



# London Corinthian Sailing Club

## **BYLAWS**

### **1. MEMBERSHIP**

In accordance with these Bylaws, individuals and families who is interested in sailing may apply for membership in the Club. Members will normally be over the age of 18 however, the Management Committee (hereinafter referred to as Mancom) may consider and approve candidates of less than 18 years of age for membership on a case-by-case basis. Such candidates may be given membership with restrictions as Mancom may determine.

#### **Admission of ordinary members**

A candidate for election who receives the votes of the majority of Mancom will be declared a Member of the Club.

A candidate must be proposed to Mancom by two Members. The application must provide such particulars as Mancom may from time to time require and shall be completed and signed by the candidate and countersigned by at least two proposers. Mancom may, in its discretion, require a candidate to attend an interview.

A newly elected candidate shall be given notice of election and requested to remit to the Club the joining fee and the membership subscription.

By payment of the fee and first subscription an elected candidate shall become a Member and will be entitled to the benefits and privileges of the membership, and shall agree to be bound by the Rules, these Bylaws and other Club rules and regulations applicable from time to time.

#### **Membership Classes**

There are 10 classes of membership. Mancom may determine additional classes as appropriate. Mancom will define an appropriate annual subscription for each class, subject to the approval of the Members in accordance the Rules and these Bylaws.

##### **1. Full**

Full Members shall be entitled to all rights provided in the Rules and these Bylaws and in particular shall be entitled to:-

- use all Club facilities;
- use the sailing facilities at the Club station, including dinghy hire, pontoons and storage in the undercrofts (subject to availability); and
- participate in all Club events, whether social, dinghy sailing or offshore sailing.

##### **2. Family**

Family membership entitles two adult partners to all benefits of full membership. All children of either or both of those Members under the age of eighteen are entitled to the benefits of this membership, subject to restrictions established by Mancom from time to time and the limitations established by London Corinthian Trust and its applicants with respect to Linden House and its operations.



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## 3. Under 23 & Student

Members 23 years of age or under or in full time education shall be entitled to full membership at a reduced subscription.

## 4. Age Group 24 – 26

Members between and including the ages of 24 - 26 years shall be entitled to full membership at a reduced subscription.

## 5. Overseas

Any person living and working outside the United Kingdom, and who has no permanent home address in the UK, shall be designated an overseas Member and be entitled to membership at a reduced subscription. Such Member may not have use of the undercrofts.

## 6. Country

Any person living outside the M25 shall be designated a country Member and be entitled to membership at a reduced subscription. Such Member may not have use of the undercrofts.

## 7. Associate

Persons who do not wish to sail but wish to use the facilities at Linden House, excluding the undercrofts, shall be designated an associate Member and be entitled to membership at a reduced subscription.

## 8. SotT

Members of the Sons of the Thames Rowing Club are entitled to full membership at a reduced subscription.

## 9. Absent & Retired

Members who require a leave of absence may be given absent or retired status, subject to the discretion of Mancom.

## 10. Honorary

Mancom may award honorary membership in special recognition of a longstanding association with the Club, or endeavours in the field of sailing or on behalf of the Club. Honorary Members are entitled to all the rights and privileges of a full membership but shall not pay an entrance fee or annual subscription.

### **Change of Membership class**

Any Member desiring to change his or her class of membership may notify Mancom. Mancom shall have full discretion to determine whether the change in status is appropriate and effectuate the change. Mancom may require appropriate evidence to support the change of membership class.

### **Resignation and Removal of Members**

Any Member may resign from membership by giving notice in writing to that effect to Mancom.

Mancom may provide for the suspension of membership, expulsion of a Member or other disciplinary action under the provisions of the Complaints and Disciplinary Procedures.



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## **2. FEES**

Mancom shall maintain a schedule of the membership fees and may propose changes to these fees if it believes this is necessary for the financial well-being of the Club. Any proposed changes are subject to the approval of the majority of Members voting in person or by proxy at such duly convened annual general meeting or extraordinary general meeting.

Mancom shall determine the Club's membership entry fee and all other fees and charges including mooring (storage in the undercroft), boat hire, training courses, sailing events, social events etc.

The annual membership fee shall be payable by the anniversary of the membership. Any Member who has failed to pay the whole or any part of his or her subscription within one month from the due date of payment shall be notified accordingly. Failure to pay within three months of the due date will subject the Member to expulsion or other disciplinary action as determined by Mancom. This may include the payment of a penalty or administrative fee for membership reinstatement.

## **3. SAILING**

The Club shall organise dinghy and offshore cruising, racing and training events. The Dinghy Sailing Committee shall organize dinghy cruising, racing and sailing development events from the Club station from the Club station and otherwise. The Offshore Sailing Committee shall organise offshore cruising, racing and sailing development events. The Club may also organise other cruising or racing events either from the Club Station or elsewhere as may be decided by the Dinghy Sailing Committee, the Offshore Sailing Committee, Mancom or a group of Members (subject to the approval of the Dinghy Sailing Committee, the Offshore Sailing Committee or Mancom).

The Dinghy Sailing Committee and the Offshore Sailing Committee shall determine and post from time to time rules with respect to conduct and safety with respect to activities around the Club's facilities, including the pontoon, and Club sailing events.

## **4. CONDUCT**

Every Member is responsible for the Member's conduct and the conduct of their guests including children, while on Club events and using the Club's facilities, including Club email and social media. Members shall treat other Members with courtesy and respect and refrain from malicious, abusive or harmful behaviour.

Members shall conduct themselves so as not to interfere with the proper management of the Club or the convenience and comfort of other users of the Club premises and facilities.

Failure to comply with this bylaw will subject the Member to discipline under the Disciplinary Procedures attached to these Bylaws. Gross misconduct as defined under the Complaints and Disciplinary Procedures may result in immediate suspension of membership or expulsion from the Club at the discretion of Mancom



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No Member may give the address of the Club in any advertisement or use the Club address for business purposes.

Every Member of the Club must provide the Member's current email address to the membership secretary. All notices sent to that address are considered to have been delivered.

## **5. MANAGEMENT COMMITTEE (MANCOM)**

The management of the Club, its affairs, property and funds is vested in Mancom. Mancom may determine to form such other committees, including without limitation the Dinghy Sailing Committee, the Offshore Sailing Committee as Mancom deems appropriate.

Mancom may delegate its rights and powers to the Committees and Offices it has formed or designated under its authority. Mancom shall remain responsible for the actions of such Committees and Officers, and the Committees and Officers shall remain subject to the supervision and direction of Mancom.

All rules and regulations concerning the forecourt, undercrofts and boat storage shall be determined by Mancom from time to time.

### **Membership**

The members of Mancom shall be the Flag Officers and the Principal Officers of the Club. The Flag Officers (the Commodore, Vice Commodore, Rear Commodore Dinghies and Rear Commodore Offshore) and the Principal Officers (the Secretary, the Treasurer and Membership Secretary) shall be elected by the membership as provided in these Bylaws. Mancom may also co-opt up additional members from the Club membership, having determined a need for the knowledge or expertise of such Club Member. Co-opted officers may attend Mancom but cannot vote.

Members of Mancom will hold office until replacement following a vote at the AGM, resignation, death or expulsion from the Club.

A Flag Officer or a Principal Officer must not have any personal financial dealings with Club. If any member of Mancom becomes aware of any actual or potential conflict of interest between his or her personal interests and those of the Club, that must be declared to Mancom immediately and he or she must not take part in any relevant vote.

### **Vacancies**

Mancom may appoint a Member to fill any vacancy on the Mancom until the next annual general meeting. Any Member so appointed must retire at the next annual general meeting but may be elected as a member of Mancom at that meeting.

### **Meetings of Mancom**

Mancom shall endeavour to meet once in each month. Special meetings of Mancom may be convened either by the Commodore or Vice Commodore, including at request by any member of Mancom. At least two days' notice of the date and time of such meeting will be given by the Secretary to every member of Mancom.



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The Commodore, or in the Commodore's absence the Vice-Commodore, shall act as chair of any meeting of Mancom. In the absence of both, Mancom will appoint a chair.

The Secretary shall keep minutes of the meeting. Copies of all such minutes shall be posted on both the Club notice board and website.

## **6. CLUB SUB COMMITTEES**

### **Dinghy Sailing Committee**

In accordance with the Club Rules and Bylaws, and with the consent of Mancom, the Rear Commodore Dinghies shall form a Dinghy Sailing Committee from the Members of the Club.

The duties of the Dinghy Sailing Committee include:-

- Acting as the Club's dinghy race committee in accordance with the IYRU rules and the RYA's prescriptions thereto;
- Preparing annually a list of dinghy racing, cruising and practical training fixtures in co-ordination with Mancom, the offshore sailing committee and the offshore racing committee;
- Liaising with the Sons of The Thames, PLA, RNLI and other relevant organisations to ensure no major diary clashes occur for river-based events and to make sure appropriate notices to river users are issued;
- Arranging fixtures and team races with other Clubs;
- Arranging for an officer of the day, drawn from amongst the Members to be in charge of each days racing;
- Appointing one of its Members to be an RYA representative;
- Being responsible for the equipment within the starting box and any associated items such as race entry forms, the clock etc.;
- Publicising the Club's open meetings;
- Ensuring that the boats entered for races under the Club's burgee conform to the appropriate class rules;
- Promoting and ensuring proper supervision of sailing from the Club station in line with these rules and under current health and safety laws;
- Promoting and reporting on the Club's dinghy sailing activities including publication in the local press and dinghy sailing press, and on the Club's website;
- Maintaining records of the results of races and making these available to the Members on the Club website;
- Maintaining trophies and providing for presentation when required;
- Ensuring adequate financial controls and reports are in place to manage the dinghies activities;



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- Preparing an annual strategic plan and budget for projected costs and income regarding dinghy sailing activities in conjunction with the Treasurer and to present this to Mancom;
- Ensuring that sailing instructions, officer of the day instructions and similar documents, after approval by Mancom, are kept up to date and may be incorporated in the rules and published thereto;
- Promoting dinghy training.

## **The Offshore Committee**

In accordance with the Club Rules and Bylaws, and with the consent of Mancom, the Rear Commodore Offshore shall form an Offshore Sailing Committee from the Members of the Club.

The duties of the Offshore Sailing Committee include:-

- Organising a programme of offshore cruising and practical training events on behalf of Members;
- Preparing a budget for the annual programme including prices and charter fees for events;
- Preparing an annual offshore calendar in co-ordination with Mancom, the offshore racing committee and the dinghy sailing committee;
- Promoting and reporting on its activities, including on the Club's website;
- Liaising with the RYA regarding offshore cruising;
- Arranging for an organiser, drawn from amongst the Members to be in charge of each event;
- Supporting Member organised offshore events where they are a benefit to Members and do not clash with Club organised events;
- Ensuring adequate financial controls and reports are in place to manage the offshore activities;
- Preparing an annual strategic plan and budget for projected costs and income regarding offshore activities in conjunction with the Hon Treasurer and to present this to Mancom.

## **7. OFFICERS OF THE CLUB**

In accordance with the Club Rules and Bylaws Mancom may delegate authority to Officers of the Club including the Flag Officers, the Principal Officers and any other Officers appointed by Mancom. The duties of the Officers are set out below.

### **Commodore**

The Commodore is ultimately responsible for the smooth and efficient running of the Club in all departments and has the following specific duties:

- Overseeing the work of other Officers of the Club and its Committees with a view to the achievement of this objective;



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- Representing the Club, both at the Club Station and elsewhere, when occasion demands in a fitting manner;
- Consolidating and enhancing the Club's reputation by encouraging the attainment of new and traditional objectives;
- Maintaining the strategic direction of the Club in relation to the 5-year plan, and to review progress annually with Mancom, and develop a new 5-year strategic plan in the last year of the current plan; and
- Managing any person employed by the Club within the Club House (Club Administrator) for the performance of his or her duties.

## **Vice Commodore**

The Vice Commodore supports the Commodore in the overall management of the Club, taking on specific projects as requested by the Commodore and has the following specific duties:

- Promoting training and skills development;
- Overseeing health and safety matters;
- Representing Mancom at London Corinthian Trust Meetings, and pursuing matters related to the London Corinthian Trust;
- Collaborating with the Club Secretary and Club Administrator in addressing administration matters.

## **Rear Commodore Dinghies**

The Rear-Commodore Dinghies is responsible for the smooth and efficient running of the dinghy sailing and racing activities from the Club Station and any other Club organized dinghy events. The Rear Commodore Dinghies shall have the following specific duties:

- Managing and chairing the Dinghy Sailing Committee;
- Ensuring that a proper programme of Club dinghy racing is drawn up and put into effect;
- Ensuring that racing from the Club Station is carried out in accordance with the conditions laid down by the RYA as modified to meet the particular circumstances of the Club;
- Encouraging the attainment by Members, either individually or in teams, of success in events organised by other Clubs or associations;
- Representing the Dinghy Committee at Mancom meetings.

## **Rear Commodore Offshore**

The Rear Commodore Offshore is responsible for the smooth and efficient running of offshore sailing and practical training activities organised by the Club. The Rear Commodore Offshore shall have the following specific duties:

- Managing and chairing the Offshore Sailing Committee;
- Overseeing the Club's organised offshore sailing activities;
- Supporting and encourage all Member offshore sailing activities.



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## **President**

The President is the senior public representative of the Club and ambassador for the Club, representing the Club with the agreement of Mancom, at formal occasions. The President's role includes attending and speaking at events, presenting awards at Club competitions and assisting with all Club communications within the sailing community. The President shall also assist Mancom with its work.

## **Treasurer**

The Treasurer is responsible for the management and administration of the Club's finances. The Treasurer's specific duties shall include:

- Keeping Mancom informed of the financial position of the Club by providing current Year-to-Date reports on the Club's financial status against the annual budget, including a statement of income and expenditure and cash-flow analysis to Mancom each month;
- Compiling the Club annual budget at the start of each financial year, with relevant input from the Rear-Commodores for their areas of activity.
- Overseeing the Club Administrator in ensuring that a complete and accurate record is kept on the Club's accounting system of all monies received and expended by the Club;
- Issuing the necessary demands and notices to Members in respect of subscriptions and fees due by them to the Club;
- Overseeing the Club Administrator in operating the banking accounts of the Club, including the payment into such accounts of funds received and the drawing of cheques or internet transfers in settlement of liabilities.

## **Membership Secretary**

The Membership Secretary is responsible for overseeing membership affairs, marketing activities and social activities of the Club. The Membership Secretary shall have the following specific duties:

- Overseeing marketing and social activities of the Club, including the appointment of a Member or Members to assist with the organization of such activities;
- Providing for the organization of events, such as winter talks, quiz nights, social events;
- Maintaining records of all Members in accordance with the requirements of Mancom;
- Providing reports to Mancom regarding membership, marketing and social activities;
- Working with the IT officer to ensure appropriate policies and processes in place to protect Members' data and ii) compliances with the Data Protection Act and similar legislation.

## **The Technology and Information Officer**

The Technology and Information Officer is responsible for:

- Facilitating the development and maintenance, technical support, training and administration for all Club IT, web and digital assets including hardware and software;



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- Working with the Club Administrator and Treasurer to ensure the smooth running of processes relating to Club membership records, payments and financial accounting;
- Working with the Club Marketing Officer to provide facilities, processes and training for publication of Club marketing information, news, calendars, events via Club database, website, social media and other relevant channels
- Working with the Membership Secretary to establish processes and regulations concerning Data Management to ensure compliance with relevant information security and privacy regulations guidelines.

## **Boatswain and Harbour Master**

The Boatswain and Harbour Master is responsible for the organisation and maintenance of the Club owned dinghies and sailing equipment. The specific duties of the Boatswain and Harbour Master include:

- Overseeing maintenance of the Club's dinghies and sailing equipment, including dinghies, safety boats, trailers and winches, VHF radios, first aid kits, Club buoyancy jackets, race box equipment and racing marks;
- Keeping boat logs for safety boats and dinghies to track problems, damage of boats and repairs or replacements as required;
- Overseeing storage of boats and equipment at the Club station;
- Keeping an appropriate stock of spare items for repairs of boats and equipment;
- Notifying the Dinghy Committee of exceptional items of repair or improvement, which may, from time to time, be considered necessary or desirable, together with estimates of cost;
- Maintaining the boat launching equipment and inspecting the ramps and pontoons;
- Working with the London Corinthian Trust to ensure that such improvements that are their responsibility are planned, budgeted and executed in reasonable timescales;
- In conjunction with Dinghy Class Captains promoting safety and tidiness in undercrofts and yard and organise Club working parties as necessary to assist with the maintenance of the Clubs sailing equipment.

## **8. ELECTION OF OFFICERS**

A candidate for election as a Flag Officer or a Principal Officer must be proposed and seconded by Members entitled to attend and vote at the annual general meeting and his or her nomination, signed by the proposer and seconder, must be sent or delivered to the Secretary at least 14 days before the meeting. The candidate must also have indicated his or her willingness to serve.

A list of the effective nominations shall be notified to the Members no less than 14 days before the Annual General Meeting. The notification will be by way of publication on the notice board, emails and website.



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The membership shall elect the Flag Officers and Principal Officers by a simple majority of the Members voting at the meeting. Where there is more than one nomination for an elected role, the election will be made by way of a secret ballot. In case of a tie, the Commodore may cast the deciding vote.

Mancom shall determine the method of voting, and forms used, at annual general meetings and any special general meetings. Voting methods may include voting in person by hand, paper ballot, electronic means or proxy. Mancom shall also determine the form of delivery of the proxies, ballots and other forms used in an election. The forms of delivery may include, without limitation, by hand, email, post or other form determined reasonable, subject to procedures for verification of validity by Mancom.

## **9. FLAGS AND BADGES**

In recognition of the Club's origin, the Club insignia shall be a Black Lion rampant. This insignia shall be blazoned on a deep red ground for use as the Club's burgee.

The Commodore's flag shall be the Burgee swallow-tailed.

The Vice-Commodore's flag shall be similar with one black ball.

The Rear-Commodores' flags shall be similar with two black balls on each.

The Flag Officers shall be entitled to wear badges of their respective flags with a gold wreath surrounding.

Other Officers and ex-Flag Officers shall be entitled to wear badges of the Club Burgee with a similar surround and the latter may fly flags in rectangular form, bearing the Club insignia, in the customary manner. Other Members may wear badges of the Club Burgee only.

## **10. ANNUAL AND SPECIAL GENERAL MEETING**

An Annual General Meeting shall be held no later than 3 months after the end of the financial year, at approximately twelve month intervals but in no case exceeding an interval of fifteen months. Each Annual General Meeting shall be convened on at least 28 days' notice. The agenda for the Annual General Meeting shall be determined by Mancom but may include:

- Approval the minutes from the last Annual General Meeting;
- Receipt of the report of the Commodore and other flag officers;
- Adoption of the financial statements as approved by Mancom;
- Election of the Flag Officers and Principal Officers;
- Appointment of an independent reviewer for the financial statements for the forthcoming 12 months as recommended by Mancom;
- Any proposed changes in the membership fees for the year.



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The notice and any relevant information which cannot be conveniently set out on the notice shall be prominently displayed on the Club notice board from the date not less than 14 days from the meeting.

Mancom may call a special general meeting at any time for any special purpose, and must do so immediately upon a requisition in writing (stating the purposes for which the meeting is required) from 50 Full Members.

At all general meetings of the Club the commodore, or in his absence a member selected by Mancom, must take the chair.

Mancom shall determine the method of voting, and forms used, at annual general meetings and any special general meetings. Voting methods may include voting in person by hand, paper ballot, electronic means or proxy. Mancom shall also determine the form of delivery of the proxies, ballots and other forms used in an election. The forms of delivery may include, without limitation, by hand, email, post or other form determined reasonable, subject to procedures for verification of validity by Mancom.

The quorum at all general meetings is: 30 Members.

No business other than that of which notice has been given may be brought forward at any general meeting.

## **11. COMPLAINTS**

Members are encouraged to address and resolve complaints regarding a Member's behaviour informally.

Written complaints regarding the management or operations of the Club or the conduct of a Member shall be addressed to Mancom. Mancom shall establish a complaints committee. The members of the complaints committee shall be the President, the Vice Commodore and Membership Secretary. The complaints committee may co-opt additional members from the Members of the Club (other than the Commodore to whom appeals may be brought in accordance with the Disciplinary Procedures) on a case by case basis. If the complaint is against, or brought by, a member of the complaints committee, that member of the committee shall be excluded from the deliberations of the committee.

Mancom may provide for alternative members of the complaints committee, if any nominated member is unable to serve. The alternative member may be another member of Mancom or a senior Member of the Club.

## **12. PROPERTY**

The cost of repairing any damage, whether accidental or otherwise, which may be occasioned to the Club premises or any furniture, fitment or equipment therein belonging to the Club by the act or omission of a Member shall be chargeable to such Member and be payable by him or her to the Treasurer or the Club Administrator on demand.

The Club shall be under no liability to a Member or to any guest introduced by a Member for the loss of or damage to any property (including valuables) belonging to such Member or his guest



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which may occur by whatsoever cause whilst such property is on the Club premises or its precincts, including the pontoons. On discovering any loss or damage, the Member concerned should notify the Club manager and Club Administrator or an Officer of the Club before taking any other action in the matter.

Any property (including valuables) of a Member found on the Club premises shall be kept as lost property for a period of 6 months before being appropriated by the Club. In the case of any property of more than £50 in value, after an interval of six months a notice shall be placed on the Club notice board and the property shall be appropriated if there is no response to the notice within one month thereafter.

## **13. CLUB LIABILITY**

Members of the Club, their guests and visitors may use the Club. However, the Club will not accept any liability for any damage or loss of property belonging to Members, their guests or visitors to the Club.

The Club will not accept any liability for personal injury arising out of the use of the Club premises and any other facilities of the Club either sustained by Members, their guests or visitors whether or not such damage or injury could have been attributed to or was occasioned by the neglect, default or negligence of any of them, the officers of the Club or employees of the Club.

Where any Member, guest or visitor engages in sailing or any other waterborne activity with which the Club is directly associated (including, but not limited to, participation in an event organised by or on behalf of the Club, uses or is a Member of a crew of a boat owned by or chartered by or on behalf of the Club, or launches from the Club Station) the responsibility for that person's safety shall lie solely with that person and the safety of a boat or waterborne vessel and her entire management shall be the responsibility of that person.

Membership of the Club and acceptance of these rules by the member will be deemed to constitute consent to the holding of relevant personal data for the purposes of the Data Protection Act for the time being in force. Members shall be responsible for keeping the Club informed of any changes to their personal data and the Club will not accept any responsibility for any error, omission or inconvenience caused by a Member's failure to inform the Club of such changes.

Members shall be responsible for maintaining in force adequate insurance in respect of boats owned by them and used for sailing from the Club station, including cover for third party risks. Members will provide a written declaration annually on payment of their mooring fees: "I ..... declare that I hold valid and current boat insurance which covers me for third party claims whilst racing/cruising and that I will continue to do so whilst engaged in racing/cruising at the London Corinthian Sailing Club". Failure to provide such declaration may result in the Member being withdrawn from participating in Club organised racing or cruising.



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## **14. CLUB FUNDS AND FINANCIAL STATEMENTS**

All monies due or payable to the Club shall be paid either directly into the Club bank account or to the Treasurer or Club Administrator (acting on behalf of the Treasurer). All monies due or payable to the Club shall be paid either directly into the Club Bank Account or to the Treasurer or the Treasurers authorised delegate. All such monies shall be paid promptly into the Club Bank Account.

The Treasurer will maintain an authorisation schedule setting out the authorities and approvals required for payments due to be made from the Club Bank Accounts. Such schedule to be approved by Mancom.

Only the Treasurer, with the approval of Mancom, is authorised to open, close or manage Bank Accounts for the Club. No sub-Committee or group of Members shall establish a Club Bank Account.

The Treasurer will ensure that accounting records appropriate to the size and complexity of the operations of the Club, are maintained and that appropriate financial controls are in place to minimise the risk of errors, fraud or theft.

The financial year of the Club ends on 31 March in each year, and the financial statements of the Club must be balanced to that day.

Annual Financial Statements shall be prepared by the Treasurer. An independent review shall be undertaken by a person experienced in accountancy who is independent from the day to day management of the Club. The independent reviewer is to be proposed by Mancom and approved at the Annual General Meeting.

The Treasurer shall report to the Members on the Financial Statements at every Annual General Meetings and copies of those Statements shall be made available to Members at least 14 days before the Annual General Meeting at which they are to be presented.

## **15. AMENDMENT OF BYLAWS**

Mancom is the sole authority for the interpretation of these Bylaws and regulations made by it from time to time.