

USRC TIGERS RUGBY FOOTBALL CLUB

Bye-Laws

(Revision 1, Adopted June 2016)

SECTION 1: NAME

- 1.1 The name of the organisation shall be "USRC Tigers Rugby Football Club" (the **"Rugby Club"**).

SECTION 2: ADDRESS

- 2.1 The registered address of the Rugby Club shall be consistent with the registered office address of Tiger Sports Limited (the **"Club"**), the incorporated body representative of the Rugby Club.

SECTION 3: GENERAL POWERS OF THE CLUB

- 3.1 The directors of the "Club" (the **"directors"**) have the power to make, adopt, alter and repeal any Bye-Laws of the Rugby Club from time to time in accordance with Articles 43 and 44 of the Articles of Association of the "Club".
- 3.2 The directors have the power to establish committees and sub-committees as necessary to achieve the objectives of the Club in accordance with Articles 4 and 5 of the Articles of Association of the Club.
- 3.3 The directors have the power to accept and approve applications for membership in accordance with Article 32 of the Articles of Association of the Club.

SECTION 4: MEMBERSHIP

- 4.1 Membership of the Rugby Club is consistent with membership of the "Club" and the directors reserve the exclusive right to determine the eligibility of a person for Rugby Club membership.
- 4.2 Any individual shall become a member when the prescribed fees have been paid and the directors are satisfied that he is eligible to be a member of the Rugby Club.
- 4.3 Membership shall run from year to year (1st July to 30th June).
- 4.4 Membership shall automatically expire at the end of each year, unless renewed, or may be terminated during the year by the giving of 7 days written notice to the Rugby Club by the member. The Rugby Club shall not be obliged to refund any portion of prepaid fees.
- 4.5 The Rugby Club may recognise an individual as an Honorary Member for their contribution to the Rugby Club, Club and/or Hong Kong rugby.
- 4.6 Honorary Members shall not be required to pay any membership fee.
- 4.7 Each member of 18 years of age or over ("Adult Member") will be associated with one or more of the following sections:
 - (a) Senior Division
 - ⊗Adult players
 - ⊗Coaches and support members

(b) Youth Division

- ⓈAdult Members with children playing at this level
- ⓈCoaches and support members

(c) Mini Division

- ⓈAdult Members with children playing at this level
- ⓈCoaches and support members

(d) Social

- ⓈAdult Social Members
- ⓈExisting members of USRC who join the Rugby Section of USRC as Social members
- ⓈThose invited Vice Presidents who are not already members of another Division and choose to pay social membership in a particular season and shall be Social members for that particular season.

Each Divisional Committee will determine those Adult Members associated with its Division. The Senior Division will administer Social members.

- 4.8 Children of Adult Members may register with the Youth or Mini Divisions as Child Members in accordance with the age restrictions applying to each Division.
- 4.9 The directors of the “Club” shall have power to cancel the registration of any member. The Club shall not be obliged to refund any portion of prepaid fees if cancellation is a result of non-compliance with any code of conduct or other unacceptable behavior on the part of the member.
- 4.10 Membership is not transferable.
- 4.11 A person’s membership terminates when that person dies or ceases to exist.

SECTION 5: RIGHTS OF MEMBERS

- 5.1 The rights of Adult Members shall be:
 - (a) To elect, be elected, propose, vote and recall at General Meetings of the Rugby Club.
 - (b) To elect, be elected, propose, vote and recall at General Meetings of the Division(s) with which they are associated.
- 5.2 Only members will be entitled to use the Rugby Club facilities and to play for the Rugby Club.

SECTION 6: FEES

- 6.1 The fees prescribed for membership are payable upon first registration with the Rugby Club and thereafter with the commencement of each subsequent year.
- 6.2 Membership fees will be set at the Annual General Meeting (“AGM”).
- 6.3 The Rugby Club may prescribe additional fees for specific purposes.

SECTION 7: OBLIGATIONS OF THE MEMBERS

7.1 The obligations of the members are:

- (a) to abide by the Articles of Association of the Club and Bye-Laws of the Rugby Club and the resolutions passed by any General Meeting;
- (b) to abide by the Rugby Club and Hong Kong Rugby Union (“HKRU”) codes of conduct at all times when playing for, supporting, coaching, managing or representing the Club;
- (c) to pay the prescribed fees; and
- (d) to contribute to the assets of the Club in the event of it being wound up while a member, or within 1 year after membership, for payment of any debts or liabilities of the Club or the costs, charges and expenses of winding up; such amount not exceeding HK\$100.

SECTION 8: DIRECTORS

- 8.1 The number and position of the directors shall be determined by these Bye-Laws. The directors, other than the first directors, shall be elected by the members in a General Meeting from those members of the Rugby Club which are in good standing and in accordance with the terms stated in the Tiger Sports Limited’s Articles of Association.
- 8.2 The members at the General Meeting shall elect up to a total of five (5) members who shall become directors of Tiger Sports Limited.
- 8.3 All directors must retire from their office at the next AGM and if they wish to do so, may stand for re-election.
- 8.4 The directors shall receive no remuneration for their services but shall, upon production of satisfactory evidence and receipts, be reimbursed for all reasonable expenses properly incurred in connection with activities conducted in accordance with, or in furtherance of, the objects of the Rugby Club.

SECTION 9: GENERAL COMMITTEE

- 9.1 As per Section 3.2 of these Bye-Laws the directors empower a General Committee (GC) of nine elected members to manage the day to day running of the Club, reporting to the directors of the Club.
- 9.2 The directors of the Club will normally be expected to be GC members although in exceptional circumstances, agreed by the members at a General Meeting, a director need not serve on the GC.
- 9.3 The GC shall comprise:
 - (a) the Chairs of the Mini, Youth and Senior Division sub-committees
 - (b) six other members elected at the Rugby Club's AGM
- 9.4 At its first meeting, which shall be held as soon as practicable after the AGM, the GC shall choose from among its elected members:
 - (a) Chair
 - (b) Deputy Chair

and from its members:

(c) Treasurer

(d) Secretary

- 9.5 The GC shall have power to co-opt up to four members of the Rugby Club. Co-opted members have no right to vote in meetings of the GC.
- 9.6 A quorum for GC meetings shall be at least four voting members of the GC. The GC is empowered to take such actions or decisions it decides to manage the affairs of the Rugby Club, except for changes to this constitution, which shall only be made by the Rugby Club at a General Meeting.
- 9.7 The GC shall remain in office until their successors are elected at the next AGM following their election. Members of a retiring GC shall be eligible for re-election.
- 9.8 In the absence of the Chair, the Deputy Chair shall undertake the full duties of the Chair. In the absence of the Chair and Deputy Chair, the GC members shall choose a temporary Chair from the elected GC members present.
- 9.9 A simple majority shall pass resolutions of the GC and, in the event of an equal vote, the Chair shall have an additional vote.
- 9.10 The GC shall have power to form sub-committees constituted from any Adult Members of the Rugby Club and may delegate to any such sub-committee such powers as the GC may deem to be appropriate.
- 9.11 The GC shall have power to call any other General Meeting of the Rugby Club not being the AGM or an Extraordinary General Meeting (“EGM”), subject to Articles 35 and 39 of the Articles of Association of the “Club”.
- 9.12 The GC pledges to run the Rugby Club to meet fully, and where possible exceed, internationally recognised standards of personal data privacy protection, in complying with the requirements of the Personal Data (Privacy) Ordinance Ch. 486 Laws of Hong Kong, SAR China.

SECTION 10: DIVISIONAL COMMITTEES

- 10.1 A Divisional Committee (DC) shall run each of the Senior, Youth and Mini Divisions subject to the Terms of Reference as approved by the GC.
- 10.2 A DC shall comprise of at least four members elected by the Adult Members associated with that Division at an annual general meeting of that Division.
- 10.3 At the first meeting of the DC its elected members shall elect a Chair.
- 10.4 The DC shall be responsible for:
 - (a) the day-to-day management of the Division in accordance with its Terms of Reference
 - (b) liaison with respective committees and staff of HKRU regarding the leagues, representative teams and the like for the Division
 - (c) recommending to the GC changes to the DC’s Terms of Reference as approved by the DC’s annual general meeting

SECTION 11: DONATIONS.

- 11.1 Any sum donated to the Rugby Club shall be credited to the general revenue account unless otherwise requested by the donor.

SECTION 12: MANAGEMENT

- 12.1 The Rugby Club shall be managed in accordance with the Articles of Association of the Club

SECTION 13: MINUTES

- 13.1 Minutes of all GC meetings shall be kept, and made available for inspection by Adult Members from 30 minutes prior to the commencement of the Club AGM and throughout the meeting.
- 13.2 Minutes of all divisional meetings shall be kept and made available to the GC within 1 week, if requested.

SECTION 14: FINANCE

- 14.1 The GC shall raise and administer funds for the conduct of the Rugby Club but may not borrow money without specific authority obtained at a General Meeting of the Rugby Club.
- 14.2 The GC shall have power to spend the funds of the Rugby Club on matters within the scope of the objects of the Rugby 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 Rugby Club in a General Meeting.
- 14.3 The Rugby Club shall maintain a bank account for its own purposes. The GC shall agree on the rules for the operation of this account provided that the signature of at least two members of the GC is required to authorise any cheques or associated documentation.
- 14.4 DC's shall have the power to spend funds allocated to them for the day to day needs of their respective Division in accordance with budgets proposed by the DC and agreed by the GC for each playing season.

SECTION 15: ACCOUNTS

- 15.1 The GC shall maintain proper accounts for the Club, which shall be presented to the Rugby Club at the AGM. At each AGM the Treasurer shall present clear and concise accounts, giving a true and fair picture of the Rugby Club's affairs.
- 15.2 The DC's shall maintain proper financial records for their expenditure against proposed budgets to assist the Treasurer in preparing clear and accurate accounts for the Rugby Club as a whole.
- 15.3 In the event of any dispute on the funds available to a particular Division this shall be reviewed by the Chair, Treasurer and Secretary and presented to the GC for a final decision on the fair distribution of funds.

SECTION 16: CODE OF CONDUCT

- 16.1 All sports clubs and private members' clubs expect a certain standard of behaviour from their members and guests.

Our Rugby Club is no different, except perhaps that, as a sports club with traditional post match celebrations, etc. being very much a part of the fabric, there is to an extent a tolerance of boisterous behaviour and language during post match celebrations, however, any misconduct will still be subject to sanctions which are at the discretion of the directors.

The same tolerance is not at all appropriate during other Rugby Club functions or at the United Services Recreation Rugby Club ("USRC")

It is each member's responsibility to ensure that reasonable standards are observed, whether reflected by sobriety, attitude, language or other aspects of decorum, as appropriate for a particular venue or occasion. Raucous behaviour which may be acceptable during post match celebrations will almost certainly not be acceptable during other Rugby Club functions, events or at the USRC.

Members shall not publish or cause to be published, deliberately or recklessly, any content on any social media platform that is, or has the potential to be with the passage of time, in the opinion of a director or staff member, improper, injurious or detrimental to the character, reputation or interests of the Rugby Club, its members or the USRC.

The watchwords are reasonableness, consideration and respect for others, at all times. Acknowledging the diversity with our Rugby Club and the USRC in terms of sex, age, ethnic and cultural differences, a suitable level of decorum and etiquette should always be governed by consideration for other members, their guests, staff and members of the public.

- 16.2 Members shall also comply with the Rugby Club and HKRU Codes of Conduct for players, coaches or parents/spectators; these codes being available on the Rugby Club and HKRU websites.
- 16.3 Members are responsible for the conduct and behaviour of guests and family members. In the event of a Guest or family member committing misconduct the member (or other responsible person) may be liable to face disciplinary action.
- 16.4 If any member, family member, guest or any other person taking part in Rugby Club activities is in breach of Bye-Laws 16.1, 16.2 or 16.3, the directors of the Rugby Club may decide to impose disciplinary procedures, including but not limited to, the withdrawal of the membership.
- 16.5 Members of the Rugby Club may only use facilities of the USRC when approved to do so by either a Rugby Club director or a committee member of the USRC.

SECTION 17: LIABILITY

- 17.1 The Rugby Club is not responsible for and accepts no liability whatsoever for any injury, loss or damage sustained by Members or Member's guests or other persons whilst they are undertaking activities organised by the Rugby Club, activities organised by others to which the Rugby Club and/or its Members are invited, attending Rugby Club events and functions or are on the Rugby Club property or on the property of the USRC.

- 17.2 If any members or member's guests thereof breaks or otherwise damages Rugby Club property or the property of the USRC, the member concerned shall be liable to reimburse the Rugby Club or the USRC (as the case may be) for the cost of replacement or repair.
- 17.3 Medical Insurance ("insurance") for death and permanent disability sustained whilst playing or training for rugby is provided by the HKRU for all fully paid-up members of the Rugby Club. The insurance cover is effective both in Hong Kong or while overseas on HKRU sanctioned tours. Part of the membership fee is a contribution to the insurance cover provided and, as such, each member needs to be registered with the HKRU to qualify for insurance cover. The insurance cover is rugby-wide and, therefore, provides limited cover.

For Junior and Mini-Rugby players additional cover is provided.

Members of all ages are encouraged to read the level of cover provided and, if any member feels it to be necessary, provide additional cover for themselves.