



**TEAM STELLAR
INCORPORATED**

CONSTITUTION

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BROADBEACH QLD 4218

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CONSTITUTION OF: TEAM STELLAR INCORPORATED

1. NAME

1. The name of the Club shall be Team Stellar Incorporated (hereinafter referred to as the Club).

2. CLUB COLOURS

- 2.1 The Club colours shall be: Yellow, Gold, Black and White.

3. AIMS AND OBJECTIVES

- 3.1 The Club exists primarily to provide the members with an opportunity to play netball for fun, friendly competition, individual fulfilment and a sense of camaraderie through teamwork.
- 3.2 To foster, promote, and develop the game of netball for senior and junior players.
- 3.3 To affiliate with any netball bodies that can offer the Club and its players the opportunity to play in structured competitions with pathways into higher levels of participation.
- 3.4 Members are expected to conduct themselves in a fitting and respectful manner while at the game, on the court and within its precincts, and while at trainings.
- 3.5 To abide by the official playing rules of the International Federation of Netball Associations and the interpretation thereof as determined by the Netball Australia Member Protection Policy.
- 3.6 To act for its members in all matters pertaining to netball and the control thereof.
- 3.7 To educate, train, coach and encourage members of the Club in all facets of sport, in particular netball.
- 3.8 To promote good fellowship amongst those interested in netball.

- 3.9 To do all other things and acts conducive to the furtherance of the objectives and interests of the Club.
- 3.10 To provide a pathway for players from junior level to senior level to encourage players to continue to play netball.
- 3.11 To encourage mentorship programs between the senior players and junior players.

4. POWERS

- 4.1 The Club shall have the following powers:
 - 4.1.1 To raise money by subscriptions and levies and by such other methods, as the Executive Committee shall see fit.
 - 4.1.2 To purchase, take over or lease, exchange, hire or otherwise acquire any real or personal property, which may be deemed necessary or convenient for any of the objects of the Club.
 - 4.1.3 To invest the monies of the Club not immediately required in an interest-bearing savings account with the banking institution used by the Club.
 - 4.1.4 To become affiliated with, or subscribe to, other associations or bodies whose objects are similar to the objects of the Club and if thought fit, to withdraw or retire from any such other association or body.
 - 4.1.5 If thought fit, to obtain raffle permits and such other licenses as may be considered of benefit to the Club.
- 4.2 It is the intention that each and all the powers specified in the preceding sub-clauses shall be in no way limited or restricted by reference to, or inference from, the terms of any other sub-clauses, or of the main objectives as first mentioned.

5. MEMBERSHIP

5.1 Membership of the Club shall consist of:

a. ORDINARY MEMBERSHIP

- i. Ordinary members shall be 18 years and over and must support the objects of the Club.
- ii. Ordinary members may include players who are 18 years and over; Umpires, Coaches, Parents or Legal Guardians of junior members; and other Interested Persons.
- iii. The Management Committee shall have the power to provide relief or discount from payment of fees for any ordinary member.
- iv. Ordinary members are entitled to vote at general meetings.
- v. Ordinary members shall be eligible for election to the Management Committee.
- vi. The number of ordinary members is unlimited.

b. JUNIOR MEMBERSHIP

- i. Junior member is anyone under the age of 18 years.
- ii. The Management Committee shall have the power to provide relief or discount from payment of fees for any junior member
- iii. Junior members shall not be entitled to vote at general meetings.
- iv. Junior members shall not be eligible for election to the Management Committee.
- v. The number of Junior members is unlimited.

c. LIFE MEMBERSHIP

- i. Life Membership of the Club may be granted to any personnel who has rendered conspicuous, special or exemplary service to the Club for a period of at least 5 (five) years.
- ii. A nomination for Life Membership can be submitted by any Club member in writing and submitted to the Secretary prior to the conclusion of the winter competition on any given year.
- iii. All nominations will be accepted by the Club Committee and put forward at the next Club General Meeting.
- iv. Nominations for Life Membership can be for any of the following criteria:
 - a) Continued contribution to the Club by Coaching, Managing, umpiring, or other roles within the Club for a minimum of 5 (five) years.
 - b) Willing to contribute to the Club without hesitation.
 - c) Continually working to improve and grow the Club
- v. Life members must be elected by the passing of a special resolution at an annual; special general or general meeting by a majority of the eligible voting members present.
- vi. Life members shall be entitled to the same privileges as ordinary members.
- vii. Life members shall have perpetual voting rights at Club General Meetings and Annual General Meetings.
- viii. Life members shall not be required to pay annual fees to the Club.
- ix. The number of life members is unlimited.

5.2 MEMBERS REGISTER

- 5.2.1 The Management Committee must keep a register of members of the Club.
- 5.2.2 The register must include the following particulars for each member:
- a) Full name.
 - b) Postal & Residential address
 - c) Date of birth.
 - d) Email address of the member.
 - e) Commencement date with the Club of the member.
 - f) Date of death / time of resignation.
 - g) Details about the termination or reinstatement of membership.
 - h) Any other particulars the Management Committee or the members at a General Meeting decide are required.
- 5.3 All players of the Club shall be amateurs as defined by the 'All Australia Netball Association'.
- 5.4 Coaches are those persons appointed by the Management Committee.
- 5.5 The Executive Committee shall comprise the following (one of each):
- a) President.
 - b) Vice President.
 - c) Secretary.
 - d) Registrar.
 - e) Treasurer.

- 5.6 The Management Committee shall consist of the Executive Committee and ordinary members undertaking specific roles, as defined and duly nominated by the Executive Committee. The Management Committee shall be appointed immediately after the Annual General Meeting, or co-opted by the Executive Committee as deemed necessary during the course of each season.
- 5.7 Sub-Committees shall consist of two (2) or more persons co-opted by the Management Committee as deemed necessary during the course of each season.

6. ADMISSION TO MEMBERSHIP

- 6.1 Each person admitted to membership with the Club shall:
- 6.1.1 Be bound by the Constitution and bylaws of the Club.
 - 6.1.2 Become liable for such fees, subscriptions and levies as may be set by the Management Committee.
 - 6.1.3 As a player, wear the official Club playing uniform during any matches and any time a uniform is required.
- 6.2 The Club has the discretion to accept or reject a member's application.
- 6.2.1 If an application is rejected, upon request by the applicant, the reasons for the rejection of the membership application shall be provided in writing.

7. SUBSCRIPTION AND FEES

- 7.1 The Annual subscriptions and any other fees payable by Members or categories of members to the Club, the benefits which apply, the time for, and manner of payment, shall be determined by the Management Committee before the commencement of each season.

8. TERMINATION OF MEMBERSHIP

- 8.1 Membership shall be terminated by any one of the following events:
- 8.1.1 Resignation of a Player, Coach, Umpire, Committee Member or Life Member.
 - 8.1.2 Death, in the case of individual membership.
 - 8.1.3 Winding up of the Club. At the time of lodging an application to wind up, any member may, at the discretion of the Management Committee, remain liable for all prescribed fees, subscriptions and/or levies incurred up to the time of lodging the application to wind up.
 - 8.1.4 Expulsion when, in the opinion of the Management Committee, a member's conduct is discreditable or injurious to the character or interests of the Club.

9. DISCIPLINE

- 9.1 The Management Committee may expel from the Club, or otherwise penalise, any member whose conduct, in the opinion of the Management Committee, is discreditable or injurious to the character or interests of the Club.
- 9.2 Before any member is expelled or otherwise penalised, the Management Committee shall enquire into their conduct and the member shall be given the opportunity to defend themselves and to justify or explain their conduct.
- 9.3 Provided that a quorum is established (per clause 14.3.5) from the Management Committee present when the matter is enquired into, and it is of the opinion that the member has been guilty of such conduct, or action, then the Management Committee may expel or suspend the person from membership or otherwise penalise the member.

- 9.4 Should any member fail to appear at any enquiry conducted under clause 9.2 hereof, or any adjournment thereof, the Management Committee may proceed in that member's absence to conduct the said enquiry and to make its findings as herein before empowered.

10. APPEAL TO APPEAL'S TRIBUNAL

- 10.1 If the Management Committee passes a resolution at the meeting held in accordance with Rule 9, the member has a right to appeal the decision to the Appeals Tribunal.
- 10.2 The member must lodge the appeal with the Secretary within fourteen (14) days of the date the resolution is passed. The appeal must specify the grounds of the appeal.
- 10.3 Where the Secretary receives an appeal under clause 10.2, the Management Committee shall convene a meeting of the Appeals Tribunal to be held within thirty (30) days of the date on which the Secretary received the appeal.
- 10.4 Where the member lodges an appeal to the Appeals Tribunal under this Rule, the resolution of the Management Committee does not take effect unless the Appeals Tribunal confirms the resolution in accordance with Rule 11.

11. APPEALS TRIBUNAL

11.1 Composition of Appeals Tribunal

- 11.1.1 An appeals Tribunal of up to five (5) persons shall be appointed from the Association that the Club is affiliated with for the purpose of adjudication of appeals from members under Rule 10. The Association shall also appoint a Chair for the Appeals Tribunal.

11.1.2 No member of the Appeals Tribunal shall be permitted to hold any office on the Club Management Committee or its appointed sub-committees.

11.1.3 A minimum of three (3) members of the Appeals Tribunal shall constitute a quorum.

11.2 Proceedings before Appeals Tribunal

The Appeals Tribunal shall hear and determine the alleged breach in whatever manner it considers appropriate in the circumstances, (including by way of teleconference, video conference or otherwise), provided that it does so in accordance with the principles of natural justice. The purpose of the hearing shall be to determine whether the alleged breach occurred. The Appeals Tribunal has the jurisdiction to vary the penalty imposed by the Management Committee.

11.3 Decision Binding

Decisions of the Appeals Tribunal will be binding and final upon the Management Committee and the member.

12. EXECUTIVE COMMITTEE

12.1 Management of the Club shall be vested in the Executive Committee elected from members at the Annual General Meeting of the Club.

12.2 All members of the Executive Committee must be financial members of the Club before nominations can be accepted.

12.3 Nominations for positions of President, Vice President, Registrar, Secretary and Treasurer, shall be in writing, proposed and seconded respectively by one (1) other member of the Club. Each nomination must be received by the Secretary at least

fourteen (14) days before the Annual General Meeting, and must be signed by the nominee to indicate their willingness to fill the position.

- 12.4 If no valid nominations for any position are received, or if there are insufficient valid nominations received for the positions to be filled, the Chairperson shall call for nominations at the Annual General Meeting. Such nominations shall be proposed and seconded by two (2) members at the Annual General Meeting.
- 12.5 At each annual general meeting of the association, the members of the management committee must retire from office, but are eligible, on nomination, for re-election.
 - 12.5.1 Voting shall take place at all appointments to the Executive Committee and shall be made by ballot.
 - 12.5.2 When two (2) or more nominations are received for a designated position, or nominations exceed the remaining three general committee positions, an election by secret ballot per Rule 15 shall be conducted. The result of the ballot shall be made known as soon as practicable at the Annual General Meeting.
- 12.6 The President so appointed shall assume office immediately after completion of the elections and the remaining members so appointed shall assume office immediately at the conclusion of the Annual General Meeting. All shall hold office until the next Annual General Meeting.
- 12.7 Vacancies on the Executive Committee
 - 12.7.1 Should any vacancy occur on the Executive Committee other than in the normal course of elections, the continuing members of the Executive Committee may conduct the Club affairs until the vacancy is filled per clause 12.7.3.

- 12.7.2 If the number of committee members is less than the number per clause 14.3.5 as a quorum of the Executive committee, the continuing members may act only to call a General Meeting of the Club.
- 12.7.3 The Executive Committee shall fill such vacancy from the members of the Club via a process of advertisement to the Member body for a minimum of seven (7) days, and subsequent Special General Meeting per clause 14.2 not less than fourteen (14) days after the initial advertisement. Such nominations shall be proposed and seconded by two members and voting will be undertaken per Rule 15. Such member duly elected shall hold office for the unexpired portion of their predecessor's term.

12.8 Powers of the Executive Committee

- 12.8.1 The Executive Committee may exercise all such powers of the Club and carry into effect all such objects of the Club without limiting the generality of the preceding words and in addition the power to:
- 12.8.1.1 Administer the finances of the Club.
 - 12.8.1.2 Appoint the bankers of the Club.
 - 12.8.1.3 Open bank accounts for specific purposes and to transfer funds from one account to another, and to close any such account.

- 12.8.1.4 Set the manner in which such bank accounts shall be operated upon, and nominate the President, Vice President, Secretary and Treasurer as signatories, two of which are required on each cheque or Electronic Funds Transfer as authority for withdrawal of funds from any account.
 - 12.8.1.5 Set fees, levies and subscriptions payable by Players, Coaches, Umpires, Life Members and to enforce payment thereof.
 - 12.8.1.6 Adjudicate on all matters brought before the Committee, which in any way affect the Club.
 - 12.8.1.7 Cause minutes to be made of all proceedings at the Annual General Meeting, Special General Meeting and Executive Committee meetings.
 - 12.8.1.8 Determine the conditions and times when members may use courts hired, used or owned by the Club.
 - 12.8.1.9 Appoint Management Committee Members and Sub-Committees as it sees fit, and to define the functions thereof.
 - 12.8.10 Appoint such officials as it thinks fit and to define their duties.
- 12.8.2 The Management Committee must ensure the safe custody of books, documents, instruments of title and security of the Club.

- 12.8.3 At each Annual General Meeting of the Club, the members of the Management Committee must retire from office, but are eligible, on nomination, for re-election.
- 12.8.4 All decisions by the Executive Committee shall be binding on all members.

12.9 Resignation, removal or vacation of office of Management Committee Member

- 12.9.1 A member of the Management Committee may resign from the Committee by giving written notice of resignation to the secretary.
- 12.9.2 The resignation takes effect at:
- a) The time the notice is received by the secretary;
 - or b) A later time stated in the notice.
- 12.9.3 Once any member of the Executive committee, Management Committee or General committee have been duly appointed and voted in, they can, within 30 (thirty) days of being in office, resign from their position without reason, and no questions asked. This shall be provided in writing, and effective immediately.
- 12.9.4 After the 30 day above-mentioned period has elapsed, all members of the Club's committee will remain in office for the duration of the year, and have the option of reappointment at the following Annual General Meeting.
- 12.9.5 A member may be removed from office at a general meeting of the club if a majority of the members present and eligible to vote at the meeting vote in favour of removing the member.

- 12.9.6 Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he/she should not be removed from office.
- 12.9.7 If removal is granted, this person can not hold a leadership position within the club for 2 years from the date of removal.

13. MEETINGS

13.1 Annual General Meeting (AGM)

- 13.1.1 The AGM of the Club shall be held within two (2) months after the conclusion of the Club's financial year as defined in Rule 18.
- 13.1.2 The Committee shall give at least thirty (30) days' notice of the Annual General Meeting to each Club member.
- 13.1.3 Notice of the AGM shall be accompanied by a copy of the minutes of the previous AGM, and details of any proposed alterations or additions to the Constitution and bylaws.
- 13.1.4 A quorum shall be double the number of members presently on the Executive Committee plus one.
- 13.1.5 A proxy received in writing prior to the commencement of the meeting will be exercised by the President and included, unless instructed otherwise by the member.

13.2 Special General Meeting (SGM)

- 13.2.1 SGM may be called:
- a) At the request of the President.
 - b) At the written request of three (3) members of the Executive Committee.

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- c) By notice in writing signed by at least ten (10) members of the Club.
- 13.2.2 Such SGM shall be held within one month of such a request and the Secretary shall give at least fourteen (14) days' notice of the date of the Special General Meeting to each Club member.
- 13.2.3 Notice of the SGM shall set out clearly the business for which the meeting has been called and no other business shall be dealt with.
- 13.2.4 Members entitled to attend the AGM shall be entitled to attend the SGM.
- 13.2.5 A quorum shall consist of one third of the total membership (33%) being present PLUS a number equal to 100% of the Executive Committee.
- 13.2.6 A proxy received in writing prior to the commencement of the meeting will be exercised by the President and included unless instructed otherwise by the member.

13.3 Management Committee Meetings (MCM)

- 13.3.1 The Management Committee shall meet at least bi-monthly during the Junior season period, (March-September), and as required at other times.
- 13.3.2 A special meeting of the MCM may be called:
- a) At the direction of the President, or in her/his absence, the Vice President.
 - b) On the written requests of a majority of the Management Committee.
- 13.3.3 If a Committee member misses three (3) consecutive meetings (without sound reason), the Committee has the right to terminate the said person's position, and a replacement shall be appointed by the Management Committee for the unexpired term of the office as per clause 12.7.
- 13.3.4 The Secretary shall give each Committee member at least fourteen (14) days' notice of the date of any MCM except in special circumstances when it is impossible to give the time required. The notice shall specify the general nature of the business to be dealt with.
- 13.3.5 A quorum shall be a majority of the Management Committee present, three (3) of whom shall be members of the Executive Committee.
- 13.3.6 A proxy received in writing prior to the commencement of the meeting will be exercised by the President and included unless instructed otherwise by the member.

13.4 Minutes of Management Committee Meetings

- 13.4.1 The Secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each MCM are taken and recorded.
- 13.4.2 To ensure the accuracy of the minutes, the minutes of each MCM must be signed by the chairperson of the meeting.

13.5 Procedure

- 13.5.1 A question arising at a Committee meeting is to be decided by a majority vote of members of the committee present at the meeting and, if the votes are equal, the President's decision is the deciding vote.
- 13.5.2 A member of the Management Committee must not vote on a question about a contract, or proposed contract, if it poses a conflict of interest, either personal or professional.
- 13.5.3 The President is to preside as chairperson at a MCM.
- 13.5.4 If the President is unavailable, the Vice President is to reside over the meeting.

14. VOTING

14.1 Powers of the Executive Committee:

- 14.1.1 The President shall have a casting vote only.
- 14.1.2 Ordinary members over the age of 18 present at the meeting shall be entitled to one vote.
- 14.1.3 In the case of Junior members, a voting entitlement of one (1) vote per registered family will apply.
- 14.1.4 Proxy voting subject to the provisions of clause 15.4 will apply.

14.2 Voting Powers at Executive and MCM shall be:

- 14.2.1 The President shall have a casting vote only.
- 14.2.2 Each other Committee member present shall have one vote.
- 14.2.3 Proxy voting subject to the provisions of clause 15.4 will apply.

14.3 Method of Voting

- 14.3.1 A motion must be carried by a majority of those members present and voting.
- 14.3.2 Voting on business other than appointments shall be by show of hands, unless any member present requests a ballot.
- 14.3.3 Voting on appointments shall be by secret ballot, where more than two (2) nominations have been received for a position, a preferential voting system shall be used.
 - 14.3.3.1 The Secretary and an appointed scrutineers shall act as returning officer.
 - 14.3.3.2 The Secretary counts ballot papers under the supervision of the appointed scrutineers. Once completed, the Secretary shall record the result and announce the names of the successful candidates.
 - 14.3.3.3 Ballot papers and result strips shall be destroyed by the secretary immediately after the meeting.

14.4 PROXIES

If a member wants to proxy vote for or against an appointment or resolution, the instrument for appointing the proxy must be in the following or similar form.

Team Stellar Sports Club Inc.

Attention: The Secretary

I, (insert name), of (insert address), being a member of Team Stellar Sports Club, appoint (insert name), of (insert address), as my proxy to vote for me on my behalf at the (insert meeting type) meeting of the Club, to be held on (insert date) of (insert month), (insert year) and at any adjournment of the meeting.

Signed this (insert date) of (insert date), (insert year)

(Insert Signature)

This form is to be used ~~in favour of~~/~~against~~ (strike out whichever is not wanted) the following resolutions -

(List relevant resolutions)

15. COMMITTEES

- 15.1 The Executive Committee shall have power to appoint special and standing committees as required and delegate to such committees such power, as it may deem necessary.

16. FINANCE

- 16.1 All funds of the Club shall be deposited in the accounts of the Club.
- 16.2 All accounts due by the Club shall be paid by cheque or via Electronic Funds Transfer after having been passed for payment at the Executive Committee meeting in the case of urgency, authorised by the President, Treasurer and/or Secretary.
- 16.3 All cheques must be signed by any two signatories of the four registered, who will be the President, Vice President, Secretary and Treasurer. Electronic Funds Transfers must also be duly authorised by any two (2) signatories of the four (4) registered prior to executing transfer.
- 16.4 The Treasurer shall not exceed the approved petty cash limit. without the consent of the Management Committee and shall keep a record of expenditure in a Petty Cash Book.
- 16.5 The Management Committee shall cause true accounts to be kept of all moneys received and expended and of matters in respect to all properties, assets and liabilities.
- 16.6 A statement showing the financial position of the Club shall be tabled at each Management Committee Meeting.
- 16.7 The Management Committee shall submit to the AGM a statement of Income and Expenditure. An Auditor's report shall be attached to such financial statement.
- 16.8 The Management Committee must ensure the safe custody of books, documents, instruments of title & securities of the club.

17. FINANCIAL YEAR

- 17.1 The Financial Year of the Club shall commence on the first day of October and end on the 30th day of September each year.
(1/10/enter year - 30/9/enter year)

18. AUDIT

- 18.1 The accounts, books and all financial records of the Club shall be audited each year by a person approved by the Management Committee deemed qualified for these duties.

19. COMMON SEAL

- 19.1 The common seal of the Club shall be kept in the custody of the Secretary.
- 19.2 The common seal shall not be affixed to any instrument except by the authority of the Executive Committee and the affixing of the common seal shall be attested by the signature of two (2) Executive Members or the President and the Secretary.

20. ENFORCEMENT OF CONSTITUTION AND BYLAWS

- 20.1 The Authority of the Club shall extend to and be recognised by all members.
- 20.2 The Management Committee shall have power to enquire into, deal with, and adjudicate upon all questions and disputes as to the interpretation of this Constitution, and any ruling or bylaws made hereunder upon any breach of this constitution, its rules and bylaws. and upon any complaint made to it of misconduct detrimental to the policy, interests or welfare of the Club by any person or member. The Management Committee may caution, suspend or otherwise deal with the person or member concerned. Its decision shall be binding on all parties concerned.

- 20.3 All enquiries into any Club matters shall be conducted in a fair and impartial manner having regard to the principles of natural justice. All concerned parties shall be entitled to be heard.

21. BY LAWS

- 21.1 The bylaws of the Club shall be made for the purpose on enlarging upon, extending and developing the provisions of the Constitution and the Interpretation thereof, and shall be attached to the Constitution as an Appendix as they become applicable.
- 21.2 The management committee may make, amend, or repeal by-laws, not inconsistent with these rules, for the internal management of the association.
- 21.3 A by-law may be set aside by a vote of members at a general meeting of the association.

22. ALTERATION OF RULES

- 22.1 Subject to the Act, these rules may be amended, repealed or added to by a special resolution carried at a general meeting
- 22.2 However an amendment, repeal or addition is valid only if it is registered by the chief executive.

23. DISBANDMENT

- 23.1 The Club shall not disband unless with the consent of three-quarters (3/4) of its members. Motion to disband the Club, signed by the proposer and seconder shall be submitted in writing to the Secretary. Such notice will be dealt with at the AGM of the Club or a SGM under Clause 14.2.

23.2 If carried by the necessary three-quarter (3/4) majority of all members present and voting at the meeting, notice to disband the Club shall be forwarded to Netball Queensland.

23.3 The Executive Committee shall proceed forthwith to realise all the assets of the Club and, after payment of all outstanding debts and liabilities, shall transfer the balance to another Club having similar objects and objectives, or to a charity, as the members shall have determined.

24. PROHIBITION AGAINST SECURING PROFITS FOR MEMBERS

24.1 The income and capital of the Club shall be applied exclusively to the promotion of its objects and no portion shall be paid or distributed directly or indirectly to members or their associates except for:

- a) Bona fide remuneration for services rendered.
- b) Expenses incurred on behalf of the Club.
- c) Goods and services used exclusively for the Club use.

25. LEGAL ACTION

25.1 No member or past member shall be entitled to bring any legal action of any kind whatsoever or institute any court proceeding of whatever nature against the Club or any members the Committee or any members or the Club for, or in respect to, anything done in accordance with the rules, regulations or bylaws of the Club or in connection with any course of action arising directly or indirectly out of, during, or in connection with such member's membership past, or present of the Club.

26. MATTERS NOT COVERED BY THE CONSTITUTION OF BY LAWS

26.1 If any matter should arise which is not covered by the Club's Constitution or bylaws, the matter shall be determined by the Management Committee whose decision shall be final until such time as the Constitution or bylaws can be altered.

27. INTERPRETATION

27.1 In the Constitution, feminine includes masculine.

'Her' can also be 'He/Him.'

27.2 'In writing' or 'written' includes printing and other means of representing or reproducing words in visible forms.

Words imparting singular include the plural and words imparting plural include the singular where the content permits.