

RULES

MORNINGTON CIVIC BOWLS & SOCIAL CLUB INC

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SECTION 1 – Name, Interpretation

1-1. Name

The name of the Club is Mornington Civic Bowls & Social Club Incorporated, described as “**the Club**” in these RULES and the CONSTITUTION.

1-2 Interpretation

- (a) The Board may determine key policy procedures and guidelines described as Rules of the Club, and alter, amend or rescind the same as occasions may require, and enforce penalties for their breach.
- (b) Such Rules shall have the same force and effect as the Constitution, but shall not in any way oppose or be in conflict with the Constitution. Such Rules shall be available for inspection in the Club premises.
- (c) Amendments, alterations, interpretation or other changes to Rules of the Club shall be advised to Members by means of notice approved by the Board. Notices shall be binding upon all Members.

SECTION 2 – MEMBERSHIP

2-1 Categories of Members

As described in the Constitution, the Members shall be divided into, Full Members, Life Members and Social Members.

Other categories of members may be determined by the Board from time to time and their entitlements documented in these Rules as and when introduced.

2-2 Application for Membership

As described in the Constitution, to be eligible for membership of the Club the applicant must meet any criteria set by the Board from time to time.

2-2.1 Full Members

Full Members shall have the right to hold office, be present, debate and vote at General Meetings. A person aged not less than 18 years who is nominated and elected to membership as provided in these Rules is eligible to be a full member of the Club on payment of the annual subscription payable under these Rules.

2-2.2. Nomination of a person for membership of the Club:-

- (a) shall be made in writing on the current “Membership Application Form” and lodged with the Club Secretary,
- (b) The Club Secretary shall post it on the Club’s notice board for at least seven (7) days prior to the day of election by the Board,
- (c) The Club Secretary shall endeavour to ensure that an interval of not less than fourteen (14) days shall elapse between the date of nomination and election. This may be subject to respective dates of meetings of the Board or sooner as determined by the Board from time to time..

2-2.3 Election of Members

All Club Members shall be elected by the Board by ballot.

- (a) three adverse votes shall exclude the applicant.
- (b) the decision of the Board as to whether any candidate has been duly elected or not, shall be final and recorded accordingly by the Club Secretary.

2-2.4 Approval

Upon a nomination being approved by the Board, the Club Secretary shall notify the nominee in writing,

- (a) that they are approved for membership of the Club
- (b) include a tax invoice from the Treasurer for payment of fees within the period of twentyeight (28) days after receipt of the notification
- (c) Under these Rules the sum payable is for the first year's annual subscription plus the Bowls Regulators fees.
- (d) Any sum payable as a proportion of the annual fee may only be approved by the Board.
- (e) the TAX INVOICE for a new Full Member will itemise the sum payable as
 - (i) "Annual Subscription for the nominated year"
 - (ii) "Bowls Regulators fees".
- (f) such invoice shall include the term "Membership is confirmed upon payment of the fee within 28 days".

2-2.5 Registration

- (a) upon payment of the amounts referred to in Section 2-2.4 the Club Secretary shall enter the nominee's name in the Register of Members.
- (b) the payment of the subscription or using the Club's property shall imply a Member's agreement of the Constitution and The Rules of the Club
- (c) the membership shall be void until the newly elected member pays their subscription, unless they can justify the delay to the satisfaction of the Board. Any unfinancial member cannot enjoy the privileges as a Member of the Club or enter or be entered into any events.

2-2.6 Rejected Application

Any person whose application for membership is rejected or whose election is voided shall not again be nominated for a period of at least six months from the date of the rejection or voidance of membership.

2-2.7 Termination

By reason of their membership of the Club, the rights, privileges, or obligations of a member are not capable of being transferred or transmitted to another person and will automatically terminate upon death, resignation or otherwise.

SECTION 2-3 - OTHER MEMBERSHIPS

2-3.1. LIFE MEMBERS

Life Members shall have the right to be present, debate and vote at General Meetings. As described in the Constitution, any person who shall have rendered special service or services to the Club may be elected a Life Member of the Club, and at any General Meeting, on the unanimous recommendation of the Board and the votes of at least three-quarters of the members present at such meeting, be elected with full privileges without payment of any annual subscription.

- (a) A Life Member shall not be relieved of any financial obligation other than the annual subscription and bowls regulators fees.
- (b) The number of Life Members shall be considered and determined by the Board from time to time.

2-3.2. HONORARY MEMBERS

Honorary Members shall not be entitled to take part or vote in any General Meeting or have any right, title or interest in any property of the Club.

- (a) Members of other Bowls Clubs, as well as Barefoot, Corporate and Tri-Bowls visitors and partners who are present at the Club for the purpose of playing bowls are Honorary Members for that day.
- (b) The Board shall have the power to withdraw any privileges from Honorary Members.
- (c) An Honorary Member shall not be relieved of any financial obligation other than the annual subscription, except as provided by these Rules.

2-3.3. SPECIAL MEMBERS

Special Members shall not be eligible to hold office or to vote at any meeting of the Club nor to participate in official bowls fixtures but shall be entitled to use the club-house facilities.

- (a) Special Members of the Club may be elected by the Board on such conditions and for such period as the Board shall determine.
- (b) Special Members may be Public officials, civic or parliamentary dignitaries.
- (c) There shall not at any time be more than five (5) Special Members of the Club.

2-3-4 SOCIAL MEMBERS

Social Members shall be entitled to all the privileges of the Club, but do not have the right to vote or hold office or to take part in bowling on the Club green.

Any person over the age of 18 years may be elected a Social Member of the Club subject to application in writing on the current "Membership Application Form" lodged with the Club Secretary unless excepted within these Rules..

- (a) Under these Rules – Approval for Membership – Section 2-2.4 the sum payable for a Social Member is for the first year's annual subscription.
- (b) the TAX INVOICE for a new Social Member will itemise the sum payable as "Annual Subscription for Social Member for the nominated year"
- (c) such invoice will include the term "Membership is confirmed upon payment of the fee within 28 days".

2-3.5 FIRST YEAR NEW BOWLS MEMBER

Any person over the age of 18 may be elected as a First Year New Bowls Member of the Club subject to application in writing by completing the current "Membership Application Form" unless excepted within these Rules under Section 2-2.

- (a) First Year New Bowls Members of the Club shall have the right to be present, debate and vote at General Meetings and shall be entitled to all of the privileges of the Club except holding office unless otherwise approved by the Board.
- (b) Under these Rules the sum payable for the first year's annual subscription of First Year New Bowls Members shall be equal to 50% of that of a Full Member plus the Bowls Regulators fees.
- (c) Being a First Year New Bowls Member is seen as an intermediate step to Full membership status and as such is not available to persons who have been Full Members of a Bowls Club.
- (d) A person may only be a First Year New Bowls member for one (1) year unless an extension is granted by the Board.
- (e) the TAX INVOICE for a First Year New Bowls Member will itemise the sum payable as
 - (i) "Annual Subscription for First Year New Bowls Member for the nominated year"
 - (ii) "Bowls Regulators fees"
- (f) Such invoice will include the term "Membership is confirmed upon payment of the fee within 28 days".

2-3.6 JUNIOR MEMBER

No person under the age of 18 years shall be admitted as a member other than as a Junior Member, subject to application in writing by completing the current "Membership Application Form", unless excepted within these Rules under Section 2-2.

- (a) Any person of good character aged not less than 11 years nor more than 18 years who is nominated and approved for Junior Membership of the Club in accordance with these Rules is eligible to be a Junior Member on payment of the Annual Subscription payable under these Rules.
- (b) the TAX INVOICE for a Junior Member will itemise the sum payable as
 - (i) "Annual Subscription for Junior Member for the nominated year"
 - (ii) "Bowls Regulators fees"
- (c) Junior Members shall not be entitled to purchase or consume liquor on the premises of the Club nor shall they be eligible to hold office or vote at any meeting of the Club, but shall be entitled to participate in such Bowls activities on the greens as the Board shall determine from time to time.
- (d) On attaining the age of 18 years, Junior Members shall be ineligible to continue in such membership class but shall be eligible for nomination and election to other membership as provided in these Rules without delay.

SECTION 3 – ANNUAL SUBSCRIPTIONS

As described in the Constitution the Annual Subscriptions and any other fees payable by each of the categories of membership of the Club, the benefits which apply, the time for, and manner of payment shall be determined by the Board from time to time.

3-1 Renew Annual Membership

To renew annual membership, the Treasurer shall prepare a tax invoice for each current member with the notations:

- (a) the sum payable for the category of membership,
- (b) to be paid within 30 days of the commencement of the financial year,
- (c) for non payment by the due date this Membership could cease.

SECTION 4 – REGISTER OF MEMBERS

As described in the Constitution,

4-1 the Club shall keep and maintain, in a form approved by the Liquor Licensing Commission, a register of members in which shall be entered,

- (a) the members full name, address, and contact details (including telephone and email)
- (b) the date of entry and category of each member
- (c) the date of the latest payment of subscription.

4-2 Every Member shall communicate in writing addressed to the Club by letter or on the form provided, any change of address or contact details

4-3 Unless the Board shall otherwise decide, the maximum number of members of the Club shall be 750.

SECTION 5 – LIABILITY OF MEMBERS

As described in the Constitution.

SECTION 6 – RESIGNATION OF MEMBERS

As described in the Constitution.

SECTION 7 - EXPULSION, SUSPENSION OR FINING OF MEMBERS

As described in the Constitution.

SECTION 8 – GENERAL MEETINGS

As described in the Constitution the Board may convene and hold General Meetings and an Annual General Meeting in accordance with the provisions of the Act.

8-1 AUDITORS

Auditors shall be appointed at each Annual General Meeting and shall not be office-bearers of the Club.

- (a) The Auditors shall have power at all times to examine the books and documents of the Club, and shall, as soon as conveniently may be after the close of the financial year in each year audit a Statement of Income and Expenditure and Balance Sheet, setting forth the financial business of the Club since the end of the preceding financial year prepared by the Treasurer.
- (b) Any report of the auditors shall be submitted to the Annual General Meeting.

8-4 Notice of Meetings Procedure

- (a) A "Notice of Meeting" shall be distributed by the Secretary of the Club to the Members entitled to vote at least fourteen (14) days before the date fixed for holding a General Meeting. Notice may be given in any form permitted under the Constitution Section 13-3 Service of Notices and these Rules.
- (b) A copy of the notice shall be posted on the notice board of the Club.
- (c) A Register of Members entitled to vote will be printed and recorded by the Club Secretary at the time of distribution of the notice. This Register becomes the electoral roll used by the tally officials for any General Meeting.

8-7.5 Absentee Voting Procedure

- (a) A Member who is unable to attend a General Meeting may submit an absentee vote on the voting form approved by the Board from time to time.
- (b) The form must be obtained from the Club Secretary, completed as instructed, and returned personally in a sealed envelope to the Club Secretary not later than forty-eight (48) hours prior to the scheduled date of the meeting.

The Club Secretary will,

- (a) in the presence of the Member, record receipt of the envelope on the Register of Members approved to vote at that meeting, by indicating date and time received adjacent to the Members name.
- (b) have the Member sign the Register adjacent to his name.
- (c) retain all absentee votes in a secure location until required by the tally officials.

The tally officials will be Members selected by the Board to act in that capacity for the nominated General Meeting.

On the nominated time and date of the General Meeting the tally officials will,

- (a) Confirm that the name and signature of the Member making the absentee vote has been recorded on the Register of Members.
- (b) Open the envelope and confirm that the form has been completed as instructed. If correct, include the voting intention in the poll as nominated by the Member.
- (c) If the form has not been completed as instructed, the vote is null and void and should not be included in the poll.

SECTION 9 – BOARD OF MANAGEMENT

As described in the Constitution.

9-2 Duties of the Executive Directors

9-2.1 Chairman

Except as otherwise provided in these Rules the Chairman shall preside at all meetings, regulate and keep order in all proceedings, and carry into effect the regulations and by-laws of the Club as stipulated in the Constitution and the Rules.

9-2.2 Secretary

- (a) shall be the executive officer of the Board; and perform any duties conferred or imposed under the Act
- (b) shall keep minutes of the resolutions and proceedings of each General Meeting and each Board Meeting in books provided for this purpose together with a record of the names of persons present at Board Meetings;
- (c) shall conduct all correspondence in connection with the general business of the Club;
- (d) shall prepare for submission to the Annual General Meeting the report of the Board and on the activities of the Club during the year;
- (e) shall in any other respect carry out the duties usually associated with the office of Secretary;
- (f) shall ensure that there are kept proper accounts and records of the transactions and affairs of the Club and such other records as will sufficiently explain the financial operations and financial position of the Club; and
- (g) shall keep in custody or under control all books, documents and securities of the club, except as otherwise provided in these Rules.

9-2.3 Treasurer

- (a) shall collect and receive all moneys due to the Club and make all payments authorised by the Board;
- (b) shall keep correct accounts and books showing the financial affairs of the Club with the particulars usually shown in books of a like nature and full details of all Income and expenditure connected with the activities of the Club;
- (c) shall arrange for the deposit of all moneys belonging to the Club with the Club's bankers; as shall from time to time be appointed by the Board
- (d) shall prepare and submit financial statements to each Annual General Meeting;
- (e) shall submit a statement of cash transactions and of the financial position of the Club, including bank balances, at each ordinary meeting of the Board.
- (f) All cheques drawn on the account and all drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by two of the Chairman, the Treasurer, or Secretary, provided that should any of these officers be absent through illness or other cause and a substitute or acting appointment be made by the Board, then such person acting in the place of any one of the officers, mentioned shall be empowered to sign in like manner.
- (g) Subject to the Act, no Member is entitled to inspect the accounts, books,

- securities and other relevant documents of the Club, unless authorised in writing by the Board.
- (h) If the Board Executive has paid or is liable to pay money for any act, default or omission of any other person, such money shall be refunded to by the Club or be paid by the Club.
 - (i) No expenditure exceeding \$100 shall be entered into without the consent of the Board Executive. Payment of recognized accounts for regular goods and services shall be automatic unless deemed otherwise and requiring special authorization by the Board.

9-2.4 Greens Director

The Board shall have power to appoint a Greens Director.

- (1) The Greens Director shall have full control and supervision of the playing area and power to prevent play at any time when it is considered the area may be injured thereby and notice posted by the Director shall be sufficient.
- (2) No member shall be allowed to play on the playing area unless wearing approved smooth soled and heel-less bowling shoes, or bare feet.
- (3) In the absence of the Greens Director, any two members of the Board shall have power to prevent play at any time.
- (4) In all other respects the supervision and control of the playing area and lawns shall be in the hands of the Board whose ruling thereon shall be final.

SECTION 10 – BOWLS SECTION COMMITTEE

10-1 As described in the Constitution, there shall be a Bowls Section Committee..

- (a) The Bowls Section Committee shall be responsible to the Board for the management and conduct of all bowls activities including the development of proposed events, the Club's final annual bowls programme and any competitions arranged on behalf of the Bowls Regulators.
- (b) The Board shall determine in writing how the duties and powers afforded to the Bowls Section shall be exercised.
- (c) As for any Committee, the exercise of such powers, duties and proceedings must conform to any directions or rules that may be prescribed by the Board from time to time or so described herein.

10-2 Club Delegates

- (a) The Bowls Section Committee shall be responsible for the appointment of two members as Delegates to attend meetings and events held by the Bowls Regulators from time to time.
- (b) The Club Communications Officer (CCO) shall advise the Bowls Regulators of the names of the appointed Delegates.
- (c) Any delegate absent from two consecutive meetings of the Bowls Regulator meetings without good and valid reasons to the satisfaction of the Bowls Section Committee shall be held to have vacated the office.
- (d) The Bowls Section Committee shall have the power to fill such vacancy.
- (e) The Delegates shall report to the Bowls Section Committee following attendance at Bowls Regulators meetings.

10-3 Composition of Bowls Section Committee

The Bowls Section Committee shall consist of at least ten (10) affiliated members, both male and female, elected at a Bowls Section Annual General Meeting to be held no later than the 30th April, and made up as follows:

- (a) Two (2) Bowls Section Directors elected to the Board of Management, one male and one female.
- (b) Four (4) Section Officers
 - (i) President
 - (ii) Vice President
 - (iii) Junior Vice President/Treasurer
 - (iv) SecretaryTwo (2) Committee members,
One (1) Chairman of Match Committee
One (1) Chairman of Selection Committee
- (c) Subject to Section 10-4 Vacancy – each member on the Bowls Section Committee shall take office from the 1st July thereafter and shall hold office for not less than twelve (12) months or until a successor is elected but is eligible for re-election.
- (d) There shall be no restriction on any member holding office on more than one Committee.

10-4 Vacancy

- (a) In the event of a casual vacancy in any office the Bowls Section Committee may appoint a member to the vacant office who may continue in office up to the next date of appointment.
- (b) For the purpose of these rules a vacancy on any committee occurs
 - (i) if the member ceases to be an affiliated member of the Club
 - (ii) is absent from two consecutive meetings and unable to continue due to illness
 - (iii) resigns office by notice in writing given to the Bowls Section Secretary.

10-5 Bowls Section Annual and General Meetings

- (a) The Bowls Section Committee may hold such ordinary meetings of its members as may be convened under these Rules, but shall hold a Bowls Section Annual Meeting no later than 30th April.
- (b) a quorum of 20 affiliated members shall apply to Bowls Section General and Annual meetings.

10-5.1 The business of the Bowls Section Annual Meeting shall be:-

- (a) to confirm the minutes of the last preceding Bowls Section Annual Meeting or any Bowls Section General Meetings held since that meeting.

- (b) to receive from the Bowls Section President a report on the transactions of the Bowls Section during the past period or preceding year.
- (c) The Bowls Section shall be guided by Section 9-3 through to 9-4 of the Constitution with modifications as applicable to elect the Bowls Section Committee, to include
 - (i) The Bowls Section Office bearers and Committee members,
 - (ii) A Chairman and a number of affiliated members to form a Match Committee
 - (iii) A Chairman and a number of affiliated members to form a Selection Committee
 - (iv) One male and one female nominated Bowls Section representative to be elected to the Board of Management as Bowls Directors.
- (d) To appoint two affiliated members to act as the Club delegates to attend meetings and events held by the Bowls regulators from time to time.
- (e) to transact any other business of which notice has been given.
- (f) to transact any other general business but any resolutions arising from such business shall be recommendations only to the Bowls Section Committee.

10-5.2 Election of Bowls Section Office Bearers and Committees

The Bowls Section Committee shall adopt the policy of the Club as per Section 8 of the Constitution suitably modified to provide the election of Bowls Section Office Bearers and Committees.

10-6 Duties of Bowls Section Officers

10-6.1 President

The President shall preside over all Annual and General Bowls Section Committee Meetings regulate and keep order in all proceedings, and carry into effect the regulations and by-laws of the Club as stipulated in the Constitution and the Rules.

10-6.2 Vice President

The Vice-President shall carry out the duties in the absence of the President and any other duties as determined necessary from time to time by the Bowls Section Committee.

10-6.3 Bowls Section Secretary

The Bowls Section Secretary shall

- (a) keep minutes of the resolutions and proceedings of each and every Bowls Section Committee Meeting together with a record of the names of persons present;
- (b) conduct all correspondence in connection with the general business of the Section;
- (c) in any other respect carry out the duties usually associated with the office of Bowls Section Secretary;
- (d) perform any other duties as determined necessary from time to time by the Bowls Section Committee.

10-6.4 Junior Vice President/Treasurer

The Junior Vice President/Treasurer is responsible for collection of bowls playing fees, i.e. pennant green fees, State and Club competition entry fees, and fund raisers not related to sponsorship, as well as any other duties as determined necessary from time to time by the Bowls Section Committee.

10-6.5 Bowls Directors

The Bowls Directors will attend each and every Bowls Section Committee Meeting to provide connection and liaison on bowls related matters from and to the Board of Management..

10-7 Match Committee

- (a) The Match Committee shall be responsible to the Bowls Section Committee for the day to day planning, control and arrangement of bowls activities.
- (b) The Match Committee shall comprise of not less than six (6) affiliated male and female financial members and shall be elected by the Members at the Annual Meeting of the Bowls Section.
- (c) Duties of the Match Committee shall be
 - (ii) to arrange teams and control all Bowls Section Fixtures
 - (iii) to make the draw and determine handicaps for Bowls Section Competitions.
- (d) In the event that any Member or Members of the Match Committee vacating their position for any reason whatsoever, then Section 10-4 Vacancy shall apply..
- (e) The Match Committee shall have the power to co-opt any financial member to assist, but a final decision on any matter within its duties shall rest with the Bowls Section Committee.

10-8 Selection Committee

- (a) The Selection Committee shall report to and be responsible to the Bowls Section Committee for all their activities in regard to planning, control and arrangement of all Club selected bowls activities. However, they must retain their independence in regard to final decisions on selection of members to represent the Club.
- (b) The Selection Committee shall comprise of not less than six (6) male and female affiliated financial Members and shall be elected by the members at the Bowls Section Annual Meeting.
- (c) The duties of the Selection Committee shall be :
 - (i) to select teams and sides to represent the Club in Pennant fixtures
 - (ii) to select or recommend other playing representatives of the Club.
 - (iii) to determine the number of pennant sides to be entered in all types of Pennant Competitions but on the resolution of the members at the Annual Meeting this matter may be referred to the Bowls Section Committee with power to act.
- (d) In the event that any Member or Members of the Selection Committee vacate their position for any reason whatsoever, then Section 10-4 Vacancy shall apply.
- (e) The Selection Committee shall have power to co-opt any financial member to assist but a final decision on any matter within its duties shall rest entirely with the Selection Committee.

10-9 Proceedings of Bowls Section Committee

- (a) The Bowls Section Committee shall meet periodically at least six (6) times in each year at such place and such times as the Committee may determine.
- (b) 60% of the Committee, with a minimum of six (6) constitute a quorum for the transaction of the business of a meeting of the Bowls Section Committee.
- (c) No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present the meeting shall stand adjourned to a date, time and place reappointed.
- (d) The Bowls Section Committee shall be guided by Section 9-7.3 of the Constitution with modifications as applicable.

SECTION 11 – LIQUOR LICENCE

As described in the Constitution.

SECTION 12 – GREIVANCE PROCEDURES

As described in the Constitution

SECTION 13 - GENERAL

13-5 Club Colours

The colours of the Club, including uniforms, shall be as the Board from time to time may determine, subject to approval or rejection by the Bowls regulator.

SECTION 14 – RULES OF THE CLUB

As described in the Constitution