



Capital Tigers – Official Richmond Supporters Group Constitution

November 2013



INTRODUCTION

This Constitution outlines the procedures governing the Capital Tigers - Official Richmond Supporters Group (Capital Tigers), which has been established as the official Richmond Football Club supporters group for the Australian Capital Territory and the surrounding 100km radius, which may, but is not limited to, Goulburn, Yass, Queanbeyan, Cooma and other municipalities within the Monaro and Southern Tablelands.

In all cases, this Constitution has been developed in the spirit of the Guidelines developed by the Club and provided to members in late 2011 by the supporter Group Co-ordinator.

This version of the Capital Tigers Constitution is the first to be created and may be, as is required under the specific clause, amended from time to time or as needs be.

TABLE OF CONTENTS

Item No.		Page No.
	Introduction	2
1	Organisation Name	4
2	Definitions	4
3	Objectives of the Capital Tigers	5
4	Members	5
5	Membership application	5
6	Register of Members	6
7	Committee	6
8	The role and responsibilities of the Committee	7
9	Annual General Meeting	8
10	Meetings (other than an annual general meeting)	8
11	Contribution to the Club	8
12	Dissolution of the Capital Tigers	9
13	Spending delegations	9

ORGANISATION NAME

1 The **Organisation** is the Capital Tigers - Official Richmond Supporters Group (Capital Tigers).

2 DEFINITIONS

In this Constitution unless the contrary intention appears:

'Annual General Meeting' means the annual meeting of the Capital Tigers to vote on Committee membership, amendments to the Constitution and to outline that year's contribution to the Club..

'Club' means the Richmond Football Club.

'Club Member' means a registered member of the Capital Tigers who is also a current and paid member of the Club, regardless of category of Club membership, and is, therefore not required to pay an annual membership or administration charge.

'Committee' means the body managing the Capital Tigers and consisting of the committee members.

'Constitution' means this Constitution of the Capital Tigers.

'Committee member' means a Member of the Committee and includes any person acting in that capacity from time to time appointed in accordance with this Constitution.

'Family Member' is a member of the Capital Tigers as part of a family registration that may or may not be a Club member AND is an immediate member of that family (Father, Mother, children). Regardless of any individual's membership status of the Club, a family is required to pay an annual administration charge as determined by the Committee.

'Guidelines' means the 'Richmond and Interstate Supporters Group – Official supporter Group Guidelines 2010' or other such guidance that is provided to the committee by the Club.

'Meeting' means a meeting of the membership, that is not the Annual General Meeting that is called by a member of the Committee upon request by the President and at least one other member of the *Committee* having achieved a quorum at the *Committee* meeting prior to such a meeting.

'Membership form' is to be completed by each member, or in the case of family membership a representative of that family, using the standard form available on the Capital Tigers website (www.capitaltigers.com.au) or lodged electronically via the membership portal.

'Objectives' means the Objects of the Capital Tigers in **clause 3**.

'Ordinary Member' is a registered member of the Capital Tigers, is not a member of the Club and is therefore required to pay an annual administration charge as determined by the Committee.

'Premium Member' means a registered, financial member of the Capital Tigers that is also a Club Member, Family Member or Ordinary Member, who has elected to join any higher category of membership beyond that of their basic level of membership. The number of premium memberships available and any associated charges, will be determined by the Committee subject to availability.

'Register' means a register of Members.

3 OBJECTIVES OF THE CAPITAL TIGERS

3.1 The Capital Tigers is an official supporters group endorsed by the Club that is non-political and non-sectarian.

The objects of the Capital Tigers are:

- a) To help grow the membership of the club;
- b) Create and foster a friendly social environment for supporters of the Club to meet on a regular basis;
- c) Provide opportunities for supporters to meet at social functions;
- d) Promote and market the Club and its brand;
- e) Operate as a franchise of the club and be self-funded;
- f) Develop and implement all marketing activities within the parameters of the Club;
- g) Maintain membership records so they can be utilised by the Club;
- h) Conduct fundraising activities to generate funds for the Club;
- i) Encourage and promote the vision of the Club and do everything to enhance its reputation on and off the field;
- j) Promote active participation and interest in the social and sporting activities of the Club and its supporters; and
- k) Encourage attendance at Club matches and barracking for the team.

3.2 In addition to meeting the objectives outlined in 3.1(h), and in accordance with the the Guidelines, the Capital Tigers aim to raise \$5,000 per year.

4 MEMBERS

4.1 Membership is unrestricted and open to any individual, however it is anticipated that all members will be Richmond supporters in the first instance.

4.2 Members to the Capital Tigers will be one of the following:

- Club Member
- Ordinary Member
- Family Member
- Premium Member

4.2 Annual membership fees will be as follows:

- (a) Club members:** No cost, subject to proof of current membership of the Club.
- (b) Ordinary members:** \$10, or other annual fee as may be determined by the Committee and advised to the membership prior to Round One of the regular AFL season.
- (c) Family members:** \$10 per family, or other annual administration charge as may be determined by the Committee and advised to the membership prior to Round One of the regular AFL season, regardless of the number of immediate family members.
- (d) Premium members:** Cost and availability to be determined and advised to the register of members as packages are developed in consultation with the Club. It is anticipated that such a package would provide additional privileges beyond those of other membership categories and may include priority access to player signings and experiences, Capital Tigers merchandise discounts and other package benefits as determined by the Committee.

(e) All members, who are not Club members, must be financial by Round Four (4) of the regular AFL season OR, where joining at a time later than Round Four, within 2 weeks of lodging a membership form.

(f) For the purposes of clarification, the membership will commence on the day after the Annual General Meeting and finish on the last day of November of the following year.

4.3 The Committee, at its discretion, may vary, by way of unanimous decision, the annual administration or membership fee, excepting the Premium membership category, applicable to any member.

4.3 Membership fees may be paid by any of the following means:

- By cash or cheque in person to a member of the Committee;
- Electronic Funds Transfer to the nominated Capital Tigers bank account
- Upon payment, a receipt will be issued acknowledging that payment has been received.

5. MEMBERSHIP APPLICATION

5.1 Applications for membership are subject to the approval of the Committee member responsible for co-ordinating the membership register upon provision of a completed official membership form.

5.2 The Committee reserves the right to refuse membership to the Capital Tigers.

5.3 The Committee reserves the right to take disciplinary action, which may include expulsion from the Capital Tigers or exclusion from events, against any Capital Tigers member, who acts in a manner derogatory to the Capital Tigers generally, members of the Capital Tigers, or the Club. In such instances, membership fees will not be refunded.

6. REGISTER OF MEMBERS

6.1 The Capital Tigers shall keep and maintain a Register in which shall be entered (as a minimum):

- the full name, mailing and email address of each Member;
- Club membership details;
- advice to the Committee of any objection to receiving Capital Tigers or Club correspondence; and
- the category of membership requested.

6.2 Members shall provide notice to the Committee of any change and required details to the Capital Tigers within one month of such change.

6.3 The Register will be maintained by a dedicated member of the Committee.

6.4 Under no circumstances will details within the Register be released to a third party, with the exception of the Club, for any purpose. Where a member has indicated that they do not approve for their details to be provided to the Club, the Committee agrees that under no circumstances, will they be released.

7. COMMITTEE

7.1 The Committee of the Capital Tigers will comprise the following (as a minimum):

- President
- Secretary
- Treasurer

7.2 The positions of President, Secretary and Treasurer must be financial members of the Club.

7.3 The Committee may also include, but is not limited to, other members to fulfil specific roles:

- Membership Registrar
- Sponsorship co-ordinator
- Communications co-ordinator
- Events co-ordinator
- Social Media co-ordinator
- Newsletter co-ordinator
- 2 committee members

It should be noted that any of the Committee positions outlined as part of section 7.3 are not officially recognised by the Club and are locally recognised positions only.

7.4 All members of the Capital Tigers Committee will be over the age of 18, financial members of the Capital Tigers and elected **annually** at the Annual General meeting by attending registered members of the Capital Tigers.

7.5 Capital Tigers members wishing to self nominate for a position on the Committee may do so by providing written advice to the President at least one week prior to the Annual General Meeting.

7.6 Nominees must make a short presentation to attending members at the Annual General Meeting to be considered for election. Where a nominee fails to attend the Annual General Meeting and where there are multiple nominees, they will forfeit their nomination. Where there is a sole nomination, they will be elected unopposed.

7.7 If, on the date of the Annual general Meeting, there are inadequate nominations to fill all positions, the elected President may:

- Call for nominations from the floor to fill any, or all, of the unfilled positions; or, if still unsuccessful;
- Adjust the number of positions on the Committee and re-assign specific duties to the remaining Committee members;

7.8 Committee members must attend at least 50 percent of meetings held in any year. Where a Committee member is unable to attend, notice of an apology will be provided to the Secretary in writing and recorded in the Minutes for that meeting. Where a Committee member does not meet this obligation or does not attend three consecutive meetings, the Committee reserves the right to dismiss the incumbent and seek a replacement or appoint an existing committee member to the position.

7.9 Capital Tigers members co-opted to the Committee will serve out the remaining portion of the term of the Committee member they are replacing.

7.10 Resignation from the Committee must be submitted to the President in writing.

7.11 A quorum of three members of the Committee, one of which must be the President, Secretary or Treasurer, must be present for a Committee meeting to proceed.

8. THE ROLE AND RESPONSIBILITIES OF THE COMMITTEE

8.1 The Committee will aim to meet monthly (with the exception of December), or as needs be, ensuring that at least 10 meetings are held each year.

8.2 The role of the Committee is to be responsible for the administration and organisation of all matters relating to the Capital Tigers including, but not limited to:

- Determine the strategic direction of the Capital Tigers to ensure that the objects are achievable and successful;
- Monitor and maintain the financial position of the Capital Tigers;
- Plan, co-ordinate and oversee the implementation of supporter activities;
- Promote membership of the Capital Tigers and, through it, the Club;

- Through the President, or their nominated representative, be the primary body responsible for liaising directly with the Club;

8.3 The Committee will publish, on the Capital Tigers website, the Minutes of all meetings within 2 weeks of a meeting having been held.

9. ANNUAL GENERAL MEETING

9.1 The Annual General meeting will be held, on a date to be determined, in November of each year.

9.2 The business to be transacted at the annual general meeting includes the consideration of accounts and the reports of the Committee, the election of the Committee under this Constitution and any motions put forward by the Committee or membership prior to the meeting.

9.3 Registered members may submit notices of motion for inclusion as special business at a general meeting. All notices of motion must be submitted in writing to the President no less than thirty-five days (excluding receiving date and meeting date) prior to the general meeting.

9.4 All registered members will be advised of the meeting in writing no less than three weeks in advance of the meeting date.

9.5 Where a registered member holds memberships to more than one category, they will be advised once. A registered member is entitled to a single vote only.

9.6 Where a registered member is part of a family membership, advice of the meeting will be provided to the household only. A family membership is entitled to one vote only, regardless of the number of individuals within that family or the number attending the Annual General meeting.

9.7 Where a registered member is unable to attend the Annual General Meeting but intends to vote, they may lodge an apology and advise of their voting intentions in writing with the President within 24 hours of the Annual General meeting. These votes will be counted at the Annual General Meeting. Voting slips will be provided with information sent out to registered members prior to the meeting.

9.8 Voting may not be cast in absentia or through any third party, with the exception of the process outlined in section 9.7.

9.9 For a quorum to be achieved and for the Annual General Meeting to take place, no fewer than 25 registered members, including members of the Committee, must be in attendance or have advised the President of the voting intention in accordance with and eligible to vote.

9.10 In the event that a quorum is not achieved, the Annual General Meeting will be dissolved and readvertised for a date no more than two weeks from the originally scheduled date.

10. MEETINGS (OTHER THAN AN ANNUAL GENERAL MEETING)

From time to time, the President, in association with at least one other member of the Committee, may call a meeting of registered members to discuss issues relating to the administration of the Capital Tigers. Such meetings, including their primary purpose, will be advised by a member of the Committee at least one week prior to the proposed meeting with an agenda to be provided to registered members at the meeting.

11. CONTRIBUTION TO THE CLUB

11.1 The Committee, in conjunction with the Club, will determine the financial return to be made to the Club, taking account of all outstanding liabilities and immediate operating costs.

11.2 While all endeavours will be made to ensure that Objective 9(h), in conjunction with section 3.2, is achieved, the Capital Tigers will not guarantee making any financial return to the Club.

12. DISSOLUTION OF THE CAPITAL TIGERS

- 12.1** Where the number of registered members across all categories of membership falls below 30 or where, through the Annual general meeting or the base requirements of a Committee outlined in section 7.1 are unable to be formed, the current Committee will agree to dissolve the Capital Tigers.
- 12.2** Upon dissolution, no member will receive a refund of any administrative charge paid.
- 12.3** Upon payment of all outstanding liabilities, all remaining funds held within the registered bank account for the Capital Tigers will be provided to the Club, including written advice of the formal dissolution of the Capital Tigers.

13. SPENDING DELEGATIONS

- 13.1** No single member of the Committee will be a signatory, and therefore have access, to the Capital Tigers bank account.
- 13.2** Any signatory or member of the Capital Tigers may make deposits to the account.
- 13.3** Only members of the Committee, as per section 7.1, will be signatories to the Capital Tigers bank account.
- 13.4** Signatories to the Capital Tigers bank account will, prior to making any withdrawal of less than \$200, advise other signatories of their intention to withdraw cash and the purpose for that withdrawal so that it can be recorded on the ledger. Agreement from one or more signatories is required prior to the withdrawal being made.
- 13.5** For withdrawals over \$200, the signatory requiring the withdrawal will make best endeavours to advise the Committee of the purpose and amount of the required withdrawal at the Committee meeting prior to it being required. The Committee will approve such withdrawals and they will be recorded on the ledger.
- 13.6** Where a withdrawal of over \$200 is required between meetings, all members of the Committee will be notified of the purpose and amount of the withdrawal and agreement by Committee members provided in writing within 48 hours of the proposal.
- 13.7** A member of the Committee proposing to undertake any activity requiring funding from the Capital Tigers, will put forward to the Committee in advance of any order or payments being made, a proposal (Business plan) that includes purpose, cost and predicted financial outcome. Failure to do so will result in that member being responsible for all costs and liabilities.
- 13.8** Where a Committee member utilises their personal finances to make an investment on behalf of the Capital Tigers, they will be reimbursed in full only upon presentation of tax invoices/receipts to the Treasurer.
- 13.9** Any Capital Tigers member, regardless of whether they are a member of the Committee, wishing to make a personal contribution to a project or initiative where they do not require reimbursement of the funds, may do so. Such donations may be in cash or goods. In such cases, written confirmation of the donation must be provided to the Treasurer, including the amount and confirmation of non reimbursement, and the details provided to the Committee at the next meeting.
- 13.10** Ad hoc spending will be avoided.