



## **DISCOVERY BAY ANGELS FOOTBALL CLUB CONSTITUTION**

(Adopted April 2009)

### **SECTION 1: NAME**

- 1.1 The name of the organisation shall be "Discovery Bay Angels Football Club" (hereinafter referred to as "the Club").

### **SECTION 2: ADDRESS**

- 2.1 The registered address of the Club shall be as shown on the Certificate of Registration of a Society, issued to the Club in accordance with the Societies Ordinance, Chapter 151, Laws of Hong Kong.

### **SECTION 3: OBJECTIVES**

- 3.1 The objectives of the Club shall be to enable girls living in, and near to, Discovery Bay, Lantau Island, Hong Kong to play football and to promote the sport of football in general.

### **SECTION 4: GENERAL POWERS OF THE CLUB**

- 4.1 To establish committees and sub-committees and to collaborate with other organisations as the Club considers necessary to achieve its objectives.
- 4.2 To seek contributions, donations and/or sponsorship, and to levy fees as necessary to maintain the Club.
- 4.3 To incur such expenses as are deemed necessary to further the objectives of the Club.

### **SECTION 5: MEMBERSHIP**

- 5.1 Membership of the Club shall be open to any girl under the age of 12 with an interest in playing football in Hong Kong ("Playing Members") and their parents ("Adult Members").
- 5.2 No formal proposal for membership shall be required. Any girl shall become a Playing Member when the prescribed fees have been paid. Membership shall run from year to year (1st April to 31st March).
- 5.3 Adult Members and will not be required to pay any additional membership fees (other than in respect of their daughter(s) who are Playing Members) and their membership will be coincidental with their daughter(s).
- 5.4 Membership shall automatically expire at the end of each membership year, unless renewed, or may be terminated during the year by the giving of notice to the Club by the member. The Club shall not be obliged to refund any portion of prepaid fees.
- 5.5 The Club shall have power to cancel the registration of any member.



## **SECTION 6: RIGHTS AND RESPONSIBILITIES OF MEMBERS**

- 6.1 The rights of Adult Members shall be to elect, be elected, propose and vote and at General Meetings of the Club.
- 6.2 Only members and their families will be entitled to use the Club facilities and only Playing Members will be entitled to play for the Club.
- 6.3 Parent members are responsible for their own children. If one parent or a guardian cannot attend with their child, then another attending parent must be requested to make sure the child gets proper support during the training sessions (water breaks, sun block etc.)
- 6.4 The Club bears no responsibility for the child's transportation to and from the training sessions.
- 6.5 The Club bears no responsibility for any injury sustained to a player member during or as a result of a training session.

## **SECTION 7: FEES**

- 7.1 The fees prescribed for membership are payable upon first registration with the Club and thereafter with the commencement of each subsequent year.
- 7.2 Membership fees will be set at the AGM.
- 7.3 The Club may prescribe additional fees for specific purposes.

## **SECTION 8: OBLIGATIONS OF THE MEMBERS**

- 8.1 The obligations of the members are:
  - (a) to abide by the Constitution of the Club and the resolutions passed by any General Meeting; and
  - (b) to pay the prescribed fees.

## **SECTION 9: DONATIONS**

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

## **SECTION 10: MANAGEMENT**

- 10.1 A Management Committee (MC) of four members shall manage the Club made up of the following:
  - (a) Chairman;
  - (b) Vice-Chairman;
  - (c) Treasurer; and
  - (d) Secretary.
- 10.2 A quorum for MC meetings shall be at least three voting members of the MC. The MC is empowered to take such actions or decisions it decides to manage the affairs of the Club, except for changes to this constitution, which shall only be made by the Club at a General Meeting.



- 10.3 The MC shall remain in office until their resignation, or their successors are elected at the Annual General Meeting next following their election. Members of a retiring MC shall be eligible for re-election.
- 10.4 In the absence of the Chairman, the Vice-Chairman shall undertake the full duties of the Chairman.
- 10.5 A simple majority shall pass resolutions of the MC and, in the event of an equal vote, the Chairman (or in his absence the Vice-Chairman) shall have an additional vote.
- 10.6 The MC shall have power to form sub-committees constituted from any Adult Members of the Club and may delegate to any such sub-committee such powers as may seem to the MC to be appropriate.
- 10.7 The MC shall have power to call any other General Meeting of the Club not being the AGM or an EGM, subject to Sections 12.2 and 13.1 herein.

## **SECTION 11: ANNUAL GENERAL MEETINGS**

- 11.1 A general meeting of the Club, called the Annual General Meeting (“AGM”), shall be held in every calendar year not later than 30<sup>th</sup> June, to transact the following business:
  - (a) to receive, and if approved, to adopt the Club's accounts to the end of the previous Financial Year;
  - (b) to receive, and if approved, to adopt the MC Chairman's report (if any);
  - (c) to approve membership fees;
  - (d) to consider, and if approved by a resolution passed by a majority representing one half of the Adult Members present plus one, adopt any alteration to the Constitution of the Club, save that any such proposed alteration, to be competent, shall be notified in writing to all members at least 14 days before the meeting; and
  - (e) to deal with any special matter which the MC wish to bring before the members and to receive suggestions from members for consideration by the MC.
  - (f) to elect four members for a new MC, subject to Section 11.2.
- 11.2 Nominations for election to the MC may be given in writing to the Secretary of the MC or may be received from the floor at the AGM. In the event of more than four nominations the Secretary shall conduct a ballot(s) at the AGM.
- 11.3 Notice convening the AGM shall be sent to Adult Members not less than 14 days before the meeting and shall specify the matters to be dealt with. Such notice may be given by email.

## **SECTION 12: EXTRAORDINARY GENERAL MEETINGS**

- 12.1 An Extraordinary General Meeting (EGM) for the Club may be convened at any time by the MC, subject to Section 13.1, and shall be convened within 28 days from the receipt of a requisition in writing signed by not less than 6 Adult Members specifying the object of the meeting for any of the following purposes:
  - (a) to consider and, if approved by a resolution passed by a majority representing one half of the Adult Members present plus one, adopt any alteration to the Constitution of the Club, save that any such proposed alteration, to be competent, shall be notified in writing to all members at least 14 days before the meeting ;



- (b) to deal with any special matter which the MC may desire to place before the meeting;
- (c) to receive the resignation of the MC or to remove any member or members thereof from office and fill any vacancies caused thereby; and
- (d) to deal with any special matter which the members requiring the meeting may desire to place before the Club in general meeting.

12.2 Notice convening an EGM or any other general meeting of the Club shall be sent to Adult Members not less than 14 days before the date of the meeting and shall specify the matters to be dealt with.

### **SECTION 13: QUORUM FOR ANY GENERAL MEETING**

13.1 The quorum for any General Meeting shall be a minimum of 3 of the members of the MC plus 5 other Adult Members of the Club.

### **SECTION 14: MINUTES**

14.1 Minutes of all general meetings shall be taken by the Secretary and kept, and shall be available for inspection by Adult Members from 30 minutes prior to the commencement of the AGM and throughout the meeting.

### **SECTION 15: FINANCE**

- 15.1 The MC shall raise and administer funds for the conduct of the Club but may not borrow money without specific authority obtained at a general meeting of the Club.
- 15.2 The MC shall have power to spend the funds of the Club on matters within the scope of the objects of the 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 Club in general meeting.
- 15.3 The Club shall maintain a bank account for its own purposes. The MC shall agree on the rules for the operation of this account provided that the signature of at least two members of the MC is required to authorise any cheques or associated documentation.

### **SECTION 16: ACCOUNTS**

- 16.1 The MC shall maintain proper accounts for the Club, which shall be presented to the Club at the AGM. At each AGM the Treasurer shall present a Balance Sheet, Income and Expenditure Account and Report, giving a true and fair picture of the Club's affairs.
- 16.2 The Club's financial year shall run from 1 April to 31 March each year.

### **SECTION 17: WINDING UP OR DISTRIBUTION OF THE ASSETS OF THE CLUB**

- 17.1 The Club shall not distribute any portion of its assets, either whilst continuing to operate or upon winding up to any of its members.
- 17.2 Upon the recommendation of the MC, the Club may at a General Meeting, provided at least 75 per cent of the members of the Club present at that time agree, be wound up. Upon such winding up, the Club shall give its assets to an organisation with similar objectives or to charity.