

Constitution of _____ Rugby Club

CHAPTER 1 GENERAL PRINCIPLES

Article 1 The name of the Club is “_____ (“the Club”).

Article 2 The registered office of the Club will be situated in Hong Kong.

Article 3 The objects for which the Club is established are to _____.

Article 4 The revenue and assets of the Club will only be used for any activities for attaining the above objects and shall not be paid out directly or indirectly to members.

Article 5 The liability of the member of the Club is limited. Every member of the Club undertakes to contribute for the payment of the debts and liabilities of the Club, contracted before the time at which he ceases to be a member of the Club, such amount as may be required not exceeding the sum of HKD\$_____.

CHAPTER 2 MEMBERSHIP

Article 6 The number of Members of the Club is unlimited.

Article 7 Those interested parties who agree on the objects of the Club and are living in Hong Kong can apply for membership.

Article 8 Members of the Club are entitled to the rights conferred by the Club.

Article 9 Every application for membership shall be made in the prescribed form signed by the applicant personally.

Article 10 Membership applications should be approved by the General Committee and the memberships should be effective on the date which the membership fee is paid. The General Committee shall have absolute discretion to reject any application without providing any reasons.

Article 11 The membership fees are listed as follows:

Life Member HKD\$_____

Ordinary Member HKD\$_____

Student Member HKD\$_____

Affiliated Club Member HKD\$_____ (No Commercial Sponsor) HKD\$_____ (with Commercial Sponsor).

Article 12 Membership fee shall cover the period between _____ of each year to the end of the _____ of next year. Those who fail pay the membership fee shall not be entitled to any rights and interests as members.

Article 13 Member(s) who violate the constitution of the Club or ruin the reputation of the Club, the General Committee has the absolute right to expel them from membership.

Article 14 A person ceasing to be a Member for any reason(s) shall not be entitled to a refund in whole or in part of any annual subscriptions or other moneys already paid by him to the Club.

CHAPTER 3 GENERAL MEETINGS

Article 15 The Club shall in each year hold an Annual General Meeting and the date, time and venue should be decided by the General Committee. The annual report, statement of account, election of auditors and election of General Committee members should be transacted in the Annual General Meeting. An Extraordinary General Meeting shall also be convened by the General Committee on request by not less than _____ Affiliated Club Members, or the jointly request by _____ General Committee Members.

Article 16 An Annual General Meeting shall be called with at least 'fourteen days' notice in writing and shall specify the place, the date, the time and the fine agenda.

Article 17 _____ Affiliated Club Members present in person shall constitute a quorum.

Article 18 The Chairperson of the General Committee or in his absence, the Vice-Chairperson shall preside as chairperson at the Annual General Meeting. If, however, at any general meeting of the Club the Chairperson or Vice Chairperson shall not be present, the Members present at such meeting may select one of the presented General Committee Members to be the chairperson of the meeting.

Article 19 At any general meeting a resolution put to the vote of the meeting shall be decided by the poll that the Chairperson of the meeting is demanded or by at least two Members present in person and entitled to vote. In the case of an equality of votes, whether on a show of hands or on a poll, the chairperson of the meeting at which the show of hands takes place or at which the polls are demanded shall be entitled to a second or casting vote. A resolution has, on a show of hands been carried by a particular majority and an entry to that effect in the book of the proceedings of the Club shall be conclusive evidence of the fact, without proof of the number of proportions of the votes recorded in favour of, or against that resolution.

Article 20 The resolution(s) passed at the general meeting shall not be revoked or amended, unless two-third majority presence of the Extraordinary General Meeting agreed to revoke or amend.

Article 21 Affiliated Club Members can authorize a representative to attend the Annual General Meeting.

CHAPTER 4 GENERAL COMMITTEE

Article 22 The General Committee of the Club shall consist at least _____ but not more than _____ General Committee Members.

Article 23 The General Committee shall be elected every two years and shall be eligible for re-election.

Article 24 The General Committee shall be responsible for the internal management control according to the Constitution of the Club and the rules and regulations set out at the General Meetings. The General Committee may from time to time make rules and by-laws for the conducts of the business of the Club.

Article 25 The General Committee shall hold a meeting at least once a month and shall be convened by the Chairperson. The Chairperson can allow and invite any one to attend the meeting, but no voting rights will be granted.

Article 26 The Chairperson can request a General Committee Meeting at any time, or it can be requested by not less than _____ General Committee members. The quorum necessary for the meeting should be 50% of the total number of the General Committee Members. Questions arising at any meeting shall be decided by a majority on a show of hands and in the case of any equality of votes the chairperson of the meeting shall have a second or casting vote.

Article 27 A Chairperson and two Vice-Chairpersons shall be elected among the General Committee Members.

1. The Chairperson shall be responsible for all the business regarding the Club and represent the Club for signing documents to external parties. The Vice-Chairpersons assist the Chairperson for the business of the Club. In the event of the absence/resign of the Chairperson, the General Committee elect a Vice-Chairperson to be the Chairperson and appoint another General Committee member as the Vice-Chairperson until the end of the appointed period.
2. In the event of the Chairperson's absence, they shall appoint a Vice-Chairperson in their place.

Article 28 During the General Committee Meeting, if a poll is demanded, the Chairperson decides the way of voting or the suggestion raised by 2 or more General Committee Members, for which majority agree. Questions arising at any meeting shall be decided by a majority on a show of hands without proof of the number of proportion of the votes recorded.

Article 29 The General Committee might form sub-committees from time to time if necessary and the responsible General Committee Members will be elected among the General Committee. The sub-committee shall perform the duties according to the rule and regulations set out by the General Committee.

Article 30 The General Committee has the rights to appoint a Honorary President, President and Consultant(s) for directing the Club's business.

Article 31 The General Committee members shall be elected once every two years and the electoral affairs shall be handled by General Committee.

CHAPTER 5 FINANCIAL MANAGEMENT

Article 32 The revenue of the Club are mainly from:

1. The annual subscription from the members.
2. Income and sponsorship.
3. Donation from members and others.

Article 33 The General Committee should prepare the budget for the next year and report in the Annual General Meeting for consideration. Any loss produced by the business of the Club or any budget excluded in the budget items and which is exceed HKD\$_____ should be ratified in the General Committee Meeting as Special Expenses.

Article 34 Petty Cash is limited to HKD\$_____ and any sum exceeding the limit shall be deposited into the designated bank account.

Article 35 The books of accounts shall be kept at the Office and all sums of moneys received and expended by the Club, and the matters in respect of which the receipt of expenditure take place. The General Committee should present the statement of account and balance sheet in the Annual General Meeting.

CHAPTER 6 SUPPLEMENTARY ARTICLE

Article 36 All correspondence are sent to members at their registered address with the Club. In case of service by post, it shall be deemed to be effective on the 2nd day of its posting.

Article 37 Any defects in this Constitution could be amended at the Annual General Meeting or Extraordinary General Meeting with two-third majority support.