounts, otherwise all accounts shall be undertaken by RDT.

8.6 All business and financial matters are at the sole discretion of RDT. Details relating to the promotion or requirements for the provision of rugby shall be disclosed to the Executive Committee.

9. Member Meetings - AGM

9.1. DRFC shall hold a meeting once a year at the end of every season as its Annual General Members 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.

9.2 Only fully registered and paid-up members are entitled to attend the AGM.

9.3. 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) full, voting members of DRFC.

9.4. 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 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 AGM shall be the consideration of the ordinary report of the Executive Committee, the election of the Chairman and Club Captain, and any special resolutions. The disclosure of accounts and audited reports is at the discretion of RDT.

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 or online, for completion at least twenty-one (21) days prior to the meeting with a reminder of the forthcoming election. The membership will be notified by 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 (Full) members registered and fully paid up.

11.4. Candidates must declare on the nomination form all positions on the Committee for which they will stand.

11.4.1. Nominations will be declared invalid should the candidate not be proposed and seconded by voting members.

11.4.2. 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 11.4 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 11.4 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 12.2 below.

11.11. Once the new committee is elected, within one week (or as soon as possible thereafter) 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.

12.2.1. In the instance of the Chairman being unable to complete their duties, the Club Captain shall immediately assume this role, with the Executive Committee deciding which of the 2 positions to fill.

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. RDT 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, at the discretion of RDT.

13.3. The Year End for the Accounts is 31 December every year.

14. Authority for Expenditure 'Notwithstanding the provisions of 14.1, 14.2, and 14.3 below, all expenditure requires the approval of the Chairman/RDT and the provisions of 14.1, 14.2, and 14.3 shall not apply until such time as the Chairman/RDT decides otherwise.'

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:

- **Up to 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
- All expenditure must be claimed within 30 days of completion of the event, no reimbursements will be considered after that date.
 - No reimbursements will be issued without receipts/proof or purchase.

14.3 The expenditure for Capex

Capex is Capital expenditure – expenditures creating future benefit. Any item which has a value of 5,000 QAR 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:

- **Up to 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, 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 Marketing and Other Public Materials

15.1 No members are authorised to provide documents to any third party on behalf of DRFC or RDT or that mention DRFC or RDT that have not been reviewed or approved by the Executive Committee or Club Chairman. All publicity and marketing information shall be approved by the Club Caption. All information provided to potential sponsors shall be approved in advance by the Chairman.

16 Bye Laws

16.1 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.