



Capital Tigers – Official Richmond Supporters Group Constitution

October 2019 - 2020



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 should be read in conjunction with the club guidelines and provided to members in late 2019 by the Secretary.

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

Version Control:

Date	Version	Approved at AGM by members on
8 Aug 2019	V1 - Draft	

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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 both Executive and Ordinary Committee Members.
‘Constitution’	Means this Constitution of the Capital Tigers.
‘Donation’	Our financial contribution to the Club per calendar year due every Oct/Nov
‘Ordinary Committee member’	Means a Member of the Committee that is not the President, Vice President, Secretary or Treasurer and has been elected or appointed in accordance with this Constitution.
‘Executive Committee members’	Are people elected to the positions of President, Vice President Secretary or Treasurer?
‘Family Member’	Are members 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, and 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.
‘Financial year’	Means the period 1 November to 31 October, as stipulated by the Club.
‘Guidelines’	Means the ‘Richmond and Interstate Supporters Groups – Official supporter Group Guidelines 2016’ or other such guidance that is provided to the committee by the Club.
‘Meeting’	Means a meeting of the membership, which 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 <i>Committee</i> having achieved a quorum at the <i>Committee</i> 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. Which is kept electronically
Returning Officer	Means a club member who is appointed to be the official in each electorate who conducts an election and announces the result.

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:

1. To help grow the membership of the Club;
2. Create and foster a friendly social environment for supporters of the Club to meet on a regular basis;
3. Provide opportunities for supporters to meet at social functions;
4. Promote and market the Club and its brand;
5. Operate as a franchise of the Club and be self-funded;
6. Develop and implement all marketing activities within the parameters of the Club;
7. Maintain membership records so they can be utilised by the Club;
8. Conduct fundraising activities to generate funds for the Club;
9. Encourage and promote the vision of the Club and do everything to enhance its reputation on and off the field;
10. Promote active participation and interest in the social and sporting activities of the Club and its supporters; and
11. Encourage attendance at Club matches and barracking for the team.

3.2 In order to protect the image and reputation of the Club we have a responsibility as a supporters group to adopt and follow the code of conduct for the benefits of the members. In accordance with the constitution, members are bound by this code and found to be in breach may face disciplinary action (including cancellation of membership entitlement).

The Club members code of conduct

1. to conduct themselves towards the Club and players in ways that are respectful to all, lawful and in the spirit of the game;
2. In relation to Club matches, social media channels and events [or when dealing with any Club employees, players or officials] to refrain from:
 - a. engaging in or endorsing any form of threatening conduct, or vilification or abuse on the basis of race, gender, religion, disability or sexuality.
 - b. any acts of violence, disruptive behaviour or use of offensive or abusive language or gestures;
3. to comply with the terms of entry at any venue in relation to any Club matches or other Club activities; and
4. To conduct themselves in a manner that does not damage the reputation of the Club, its members or supporters.

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
- 4.3 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:** \$20 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 year will align with the Financial Year and commence on the 1st November and conclude on 31st October the following year.
- 4.4 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.
- 4.5 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 Executive Committee of the Capital Tigers will comprise of the following (as a minimum):
 - President
 - Vice President
 - Secretary
 - Treasurer
- 7.2** The positions, as per clause 7.1 will be known as the Executive Committee and must be financial members of the Club

- 7.3** Ordinary Committee members may also include, but are not limited to, the following 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 Club, registered members of the Capital Tigers, and will be elected **annually** at the Annual General Meeting by attending registered members of the Capital Tigers.
- 7.5** Regardless of the composition of the previous years Committee, members will have the opportunity to nominate for all positions of the Committee, as per clauses 7.1 and 7.3, and to be elected in accordance with clause 7.4.
- 7.6** Capital Tigers members wishing to self nominate for a position on the Committee may do so by providing written advice to the Returning Officer via returningofficer@capitaltigers.com.au at least one week prior to the Annual General Meeting.
- 7.7** Where more nominations are received for the Committee any position, nominees may make a short presentation, either in person or in writing to be read out to attending members at the Annual General Meeting to be considered for election. Where there is a sole nomination, they will be elected unopposed.
- 7.8** If, on the date of the Annual General Meeting, there are inadequate nominations to fill all positions, the elected Returning Officer/s:
- Call for nominations from the floor to fill any, or all, of the unfilled positions;
 - Adjust the number of positions on the Committee and re-assign specific duties to the remaining Committee members; or
 - In consultation with the Committee, approach and appoint any member to take up a position as an Ordinary Committee member.
- 7.9** If, within the term of a Committee, any Committee member, either Executive or Ordinary, should have to step down from their position, the President may, for the remainder of the term:
- Appoint an existing member of the Committee to the vacant position; or

- Approach and appoint any member to take up the vacant position after consultation with the Committee.
- 7.10** 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.
- 7.11** Capital Tigers members co-opted to the Committee will serve out the remaining portion of the term of the Committee member they are replacing.
- 7.12** Resignation from the Committee must be submitted to the President in writing.
- 7.13** 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 term of the Committee shall be for the period of the Financial Year and will commence on the day after the AGM of each year.

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;

9. ANNUAL GENERAL MEETING

- 9.1** The Annual General meeting will be held, on a date to be determined, in October 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 four 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. All members covered by the family membership are entitled to a single vote.
- 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 to the Returning Officer prior to the commencement 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 10 per cent of the membership (as per clause 6.1), including members of the Committee, must either be in attendance or have advised the Returning Officer of their voting intention in writing.
- 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. * Attachment A

11. CONTRBUTION 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.

2019/2020 Committee Meetings Schedule

Month	Date	Notes
August	Thursday 15	
September	Thursday 12	
October	Thursday 7	Annual General Meeting - 7pm @ Eastlakes
		Draw from AFL for 2020 released late October
November	Thursday 14	New committee meet and plan for 2020
December	No Meeting	Christmas
January (2020)	Thursday	
February	Thursday	
March	Thursday	
April	Thursday	
May	Thursday	
June	Thursday	
July	Thursday	
August	Thursday	
September	Thursday	

- *All meetings to be held at Eastlakes Club in Kingston - 3 Oxley St, Canberra ACT 2603*
- *Meetings to commence at 7.30pm and to be held on the above scheduled Thursday's- please mark these in your diary.*
- *With the non-financial sponsorship from Eastlakes Club and allowing us the use of a meeting room these dates have to be locked in. (Additional meetings maybe required during the season etc.)*
- *Issues and items to be put on the agenda need to get to the secretary at least 2 days prior to the scheduled meeting. The Secretary will call for agenda items a week before the scheduled meeting.*