



**CONSTITUTIONAL RULES**  
**KELAB TAMAN PERDANA DIRAJA KUALA LUMPUR**

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**CONSTITUTIONAL RULES  
KELAB TAMAN PERDANA DIRAJA KUALA LUMPUR**

**RULE 1  
NAME, ADDRESS & LOGO**

- 1.1 The name of the Club is the "KELAB TAMAN PERDANA DIRAJA KUALA LUMPUR" in Bahasa Malaysia and "ROYAL LAKE CLUB KUALA LUMPUR" in English.
- 1.2 Its registered office and place of business is Taman Tasik Perdana, 50480 Kuala Lumpur, Malaysia. Its postal address shall be Peti Surat 10642, 50720 Kuala Lumpur. The registered place of business of the society shall not be changed without the prior approval of the Registrar of Societies.
- 1.3 The Club logo shall consist of the letters "L" and "C" written in script encompassed by an elliptical outline, all in navy blue, against a white background as shown here below:-



**RULE 2  
INTERPRETATION**

- 2.1 In these Rules and all Byelaws made hereunder unless there be something repugnant in the subject or context or inconsistent therewith:-
- 2.2 "Club" means the Kelab Taman Perdana DiRaja Kuala Lumpur in Bahasa Malaysia and Royal Lake Club Kuala Lumpur in English.
- 2.3 "General Committee" means the members for the time being of the General Committee hereby constituted.
- 2.4 "General Meeting" means the Annual General Meeting or an Extraordinary General Meeting.
- 2.5 "Voting Member" means a member described under Rule 8 and elected under Rule 12.2.
- 2.6 "Non-Voting Member" means a member defined under Rule 9.1 and particularised under Rule 9.2.
- 2.7 "Month" means a period of 30 days.
- 2.8 "Member" includes both voting and non-voting members.
- 2.9 "Federal Territory" refers to Kuala Lumpur and Putra Jaya only.
- 2.10 "In writing" means written or printed or partly written and partly printed.
- 2.11 "The Rules" means these Rules and any amendments thereof for the time being in force.
- 2.12 "The Byelaws" means existing Byelaws and any Byelaws passed under the Rules and any amendments thereto for the time being in force.
- 2.13 Words importing the singular number also include the plural number and vice versa and words importing the masculine gender, where appropriate include the feminine gender.
- 2.14 Words importing persons include corporations and body corporate including statutory and quasi statutory bodies.

**RULE 3**  
**OBJECTS**

- 3.1 The objects of the Club shall be:
- 3.1.1 to foster mutual goodwill, understanding and friendship by providing opportunities for members of all communities to share in social, sporting and recreational activities of all kinds;
  - 3.1.2 to provide members with facilities for social, sporting and recreational activities;
  - 3.1.3 to buy, acquire, supply, sell and deal in all kinds of liquors, provisions, food and refreshments required or used by the members of the Club or other persons privileged to make use of the Club;
  - 3.1.4 to provide accommodation for the benefit of the members of the Club;
  - 3.1.5 to hire and employ personnel to discharge duties and on such terms as determined by the General Committee from time to time and to pay salaries, wages, gratuities, pensions and all statutory obligations wherever applicable, to them and to other persons in return for services rendered to the Club;
  - 3.1.6 to accept from Government, purchase take on lease or in exchange or otherwise occupy or acquire any land or buildings which may be requisited for the purposes of or conveniently used in connection with any of the objects of Club and to lease, sell, charge, give in exchange or dispose of the same or any part thereof;
  - 3.1.7 to promote, carry on and conduct provident funds, pensions schemes and other propositions of a like nature for the benefit of employees of the Club and to contribute thereto and to alter, vary, amend, discontinue and wind-up any such provident fund, pension scheme or other propositions;
  - 3.1.8 to promote and hold either alone or jointly with any other association, club or persons sporting and athletic meetings, competitions and matches and to offer, give or contribute towards prizes, medals and awards and to promote, give or support dinners, balls, concerts and other entertainment;
  - 3.1.9 to enter into arrangements for reciprocal privileges and facilities with any other club or association;
  - 3.1.10 to invest and deal with the monies of the Club not immediately required upon such securities and in manner as may from time to time be determined;
  - 3.1.11 to borrow or raise and give security for money by the issue of and upon bonds, debenture, stock, bills of exchange, promissory notes or other obligations or securities of the Club or by charge upon all or any part of the property of the Club or otherwise howsoever;
  - 3.1.12 to subscribe or contribute to charitable, religious, patriotic and other deserving objects provided that not more than RM2,500 may be subscribed or contributed to any single such object at one time nor more than a total of RM50,000 may be subscribed or contributed in any financial year except with the approval of the Club in general meeting, of which resolution, due notice shall have been given.

**RULE 4**  
**INCOME AND PROPERTY OF CLUB**

- 4.1 Income and property of the Club, whensoever derived, shall be applied solely towards the promotion of the objects of the Club.

**RULE 5**  
**CLUB ACCOUNTS**

- 5.1 True accounts shall be kept of the sums of money received and expended by the Club and the manner in respect of which such receipt and expenditure takes place and the property, credits and liabilities of the Club, and subject to any reasonable restrictions as to the time and manner of inspecting the same that may be imposed by the General Committee, shall be opened to the inspection of voting members.
- 5.2 The accounts shall, as soon as practicable after the end of the financial year, be audited by public accountants who shall be appointed at the Annual General Meeting.

**RULE 6**  
**MEMBERSHIP**

- 6.1 Any person above the age of eighteen years shall be eligible to be a member of the Club provided that no person below the age of twenty-one shall be elected a member unless the due payment of all debts and other liabilities to the Club to be incurred by him prior to attaining the age of twenty-one years is guaranteed to the satisfaction of the General Committee.
- 6.2 The number of members to be admitted shall be at the discretion of the General Committee which may from time to time close or reopen the application of candidates for membership.
- 6.3 Subject to the express provisions of these Rules and any Byelaws made, all members shall be entitled at all times to use in common all the premises and property of the Club and to be supplied at such charges as the General Committee shall determine, with meals, refreshments, liquors, service and things as are provided by the Club for the use of its members.

**RULE 7**  
**CATEGORIES OF MEMBERS**

- 7.1 Members shall consist of voting and non-voting members.

**RULE 8**  
**VOTING MEMBERS**

- 8.1 Voting members shall be divided into the following categories, namely:-
- 8.1.1 Resident members - being voting members residing within the State of Selangor Darul Ehsan and the Federal Territory.
- 8.1.2 Outstation members - being voting members residing outside the State of Selangor Darul Ehsan and the Federal Territory.
- 8.1.3 Absent members - being voting members residing outside Malaysia.
- 8.1.4 Life members - being voting members elected pursuant to Rule 8.3 of these Rules.
- 8.2 If the category of membership of a voting member is affected by his change of residence he shall notify the Secretary in writing of such change. Such member shall acquire the appropriate new category of membership on the first day of the month following that in which he changed his residence. Until such member shall have notified the Secretary as aforesaid he shall be charged the subscription applicable either to his old or to his new class of membership at the discretion of the General Committee.
- 8.3 The General Committee may elect to life membership of the Club a voting member who has completed 25 years as a member and who in their opinion has rendered outstanding service to the Club and ought to be honoured for such services.
- 8.4 Life members shall be entitled to all the privileges of voting membership without payment of any special fee.

**RULE 9**  
**NON-VOTING MEMBERS**

- 9.1 Persons other than voting members, admitted to the privileges, facilities and amenities of the Club shall be called non-voting members.
- 9.2 Non-voting members shall be divided into the following categories:-
- 9.2.1 honorary members;
  - 9.2.2 invited members;
  - 9.2.3 temporary members;
  - 9.2.4 members' spouses and children;
  - 9.2.5 lady members;
  - 9.2.6 provisional members awaiting election;
  - 9.2.7 term members; and
  - 9.2.8 associate members.
- 9.3 Non-voting members shall have no vote in the affairs or management of the Club, or be eligible to be a member of the General Committee of the Club provided always where in the opinion of the General Committee any such non-voting members may render service to the Club, the General Committee may co-opt such non-voting members to any of the Sub-Committees.
- 9.4 Non-voting members shall be bound by the Rules, Byelaws and other regulations of the Club for the time being in force and unless otherwise stated, be subject to the lawful requirements, control and directions of the General Committee.
- 9.5 Non-voting members shall conform to the lawful requirements and directions of the General Committee.
- 9.6 Non-voting members shall not be entitled to propose or second any person for membership or lady membership of the Club or to introduce a guest to the Club, unless expressly provided by the Byelaws.
- 9.7 Non-voting members shall be entitled to play in any competition or tournament organised by the Club unless it is so provided to the contrary in the conditions of such competition or tournament.
- 9.8 The General Committee shall have power to withdraw from any non-voting member individually or from any category of non-voting members as a category either for definite period or indefinitely or permanently, all or any of the privileges accorded to such non-voting member or category of non-voting members.

**RULE 10**  
**CATEGORIES OF NON-VOTING MEMBERS**

- 10.1 HONORARY MEMBERS: The General Committee may invite and admit any person to be an honorary member of the Club. Subject to the Rules and Byelaws of the Club, an honorary member and his family shall enjoy all amenities and facilities of the Club as a non-voting member but shall pay no entrance fee or subscription.
- 10.2 INVITED MEMBERS: The hospitality of the Club may be extended by the General Committee to distinguished persons to such extent and over such period as the General Committee may think fit.
- 10.3 TERM MEMBER: The General Committee may admit any person to membership of the Club as a Term Member of the Club.
- 10.3.1 The duration of a Term Member shall not exceed one year which may be extended PROVIDED ALWAYS the General Committee may refuse to extend such periods without assigning any reason whatsoever.
  - 10.3.2 A Term Member shall pay a non-refundable entrance fee as set out under Schedule I to these Rules which shall be payable in full before the commencement of the term membership.
  - 10.3.3 A Term Member shall pay the monthly subscription prescribed under Schedule I from the first of the month following that in which the term membership commences.

- 10.4 TEMPORARY MEMBERS: The General Committee may admit any person to membership of the Club under this or any other Rule as temporary members of the Club, upon being duly proposed and seconded but the duration of such membership shall be for the period of six (6) months.
- 10.4.1 The General Committee may at its discretion extend the period of membership of a temporary member for further periods of six (6) months each but the total period for such temporary membership shall not in any event exceed two (2) continuous years PROVIDED ALWAYS the General Committee may refuse to extend such periods without assigning any reason whatsoever.
- 10.4.2 A temporary member shall pay a refundable deposit at the prevailing rate upon admission to temporary membership. A monthly subscription as prescribed under Schedule I shall also be payable from the first of the month following that in which the temporary membership commences.
- 10.4.3 The Proposer and Secunder of a temporary member shall be jointly and severally liable for all debts and other liabilities to the Club which may be incurred by the temporary member throughout the period of such temporary membership.
- 10.5 MEMBERS' SPOUSES & CHILDREN
- 10.5.1 Spouses and children of members who have been registered in accordance with the Byelaws of the Club shall be permitted to use the Clubhouse and its recreational and other facilities and activities or pastime promoted by the Club provided that any restriction applicable to or affecting such members or his spouses or children under any other Rule or Byelaw shall apply to such spouses and children.
- 10.5.2 In the event a member registers more than one spouse, the said member may nominate the spouse who will receive the benefit of his membership in the event he predeceases his spouse(s). If a member does not nominate a spouse, then in the event he predeceases his spouse(s), the Club may offer the benefit of his membership to the spouse first registered. However, upon the concurrent demise of a member and his nominated spouse, the membership will lapse.
- 10.5.3 In the event that a member becomes legally divorced from his nominated spouse, or in the event the nominated spouse predeceases the member, the member may nominate another spouse to receive the benefit of his membership.
- 10.5.4 The nominated spouse of a deceased voting member who was exercising the privileges provided under Rules 10.6.1 and 10.6.2 of the Rules may continue to use the Club as a voting member. Such spouse shall be exempted from paying the entrance fee but shall be liable to pay the monthly subscription prescribed under Schedule I from the date of death of the deceased voting member.
- 10.5.5 For the purpose of considering an application for membership of a child of a deceased voting member, the nominated spouse's period of membership shall be taken into account retrospectively as if it commenced when the deceased member's membership commenced.
- 10.6 For the purpose of this Rule the expression "Children" shall mean only the member's children below the age of 18 who shall be children of lawful spouses and legally adopted children that have been registered with the Club.
- 10.6.1 Children shall not be permitted into the Clubhouse or upon the Club's premises except the areas as permitted by these or any other Rule or Byelaw. Children below 13 years of age shall be accompanied by parents when in the Club.
- 10.6.2 There will be no additional charge for their children below 18 years. Upon reaching the age of 18 years, these children may use the Club as permitted under Rule 10.7.3.
- 10.6.3 The General Committee may in exceptional cases permit a person of 18 years of age and above to use the facilities and amenities of the Club provided that such a person is unmarried, studying locally or overseas, not gainfully employed and the parent is a member of the Club. Such a person shall pay a monthly subscription at the appropriate voting member's rate. The parent of such a person who is the member shall sign an

undertaking that all debts and liabilities incurred by such a person will be settled promptly through his/her own account.

- 10.6.4 The General Committee may impose a fee payable by members in respect of their children using the facilities of the Club.
- 10.7 LADY MEMBER: The General Committee may in their discretion and subject as hereunder provided, admit ladies between the ages of 18 and 21 years provided that the lady is a child of a voting member who has or would have completed 5 years of voting membership before the child attains the age of 21 years.
- 10.7.1 The procedure applicable to election of voting members shall apply to the admission of ladies under this Rule.
- 10.7.2 A lady admitted under this Rule shall pay an entrance fee and the monthly subscription prescribed under Schedule I.
- 10.7.3 No lady below the age of 21 years shall be admitted under this Rule unless the due payment of all debts and other liabilities to the Club to be incurred by her prior to attaining the age of 21 years shall have been guaranteed to the satisfaction of the Committee.
- 10.7.4 Lady members are eligible to convert their membership to voting membership. Conversion to voting membership shall be subject to the rules, regulations, policies and fees then prevailing for voting membership.
- 10.7.5 Notwithstanding anything to the contrary, a lady member upon her marriage or upon having a child by adoption or otherwise, shall inform the change of her status to the General Committee and shall forthwith apply to convert her membership to voting membership failing which such member shall cease to be a lady member PROVIDED ALWAYS if the spouse is a voting member of the Club, the lady member need not change her status but until such time as she ceases to be the spouse of such voting member for any reason, she shall not be required to pay any fees in respect of her membership.
- 10.8 PROVISIONAL MEMBERS AWAITING ELECTION: A candidate pending election to voting membership or admission to lady membership shall be classified as a provisional member.
- 10.9 ASSOCIATE MEMBERS – Pursuant to Rule 14 hereof, the Transferor and/or his Spouse who are above 60 years old may apply with the written consent of the Transferee to continue to use the Club as an Associate Member and to have signing facilities in the Transferee's account.
- 10.10 GUEST OF MEMBERS: Recreational facilities - certain categories of members as determined by the General Committee from time to time shall have the privilege of introducing guests into the Club for the use of the recreational facilities on guests' days/nights.
- 10.10.1 Food and beverage facilities - any member may introduce guests for food and beverage facilities. The member shall be present at all times for the duration the guests are in the Club.
- 10.10.2 The General Committee may impose a fee payable by a member for introducing guests.
- 10.10.3 A member introducing a guest to the Club shall, on each day on which such guest is in the Club, enter the name and address of such guest in the book provided for that purpose.
- 10.11 The General Committee may at any time declare any day(s) or night(s) to be guest day(s) or night(s).
- 10.12 The officials connected with and the person competing or playing in representation and Club competitions, matches and games taking place upon the Club's courts or on the Club's premises under the sponsorship or with the consent of the Club may be admitted as guests while such competition, match or game is in actual progress and for a reasonable time prior and thereafter.
- 10.13 In the case of such guests coming from outside the State of Selangor Darul Ehsan and the Federal Territory, the President or the General Committee may extend the period of hospitality either individually or generally, so as to cover the duration of the guests' stay in the state of Selangor Darul Ehsan and the Federal Territory for the purpose of such competition, match or game.

- 10.14 The provision of Rule 10.11 shall not apply to such guests.
- 10.15 Any member who brings a guest shall be responsible for his guest's behaviour.
- 10.16 Any member who is a defaulter within the meaning of Rule 17.3 shall not be introduced as a guest.

**RULE 11**  
**PROPOSAL FOR VOTING MEMBERSHIP**

- 11.1 Every candidate for voting membership shall be proposed by one and seconded by another voting member both of whom shall be voting members of good standing and personally known to the candidate.
- 11.2 Every proposal for voting membership shall be made in writing signed by the candidate and by his Proposer and Secunder and addressed to the Secretary of the Club. Such proposal shall be in such form as the General Committee shall from time to time prescribe, and the candidate shall make such payments as may be required by the General Committee.
- 11.3 Save in exceptional circumstances, the General Committee shall not consider any proposal for voting membership unless both the Proposer and Secunder:-
  - 11.3.1 have been voting members of the Club for at least 5 years and are not members of the General Committee,
  - 11.3.2 have not proposed or seconded more than two candidates within that calendar year.
- 11.4 The names of each candidate with the names of his Proposer and Secunder shall ordinarily be posted on the Club's notice board for not less than one month before such candidate shall be eligible for election. The Secretary shall at the same time furnish him with a copy of the Rules and Byelaws of the Club. In exceptional circumstances the General Committee shall have power to reduce the said period of one month to a period of not less than 14 days.
- 11.5 From the date of posting of his application until the date of the election a candidate may enjoy the amenities of the Club and be liable to pay the same monthly subscription as a voting member, provided that during this period he shall not be liable to vote at any meeting. The Proposer and Secunder shall be responsible for any indebtedness to the Club he may incur for a period of three years after the date of election.
- 11.6 On the expiry of the period of posting provided under Rule 11.4 the Secretary shall, prior to the election of a candidate under Rule 12.2, invite such candidate and his Proposer and his Secunder to meet the members of the General Committee.
- 11.7 The General Committee shall not consider the election of a candidate who has not complied with the provision of Rule 11.6 unless such candidate has been exempted from doing so by the General Committee or due to circumstances which the General Committee may consider exceptional; the candidate was unable to comply with this requirement.
- 11.8 A candidate who has been twice invited to meet the General Committee and failed to do so without giving reasonable explanation for such failure, shall be deemed to have withdrawn his application.
- 11.9 At any time before his election the application of a candidate may be withdrawn:-
  - 11.9.1 by the candidate; or
  - 11.9.2 by his Proposer and/or Secunder; or
  - 11.9.3 by the General Committee
  - 11.9.4 on being rendered void by the Proposer or Secunder ceasing to be a voting member under Rule 17.3 or being expelled under Rule 19 unless within a period of seven days of such cessation or such further period as the General Committee may permit some other member shall replace his Proposer or Secunder as the case may be.

**RULE 12**  
**ELECTION OF VOTING MEMBER**

- 12.1 The election of voting members shall be in the hands of the General Committee who shall have discretion as to the number of voting members to be admitted to membership of the Club.
- 12.2 A candidate shall be deemed to be elected as a member if at least four members of the General Committee shall have voted in his favour and not more than one unfavourable vote has been recorded against his election.
- 12.3 A candidate shall be rejected if there are two or more unfavourable votes recorded against his election.
- 12.4 If there is not more than one unfavourable vote but less than four members of the General Committee have voted in favour, the candidate shall be deferred for election to the next succeeding meeting of the General Committee. If at such subsequent meeting the candidate is not elected in accordance with Rule 12.2 of these Rules the candidate shall be deemed rejected.
- 12.5 Members of the General Committee may vote for or against the election of a candidate or may abstain from voting.
- 12.6 The voting shall be by ballot.
- 12.7 The Secretary shall as soon as possible after the election inform each candidate whether or not he has been elected.

**RULE 13**  
**ADMISSION OF VOTING MEMBER**

- 13.1 Upon election as a voting member the candidate's name shall be entered in the register of Club members whereupon he shall be a voting member entitled to the full privileges of such membership.
- 13.2 No person who has ceased to be a voting member under Rule 17.3 or has been expelled under Rule 19 shall be eligible again to apply for admission to the Club as a member.
- 13.3 No candidate whose application has been either withdrawn or rendered void under Rule 11.9 or who has been rejected under Rule 12.3 shall be eligible to re-apply for voting membership until 12 months shall have expired from the date on which his application was withdrawn or rendered void or on which he was rejected. The General Committee may in cases where the application has been withdrawn or rendered void, permit earlier re-application.
- 13.4 No person disqualified under Rule 11.9 and/or rejected under Rule 12 may be admitted to the privileges, facilities or amenities of the Club.

**RULE 14**  
**TRANSFER OF MEMBERSHIP**

- 14.1 A Voting Member above the age of 60 and has been a voting member not less than 15 years, (hereinafter referred to as the Transferor) shall be eligible to transfer his membership to his spouse or one of his children or grandchildren or one of his siblings (hereinafter referred to as the Transferee) subject to all applicable rules, regulations, policies and fees payable then prevailing for a membership transfer application.
- 14.1.1 In the event the Transferor does not have any eligible children or grandchildren, he may transfer his membership to one of his siblings' children or grandchildren.
- 14.2 The General Committee shall be the final authority in approving any proposed transfer of membership and no appeal shall be entertained.
- 14.3 The Transferee shall pay a non-refundable transfer fee as set out under Schedule I to these Rules which shall be payable in full before the commencement of the membership.

**RULE 15**  
**ENTRANCE FEES FOR VOTING MEMBERS**

- 15.1 Voting members shall pay an entrance fee prescribed under Schedule I. In exceptional circumstances the General Committee may reduce this fee in lieu of certain benefit(s) extended to the Club by the candidate or his employer. Entrance fee shall become due subject to Rule 15.2 of this Rule immediately upon admission.
- 15.2 The General Committee may in its discretion allow any entrance fee to be paid in instalments.
- 15.3 There shall be no refund of entrance fee after an applicant has been elected as a member.

**RULE 16**  
**SUBSCRIPTIONS**

- 16.1 Subject to Rules 8.3 and 8.4 the subscriptions payable by all voting members shall be as follows:
- 16.1.1 Resident Member - the subscription fee prescribed under Schedule I is payable monthly in advance save for voting members who are above the age of 60, in respect of whom separate provisions are contained under Schedule I.
- 16.1.2 Outstation Member - the subscription fee prescribed under Schedule I is payable annually in advance; plus a charge of such sum as shall represent the difference between one-twelfth of the aforesaid fees and the amount of the monthly subscription of a voting member resident in the State of Selangor Darul Ehsan and the Federal Territory in respect of any month in which the member or any entitled member of his family uses any of the Club's facilities.
- 16.1.3 Absent Member - the subscription fee prescribed under Schedule I is payable annually in advance; plus a charge of such sum as shall represent the difference between one-twelfth of the aforesaid fees and the amount of the monthly subscription of a voting member resident in the State of Selangor Darul Ehsan and the Federal Territory in respect of any month in which the member or any entitled member of his family uses any of the Club's facilities.
- 16.2 Subscriptions shall become due on the first day of the month during which the candidate's application is posted on the Club's Notice Board and if the General Committee has dispensed with the posting of the candidate's application on the Club's Notice Board, then, on the date on which the candidate has been admitted as a member.
- 16.3 Any resident member who intends to be absent from the State of Selangor Darul Ehsan or the Federal Territory for a continuous period covering not less than 6 calendar months may notify the Secretary in writing of such intention. If he shall have so notified the Secretary and is so absent, he shall be charged a subscription at the rate applicable to an outstation member instead of his normal subscription for the months during which he is actually so absent unless the spouse and children continue to use the Club. Any resident, or outstation member who intends to be absent from Malaysia for a continuous period covering not less than 6 complete calendar months may notify the Secretary in writing of such intention. If he shall have so notified the Secretary and is so absent he shall be charged a subscription at the rate applicable to an absent member instead of his normal subscription for the months during which he is actually so absent unless the spouse or children continue to use the Club.
- 16.4 Non-voting members shall pay the subscription stipulated under the respective categories and as set out hereunder:-

Lady Member residing in the state of Selangor Darul Ehsan and the Federal Territory - the subscription fee prescribed under Schedule I is payable monthly in advance save for Lady members who are above the age of 60, in respect of whom separate provisions are contained in Schedule I.

Provided that if a lady member in either of the foregoing categories shall have notified the Secretary in writing of her intention to be absent from Malaysia for a continuous period of not less than six months and is so absent she shall pay in lieu of her subscription a fee prescribed under Schedule I.

Lady member residing in Malaysia outside the State of Selangor Darul Ehsan and the Federal Territory shall pay the subscription prescribed under Schedule I.

Term Member shall pay the subscription prescribed under Schedule 1.  
Temporary Member shall pay the subscription prescribed under Schedule I.

**RULE 17**  
**MEMBERS' ACCOUNTS**

- 17.1 The accounts of members shall be made up at the end of every month and shall become due and payable, whether presented or not, on the first day of the ensuing month. Provided always that:
- 17.1.1 Such amount due to the Club shall be paid within a time period as determined by the General Committee.
  - 17.1.2 The General Committee may at any time by notice in writing require any member to pay his account forthwith or to maintain a deposit in a stipulated amount and upon the issue of such notice, such account and all debts to the Club incurred subsequently thereto shall become due and payable forthwith.
  - 17.1.3 General notice under the foregoing provision may be given by posting prominently in the Club or otherwise as the General Committee may decide, to the intent that all members shall keep their accounts in credit or shall not exceed a stated debit or shall otherwise decide.
  - 17.1.4 The General Committee may by notification in writing require any member or privileged person to maintain his account in credit.
  - 17.1.5 Nothing contained in this Rule shall prevent the General Committee from introducing systems of payment by cash or by coupons or by such other systems of payment as may from time to time appear desirable.
- 17.2 17.2.1 The General Committee may at any time issue a stop credit notice to any member whose account is in arrears that until his account has been paid in full he may not incur any further liability to the Club. ("stop credit notice")
- 17.2.2 A member served with a stop credit notice shall in addition to the sum owed to the Club be required to forthwith pay an administrative charge which amount shall be determined by the General Committee ("stop credit administrative charge")
- 17.3 17.3.1 If any member shall fail to pay any monies due by him to the Club for a period of one calendar month after the same shall have become due or if, having been served with a stop credit notice under Rule 17.2 he shall fail for a period of 14 days to pay the amounts due therein, the General Committee may cause the name of such member to be posted as a defaulter in a conspicuous place or places in the Club ("Defaulter").
- 17.3.2 Once a member is posted as a defaulter he shall be required to forthwith pay an administrative charge in an amount which shall be determined by the General Committee ("defaulter administrative charge") in addition to the sums owed to the Club.
- 17.3.3 Until payment of all monies due by a defaulter to the Club, the defaulter shall not be allowed the use and/or privileges of the Club.
- 17.3.4 In the event that a defaulter fails to pay the sum owed to the Club including the defaulter administrative charge within 28 days after the date of such posting such member shall forthwith cease to be a member of the Club.
- 17.4 Every absent member's subscription shall become due at the commencement of his absent membership. If any such member's account is three months in arrears the General Committee may notify the member in writing that he shall not incur any further liability to the Club.
- 17.5 The General Committee may however reinstate lapsed memberships upon written request within reasonable time thereof and payment in full of all dues provided an explanation in writing for the delay in payments finds favour with the General Committee.

**RULE 18**  
**CONDUCT OF MEMBERS & DISCIPLINE**

- 18.1 If the conduct of a member whether within or without the premises of the Club is unbecoming of a member of the Club or is injurious to the interest of the Club or renders such members unfit to associate with members of the Club or if the member is in breach of these Rules, then the member shall be disciplined in accordance with the provisions of this Rule.
- 18.2 The President or in his absence, the Vice President, shall have the authority to suspend a member pending investigation of a complaint against him by the Investigation Committee, if in the opinion of the President or in his absence, the Vice President, the conduct of the member against whom the complaint is made is of such a serious nature that it would not be in the best interest of the Club for the member to be present in the Club whilst the complaint against him is being investigated. SUBJECT ALWAYS that such complaint shall be in writing and made to the Investigation Committee not later than seven (7) working days after such suspension.
- 18.2A 18.2A.1 The Investigation Committee shall consider and decide on such written complaint referred to in Rule 18.2 within thirty (30) days from the date of the Investigation Committee's receipt of such complaint.
- 18.2A.2 If the Investigation Committee shall consider that there are sufficient grounds to merit investigation into the complaint, the same shall be heard and completed within thirty (30) days of the date of the Investigation Committee's decision by a Disciplinary Committee to be constituted under Rule 19.3.2
- 18.2A.3 In the event that the seven-(7)-day and thirty-(30)-day periods stated in Clause 18.2, 18.2A.1 and 18.2A.2 above are not complied with for any reason whatsoever, then the suspension of such member shall automatically lapse and the rights and privileges of such member forthwith restored, pending and without prejudice to the hearing and disposal of such complaint under these Rules.
- 18.3 For the purpose of disciplinary proceedings there shall be established a Disciplinary Panel ("DP") consisting of not more than twenty-five (25) members appointed by the General Committee ("GC") for a term of two (2) years.
- 18.4 There shall also be established an Investigation Committee ("IC") comprising of a Chairman, a Deputy Chairman and not more than seven (7) members appointed by the General Committee. Any three (3) of the foregoing present shall be sufficient to form a quorum.
- 18.5 From the members of the General Committee, a Chairman and Deputy Chairman for both the Disciplinary Panel and the Investigation Committee shall be appointed. The Chairman and the Deputy Chairman so appointed shall have no vote in the Investigation Committee, the Disciplinary Committee and the General Committee on any matter relating to any complaint or appeal.
- 18.6 18.6.1 No member shall commence and maintain for a period of 14 days after receipt of the Secretary's notification of the effect of the Rule 18.6.2 and Rules 20.1 and 20.1A, any legal or other action, proceedings or process in any forum other than under these Rules, including any court of law relating to any matter affecting the Club, the General Committee and the members thereof any Committee or Sub-Committee or the members, any member(s) or employee(s) of the Club, or his/her membership rights or conduct or otherwise prior to having complied with and exhausted all remedies/avenues under these Rules and or Club Byelaws.
- 18.6.2 Any member who commences and maintains any legal or other action, proceedings or process as aforesaid shall be liable to and shall indemnify the Club and or such member or employees so affected against all costs and expenses, including legal fees and expenses on a solicitor-client basis, on a full indemnity basis within thirty (30) days of receipt of a demand for such payment, and such sum shall be a debt fully recoverable until full settlement thereof. For purposes of this Rule, the word "member" shall be deemed to include a person whose membership has ceased by operation of Rule 20.1A.

**RULE 19**  
**DISCIPLINARY PROCEEDINGS**

- 19.1 The General Committee may from time to time make such Byelaws as shall be required to regulate the procedure and quorum of the disciplinary proceedings.
- 19.2 Any complaint concerning the conduct of any member shall be in writing and shall in the first place be made to the Chairman of the Investigation Committee.
- 19.3 19.3.1 Where a written complaint is made pursuant to Rule 19.2, the Investigation Committee may, if it considers that:-
- a) no cause exists which justifies any disciplinary action and advise the complainant accordingly, or
  - b) the complaint is of a minor nature, summarily deals with the complaint and in so doing may either counsel the member concerned as to his future conduct, or censure or impose a fine in a sum not exceeding RM100/- upon such member.
- 19.3.2 If it considers that there are sufficient grounds to merit investigation into the complaint the Chairman of the Investigation Committee shall forthwith constitute a Disciplinary Committee ("DC") comprising of not less than three (3) not more than five (5) members from the Disciplinary Panel.
- 19.4 After hearing and investigating any complaint referred to it the Disciplinary Committee shall record its findings and shall make such order as it deems fit, which shall be subject to the following:-
- a) that no cause for disciplinary action exists;
  - b) censure;
  - c) imposition of a fine not exceeding RM1,000.00;
  - d) suspension for a period not exceeding three (3) years;
  - e) expulsion.
- 19.5 Should the member complained against be aggrieved by the suspension pending investigation of a complaint against him by the Investigation Committee pursuant to Rule 17.2; or the findings or order made by the Investigation Committee or the Disciplinary Committee, he shall have the right to appeal to the General Committee within 14 days of notification of the suspension; or the decision or order of the Investigation Committee or the Disciplinary Committee. The General Committee may confirm or vary the suspension, findings and order of the President, Vice-President, Investigation Committee or Disciplinary Committee or make any other order as it deems fit.
- 19.6 19.6.1 Should the member complained against be aggrieved by the decision of the General Committee, save and except in the matter arising from the suspension pending investigation of a complaint pursuant to Rule 18.2, he shall have the right to exercise within thirty (30) days of being informed of such decision to requisition with the support of at least 100 voting members in writing to require the General Committee to convene an Extraordinary General Meeting of the Club and the General Committee shall within 14 days of receipt of such requisition, convene a meeting accordingly. The only business at such meeting shall be to consider the findings and order of the General Committee and the voting at such meeting shall be by ballot if any five or more members present so demand. The quorum at such an Extraordinary General Meeting so convened shall be at least 2/3<sup>rd</sup> of the Requisitionists failing which such meeting shall be aborted and the member requisitioning the Extraordinary General Meeting shall not be entitled to requisition another extraordinary general meeting and the findings and order of the General Committee shall be final.
- 19.6.2 The cost of and incidental to the convening of the EGM and the party liable to bear the same shall be determined at such EGM.
- 19.7 Neither the member nor the Disciplinary Committee and the General Committee shall be entitled to or allowed legal representation in any form or manner at any stage in the disciplinary proceedings.

**RULE 20**  
**CESSATION OF MEMBERSHIP**

- 20.1 A member shall cease to be a member and his name shall be removed from the list of members of the Club in the event of the member's:
- (a) death,
  - (b) resignation, or
  - (c) bankruptcy, or
  - (d) cessation of membership under Rule 17.3, or
  - (e) expulsion under Rule 19, or
  - (f) conviction for an offence the nature of which implicates moral turpitude and so heinous that the General Committee considers that such person is unfit to associate with the other members of the Club, or
  - (g) continued membership shall be adverse to the interest of the Club, or
  - (h) action causing Rule 20.1A to come into operation in his case
- 20.1A Without prejudice to the operation of Rule 18.6.2, any member who commences or institutes of any legal or other action, proceedings or process referred to in Rule 18.2A prior to having complied with and exhausted all remedies/avenues under the Rules and or Club Byelaws, shall, *ipso facto*, immediately and automatically cease to be a member of the Club.
- 20.2 A member so ceasing to be a member shall forfeit all rights and privileges of a member in respect of the Club, but he or his estate shall continue to be liable for any liabilities and obligations to the Club undertaken or incurred while he was a member whether liquidated or continuing or whether in respect of himself or some other person.
- 20.3 If the member ceased to be a member by reason of bankruptcy, then upon the bankruptcy being annulled or set aside the member may be restored to membership.

**RULE 21**  
**LIABILITIES OF MEMBERS**

- 21.1 The Proposer and Seconder of a candidate for membership or of a lady under Rule 10.8 shall be jointly and severally liable for all debts and other liabilities to the Club which may have been incurred by the candidate or by the lady prior to their admission as a member and for a period of three years after the date of election.
- 21.2 A member introducing a guest member shall be liable for all debts and other liabilities to the Club which may have been incurred by the guest member as such during the period of his or her introduction.
- 21.3 Every member or candidate for membership shall in addition to the debts and liabilities to the Club which may be incurred by himself be liable for all debts and other liabilities to the Club which may be incurred by the spouse and children.

**RULE 22**  
**THE GENERAL COMMITTEE**

- 22.1 The Club shall be managed by a General Committee of nine voting members consisting of the President, the Vice President and seven Committee members, all of whom shall:
- 22.1.1 Have been voting members of the Club for at least five years;
  - 22.1.2 Not have been on the defaulter's list within the immediately preceding 36 calendar months; and
  - 22.1.3 Not have been suspended or expelled by any club, association, society, organization or council within the immediately preceding 36 calendar months.

The incumbent General Committee shall ensure the compliance of this provision.

- 22.2 The President, the Vice President and seven other Committee members shall be elected biennially at the Annual General Meeting of the Club as hereinafter provided.
- 22.2.1 Nomination of all candidates for these offices shall be in writing, signed by the Proposer and Secunder who must have been voting members for at least 5 years, and shall be received by the Secretary at least seven days before the date of such general meeting.
- 22.2.2 A nomination shall be void unless the candidate shall have expressed in writing to the Secretary his willingness to stand for election at least seven days before the date of such general meeting.
- 22.3 The candidates for President, Vice President and seven other Committee members for General Committee who have secured the highest votes at the Annual General Meeting shall hold office until the next election to be held at the Annual General Meeting.
- 22.4 Any vacancy occurring among the elected members of the General Committee including the President and Vice President, may be filled by the General Committee and the continuing members thereof may act notwithstanding any vacancy in their body. Any voting member appointed to fill up such vacancy shall hold office until the next election to be held at the Annual General Meeting of the Club.
- 22.5 If a member of the General Committee shall fail to attend the meeting of the General Committee (without leave from the General Committee) for 3 consecutive meetings, he shall be deemed to have resigned from the General Committee.
- 22.6 A meeting of the General Committee shall take place not less than once a month. At any meeting of the General Committee, five members shall form a quorum.
- 22.7 The President, or in his absence, the Vice President, shall be Chairman at all General Committee meetings. If at any meeting neither the President nor the Vice President is present, the members of the General Committee present may elect one of their members to be the Chairman of the meeting.
- 22.8 Questions arising at any meeting shall be decided in a majority of votes. In case of equality of votes, the Chairman shall have a second or casting vote.
- 22.9 A resolution posted to all members of the General Committee and agreed to in writing by all the members of the General Committee shall have the same effect as a resolution duly carried at a formal meeting of the General Committee.
- 22.10 The General Committee shall exercise all such powers and do all such things as may be exercised or done by the Club save such as are by these Rules or any other Rules for the time in force required to be exercised or done by the Club on general meeting.
- 22.11 The General Committee shall appoint such persons or firms as they think fit to the offices of Secretary of the Club and Treasurer of the Club and shall fix the remuneration of such offices.
- 22.12 The General Committee in addition to the power hereinafter specifically conferred upon them, shall have control of the finance of the Club, power to engage, control and dismiss the Club's employees and all such administrative powers as may be necessary for properly carrying out the objects of the Club in accordance with these rules PROVIDED ALWAYS that the General Committee shall not incur any capital expenditure exceeding RM1,000,000/- without prior approval of the Club in general meeting.
- 22.13 The General Committee shall have power to make, alter, add to or repeal Byelaws regulating the affairs of the Club or any matters not provided for in these Rules. Such Byelaws so made, added to, altered or repealed shall come into operation at such time as is fixed by the General Committee. The General Committee shall further have power to decide all questions arising out of or not covered by any Rule or Byelaws and such decision shall be final unless and until altered or reversed by a general meeting of the Club.
- 22.14 22.14.1 The General Committee shall have power to appoint Sub-Committees and to delegate thereto any of its powers under the Rules and shall have the power to revoke such delegation at any time.

- 22.14.2 In the exercise of the powers so delegated, the Sub-Committee shall conform to any terms of reference or regulations that may from time to time be imposed by the General Committee.
- 22.14.3 The members of a Sub-Committee shall not be more than seven and may include members who are not members of the General Committee and where the General Committee considers that the exceptional circumstances warrant it, may co-opt members and non-voting members onto Sub-Committees.
- 22.14.4 "Tender Committee" means a committee appointed by the General Committee to independently examine and advise the General Committee on all tenders for works and services, acquisition, purchase or disposal of property or assets of the Club and whether they are most beneficial to the Club and in compliance with procedures.
- 22.15 22.15.1 The Chairman and the Deputy Chairman of a Sub-Committee other than those of the Audit Committee, Tender Committee and Disciplinary Committee shall be a member of the General Committee.
- 22.15.2 Where the Chairman of a Sub-Committee is absent at any meeting the Deputy Chairman if present shall act as Chairman and if he is also absent the members present shall elect one of their members present who is a General Committee member to act as Chairman of that meeting failing which the meeting shall be aborted.
- 22.16 The General Committee may from time to time, raise or borrow for the purposes of the Club, such sums of money as it may think proper and it may raise or secure the payment of such monies in such manner and upon such terms and conditions in all respects as it thinks fit and in particular by the issue of debenture or of the Club charged upon the property and the rights of the Club both present and future. Provided that such sum or if more than one of the aggregate of such sums shall not exceed the sum of RM1.0 million during the period between the date of one Annual General Meeting and the following one without the approval of voting members in a general meeting.

### **RULE 23** **HOUSE MEMBERS**

- 23.1 A house member shall be appointed by the General Committee from amongst their number to serve for such period as may from time to time be decided by the General Committee.
- 23.2 The duties of the house members shall include:-
- 23.2.1 to visit the Club frequently;
- 23.2.2 to attend to all complaints where necessary;
- 23.2.3 to exercise general supervision over the affairs of the Club with the assistance of the Secretary or any other person appointed by the Club, and
- 23.2.4 such other duties as the General Committee may from time to time prescribe.

### **RULE 24** **RESERVATION OF CLUB PREMISES**

- 24.1 The General Committee may at any time and from time to time by notice, reserve any part or parts of the Club's premises and grounds for any purpose whatsoever for such period or periods and subject to such provisions and limitations as to entry thereon by members or any other persons or class of persons whether upon terms of payment or otherwise as the General Committee may think fit.
- 24.2 The General Committee may in like manner, at any time and from time to time, close the whole or any part or parts of the Club's premises and grounds for the purpose of repairs, renewal or conservation thereof or for the observance or any solemnity or celebration or as a mark or respect or to meet the requirements or any particular occasion as the General Committee may think fit.
- 24.3 Notice under this Rule shall be as long as possible and shall be posted on the Club's notice board.

**RULE 25**  
**APPOINTMENT & DUTIES OF SECRETARY**

- 25.1 The General Committee shall appoint a Secretary to the Club. The Secretary shall conduct the correspondence of the Club and shall have the custody of all documents belonging to the Club. He shall keep correct minutes of all proceedings of the Club and of the General Committee. He shall duly convene meetings as directed by the President or by any three other members of the General Committee. It is his duty to carry out the instructions of the General Committee. He must see that only such people make use of the Club as are entitled to and must report to the General Committee any infringement of the Rules and Byelaws which may come to his notice. In the case of any member grossly misbehaving himself on the premises and in the absence of the Secretary, any member of the General Committee may exercise this power. He shall be an ex-officio member of all sub-committees and Secretary to the Disciplinary Committee.

**RULE 26**  
**GENERAL MEETINGS**

- 26.1 The Annual General Meeting of the Club shall be held not later than the end of June in each year, upon a date and at a time to be fixed by the General Committee, inter-alia, for the following purposes:-
- 26.1.1 to receive the report of the General Committee for the preceding year ending 31<sup>st</sup> December on the affairs of the Club;
  - 26.1.2 to receive and, if approved, pass the audited accounts for the preceding year ending 31<sup>st</sup> December;
    - 26.1.2A to receive the report of the Audit Committee;
  - 26.1.2 to elect a President, Vice President and members of the General Committee biennially;
  - 26.1.4 to elect auditors and to fix their remuneration;
  - 26.1.5 to elect the Audit Committee biennially;
  - 26.1.6 to elect trustees; and
  - 26.1.7 to transact any other business of which due notice in accordance with Rule 26.10 shall have been given.
- 26.1A The General Committee shall, subject to Rule 26.4, convene not later than the end of November in each calendar year upon a date and at a time to be fixed by the General Committee an Extraordinary General Meeting to receive and approve for the ensuing year commencing 1 January the following budgets:
- i. The Capital Budget
  - ii. The Operational Budget
  - iii. The Human Capital Budget
- 26.2 The General Committee may convene an extraordinary general meeting of the Club whenever they deem it expedient and shall also do so upon receipt of written requisition directed to the Secretary signed in that behalf by not less than 100 voting members of the Club, stating the reason for convening such Extraordinary General Meetings. Other than the matters specifically stated in the agenda accompanying the notice of the Extraordinary General Meeting no other matter (save and except for amendments or alternative resolutions on the matters specifically stated in the agenda) shall be discussed or transacted at the said Extraordinary General Meeting.
- 26.3 If within 28 days of receipt of such requisition the General Committee do not proceed to cause a meeting to be held, the requisitionists or any 100 voting members of the Club of whom at least two thirds shall be of the requisitionists, may themselves convene a meeting.

- 26.4 Notice of every general meeting, specifying the business to be dealt with, shall, not less than twenty-one (21) days before the date of the meeting, be posted in a prominent place or places in the Club and dispatched to all members residing in Malaysia to their last known address.
- 26.5 In the case of the Annual General Meeting, a copy of the duly audited statement of accounts and balance sheet of the preceding year together with the report of the General Committee shall accompany such notice and be posted as hereinafter provided.
- 26.6 The President, or in his absence, the Vice President, shall be the Chairman at all general meetings. If at any such meeting the President or Vice President is not present within fifteen minutes after the time appointed for holding the meeting or is unwilling to act as Chairman, the members present shall choose one from their number to be Chairman.
- 26.7 26.7.1 The right to vote at general meetings of the Club shall be limited to voting members being present in person and who shall be entitled to one vote each only.
- 26.7.2 The right to speak at general meetings of the Club unless otherwise directed by the general meeting shall be limited to voting members being present in person only.
- 26.7.3 The election of President, Vice President and members of the General Committee shall be by secret ballot which shall be conducted in such manner as the General Committee shall think fit and which may be in such secure electronic format.
- 26.8 In a case of equality of votes, the Chairman shall have a second or casting vote.
- 26.9 A declaration by the Chairman that a resolution has been carried or carried unanimously or by a particular majority or lost and an entry to that effect in the book of the proceedings of the Club shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.
- 26.10 Subject to Rule 31.1 no resolution shall be proposed for consideration at any Annual General Meeting unless the terms thereof shall have been notified in writing to the Secretary not less than fourteen (14) days before such meeting.
- 26.11 A copy of such resolution shall be posted in a prominent place or places in the Club and electronically dispatched to all members.
- 26.12 All notices of motions or resolutions shall be given to the Secretary and shall have effect only if received by the Secretary within the prescribed time. Matters relating to accounts should be raised 7 days earlier in writing.
- 26.13 At any general meeting, any one hundred members entitled to vote and personally present, shall form a quorum.
- 26.14 No business shall be transacted at any general meeting unless a quorum is present at the time when the meeting proceeds to business.
- 26.15 If within half an hour from the time appointed for the meeting a quorum is not present, the meeting, if convened by the requisitioned of members shall be dissolved and in any other case it shall stand adjourned to the same day and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum and may proceed to the transaction and disposal of business.
- 26.16 The Chairman may, with the consent of any meeting at which a quorum is present and shall if so directed by the meeting, adjourn the meeting from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for more than fourteen days, notice of the adjourned meeting, shall be given as in the case of the original meeting. Save as aforesaid, it shall not be necessary to give any notice of an adjournment or of the business to be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

**RULE 27**  
**NOTICE**

- 27.1 Any notice required to be given to members may be given by sending them electronically to their e-mail addresses registered with the Club and such notice shall be deemed to have been duly served on them on the expiration of three days after such notice was posted in the Club or sent by e-mail.
- 27.2 Where members have not registered their e-mail addresses with the Club, the notice posted on the Club's notice board shall be deemed to be duly served on them on the expiration of three clear days after it was so posted.

**RULE 28**  
**INDEMNITY**

- 28.1 The General Committee of the Club and the members thereof and members of all Committees and Sub-Committees appointed by the Club and by its General Committee and other officers for the time being in relation to any of the affairs of the Club shall in addition to any indemnity given to them by law be indemnified out of the assets of the Club from and against all suits, actions, proceedings, costs, charges, losses, damages and expenses which they or any of them shall or may incur or sustain by reason of any act done or omitted in or about the execution of their duty in their respective offices or trust except such (if any) as they shall incur or sustain by or through their own gross negligence or wilful act or omission and no such officer or trustee shall be answerable for the act, omission or negligence of any other officer or trustee or for the solvency or honesty of any bankers or other persons with whom any effects belonging to the Club may be lodged or deposited for safe custody or for any insufficiency or deficiency of any surety upon which monies of the Club shall be invested or for any other loss or damage due to any such cause as aforesaid or which may happen in or about the execution of his office or trust unless the same shall happen through the wilful act or omission or gross negligence of such officer or trustee.

**RULE 29**  
**COMPLAINTS**

- 29.1 All complaints other than as regards the conduct of a member which shall be made in accordance with Rule 19.2 shall be made in writing and addressed to the Secretary or entered by a member in the book provided for the purpose. The Secretary shall refer such complaints or suggestions to the General Committee the decision of which shall be final.

**RULE 30**  
**BYELAWS**

- 30.1 The General Committee may make, amend, suspend, vary or repeal such byelaws as it may think fit for the following purposes:-
- 30.1.1 to prescribe the procedure of the General Committee or any Sub-Committee;
  - 30.1.2 to regulate the election of candidates for membership;
  - 30.1.3 to regulate the control of all members and other persons using the Club and for the withdrawal from them of all or any of the privileges, amenities or facilities of the Club either temporarily or permanently;
  - 30.1.4 to regulate the use of the Club by members and other persons and to prescribe the liability in respect of such use;
  - 30.1.5 to prescribe and impose upon members and other persons using the Club, liability for damage done, late fees and fines for breaches of the rules and byelaws of the Club;
  - 30.1.6 to regulate the conduct and management of games, sports and pastimes promoted by the Club;
  - 30.1.7 to regulate the conduct and management of competitions and tournaments;

- 30.1.8 to regulate the use of the Club house, Club chambers, other premises and grounds;
- 30.1.9 to prescribe the method by which all sums due by members to the Club shall be paid;
- 30.1.10 to regulate the conduct and management of the provident fund for the benefit of employees of the Club;
- 30.1.11 and generally for other matters conducive to the welfare and conduct of the members of the Club and privileged persons and for the proper management of the Club, provided always that such Byelaws shall not be inconsistent with these rules.
- 30.1.12 The Secretary shall post on the Club's notice board, any amendment or alteration or repeal of any Byelaw made by the General Committee as aforesaid which shall become binding upon all members and all other persons using the Club as provided under Rule 22.13.

### **RULE 31** **AMENDMENT OF RULES**

- 31.1 The Rules may be amended or repealed from time to time by a resolution of the Club in general meeting after due notice for that purpose shall have been given under the provisions of Rule 26.10. Provided that no such resolution shall be brought before the Club unless it has the support of at least two-thirds of the General Committee. Provided further that if any proposed alteration or amendment of these Rules shall not have the support of at least two-thirds of the General Committee, then and in such case, upon receipt of a written requisition from 100 voting members that such proposed amendment of the Rules be submitted to a general meeting, the General Committee shall include the same on the agenda for the next general meeting provided two-thirds of the requisitionists shall be present when the proposed amendments is tabled for consideration, otherwise the proposed amendment shall be deemed to have been withdrawn.
- 31.2 Resolutions to make, amend or repeal the rules of the Club must receive a two-thirds majority of the voting members present and voting at such meetings where the same are proposed.
- 31.3 Such alterations or amendments shall be forwarded to the Registrar of Societies within 60 days of being passed by the general meeting and take effect from the date of their approval by the Registrar of Societies.

### **RULE 32** **INTERPRETATION OF RULES AND BYELAWS**

- 32.1 The General Committee shall be the sole authority for the interpretation of the Rules and Byelaws made hereunder or for the time being in force and as to the decision on any question of fact arising therefrom. The decision of the General Committee shall be final and binding on all members unless reversed by the Club in general meeting.
- 32.2 In the event of any questions or matter arising not provided for in the Rules or Byelaws, the General Committee shall have full power to decide thereon and their decision shall be final unless and until such decisions of the General Committee are altered or reversed by a general meeting of the Club.
- 32.3 These Rules shall be made available to all members on application to the Secretary in addition to being supplied to newly elected members under Rule 12.2 and to all non-voting members.
- 32.4 A certified copy of the Rules and Byelaws shall be kept available in the Club for inspection by members and other persons using the Club.
- 32.5 Every member of the Club shall be bound by the Rules and Byelaws of the Club and shall be deemed to have full notice thereof whether he shall or shall not have obtained a copy thereof.

**ULE 33**  
**CODE OF CONDUCT**

- 33.1 No member shall give any money, present or gratuity to any employee of the Club under any circumstances whatsoever.
- 33.2 No member shall reprimand, harass, threaten or abuse any employee or carry out such similar acts against any Club employee. In the event of any fault being found with a Club employee, a complaint may be made in writing to the Secretary or the General Manager of the Club by the member.
- 33.3 No member shall entice or offer alternate employment to any of the Club employees.
- 33.4 No provisions cooked or uncooked or wines or liquors shall be brought into the Club for consumption on any pretext whatsoever, except with the consent of the General Committee.
- 33.5 Any member breaking or injuring the property of the Club shall pay to the Club the cost of making good the damage. The amount of such cost shall be assessed by the General Committee, whose decisions shall be final.
- 33.6 No animal shall be allowed to be within the precincts of the Club. Any member, whose animal enters the Club's premises, shall be liable to a fine of RM5.00 for each offence.
- 33.7 Books, periodicals and newspapers shall on no account be removed from the Club, except in accordance with the byelaws.

**RULE 34**  
**EXEMPTION FROM LIABILITY**

- 34.1 The Club shall not be liable in respect of the death or personal injury of any member or members of his family or his invitees arising in any way out of his membership of the Club through his or their use or enjoyment of the Club, its amenities, privileges or other facilities howsoever arising.
- 34.2 The Club shall not be liable for the loss of or damage to any articles or property whatsoever brought upon the Club's premises or ground by a member or on his behalf or entrusted to any employee of the Club.
- 34.3 The Club shall not hold any lottery, whether confined to its members or not, in the name of the Club or its office bearers, Committee or Member without prior approval of the relevant authority.

**RULE 35**  
**TRUSTEES**

- 35.1 The Annual General Meeting shall elect not less than 2 members as trustees of the Club who shall be voting members normally resident in Selangor Darul Ehsan and the Federal Territory and they shall hold office for such period as may be determined at such meeting.
- 35.2 Any trustee so appointed in accordance with Rule 35.1 of this Rule who shall cease to be a voting member of the Club or who shall have left the State of Selangor Darul Ehsan and the Federal Territory for a period exceeding six months or take up permanent residence outside Selangor Darul Ehsan and the Federal Territory shall be deemed to be discharged from his office as trustee of the Club and a successor may be appointed by the General Committee in his place for the unexpired period of office so vacated.
- 35.3 The property and investments of the Club (other than cash which shall be under the control of the General Committee) shall be vested in such of the trustees either jointly or severally or partly severally as shall from time to time be directed by the Club and its members. The trustees shall deal with such property and investments in accordance with these Rules and as may be directed from time to time by the General Committee or by the Club in general meeting.
- 35.4 Upon the change of any trustee, the necessary vesting orders shall be obtained for the purpose of vesting the property and investments of the Club in the trustees for the sole trustee.

- 35.5 Alternatively, to Rules 35.1, 35.2 and 35.3 above of this Rule, the General Committee with the approval of the Club in general meeting may appoint for such period as may be determined, any bank or other incorporated body to be the sole trustee of the Club or of the assets and other properties of the Club only and may decide what remuneration (if any) shall be paid from time to time to such sole trustee.
- 35.6 When and so long as there is a sole trustee appointed for the Club as provided by rule 35.5 of this rule, the property and investments of the Club (other than cash which shall be under the control of the General Committee) shall be vested in such trustee for the use and benefit of the Club and its members as may be provided for in these Rules and as may be directed by the Club in general meeting.
- 35.7 The duties of trustees or sole trustee, as the case may be, shall be limited to those of a custodian trustee only and the General Committee shall be solely responsible for the management of the Club's property and investments and for the payment of all outgoings and other liabilities in respect of the property and investments vested in such trustee or sole trustee.

### **RULE 36** **PATRONS**

- 36.1 The General Committee may, in its discretion but by unanimous decision, invite such person or persons, who in their opinion are fit and proper, to become the Patron or Patrons of the Club and upon acceptance of such invitation, appoint such person or persons as Patron or Patrons of the Club.

### **RULE 37** **AUDIT COMMITTEE**

- 37.1 The Chairman and two (2) other members of the Audit Committee shall be elected biennially at the Annual General Meeting of the Club as hereinafter provided.
- 37.1.1 They shall have been voting members of the Club for at least 5 years and shall not have been on the defaulter's list within the immediately preceding 36 calendar months. None of the voting members elected to the Audit Committee shall be a member of the General Committee or any Sub-Committees. The General Committee shall ensure compliance with this provision.
- 37.1.2 Nomination of all candidates to the Audit Committee shall be in writing, signed by the proposer and seconder, both of whom shall have been voting members for not less than 5 years, and shall be received by the Secretary at least 7 days before the date of such general meeting. A nomination shall be void unless the candidate shall have expressed in writing to the Secretary his willingness to stand for election at least seven days before the date of such general meeting.
- 37.1.3 The candidates for Chairman and two other members for Audit Committee who secure the highest votes at the Annual General Meeting shall hold office until the next election to be held at the Annual General Meeting.
- In the event of any or all of the members of the Audit Committee resigning from office, the General Committee may appoint any voting member who does not hold any office in the Club to fill the vacancy until the next election to be held at the Annual General Meeting.
- 37.2 The Audit Committee shall:-
- 37.2.1 assess the processes relating to risk and control environment of the Club in preventing irregularities, waste and extravagance in carrying out the objects of the Club;
- 37.2.2 review compliance with established policies, rules and procedures and oversee financial reporting;
- 37.2.3 evaluate planning and budgeting processes;

- 37.2.4 evaluate internal and external audit processes; and
- 37.2.5 report at the general meeting on their findings in relation to their responsibilities and how they were discharged, highlighting such matters that are significant and remain unresolved.

**RULE 38**  
**THE SEAL**

- 38.1 The Club shall have an official seal which shall state the name of the Club.
- 38.2 The General Committee shall provide for the safe custody of the seal which shall only be used by the authority of the General Committee and every instrument to which the seal shall be affixed shall be signed by not less than three members of the General Committee and where applicable, in accordance with the provisions of the Societies Act 1966, and/or any other legislation governing the Club.

## **SCHEDULE I**

### **I. ENTRANCE FEE**

- |   |                                 |
|---|---------------------------------|
| 1. Voting Membership<br>(save for Members' Children, and Lady Members converting to Voting Membership, whose Entrance Fee shall be RM7,500) | RM15,000                        |
| 2. Lady Membership  | RM 2,000                        |
| 3. Term Membership  | RM 3,000 per year <sup>^^</sup> |
| 4. Transfer of Membership   | RM 3,000 <sup>^^</sup>          |

### **II. DEPOSIT**

- |                         |   |
|-------------------------|---|
| 1. Temporary Membership | At a rate to be prescribed by the General Committee |
|-------------------------|---|

### **III. SUBSCRIPTIONS**

#### **1. VOTING MEMBERS**

- |   |                      |
|---|----------------------|
| 1.1 Resident Member   | RM 155.00 per month* |
| 1.2 Resident Member being voting member above the age of 60 and who was elected before January 1, 2006  | RM 60.00 per month*  |
| 1.3 Resident Member being voting member above the age of 60, elected after January 1, 2006 and has been a voting member for a period not less than 15 years | RM 60.00 per month*  |
| 1.4 Resident Member being voting member above the age of 70 and has been a voting member not less than 25 years   | RM 25.00 per month*  |
| 1.5 Member elected to Life Membership pursuant to Rule 8.3  | RM 25.00 per month** |
| 1.6 Outstation Member   | RM 930.00 per year*  |
| 1.7 Absent Member   | RM 225.00 per year*  |

- |                       |                                   |
|-----------------------|-----------------------------------|
| 2. <b>TERM MEMBER</b> | RM 250.00 per month <sup>^^</sup> |
|-----------------------|-----------------------------------|

- |                            |                                  |
|----------------------------|----------------------------------|
| 3. <b>TEMPORARY MEMBER</b> | RM 200.00 per month <sup>^</sup> |
|----------------------------|----------------------------------|

#### **4. LADY MEMBER**

- |  |                      |
|--|----------------------|
| 4.1 Resident Lady Member   | RM 97.50 per month*  |
| 4.2 Resident Lady Member above the age of 60 and who was elected before January 1, 2006  | RM 60.00 per month*  |
| 4.3 Resident Lady Member above the age of 60, elected after January 1, 2006 and has been a Lady Member for a period not less than 15 years | RM 60.00 per month*  |
| 4.4 Resident Lady Member above the age of 70 and has been a Lady Member not less than 25 years   | RM 25.00 per month** |

4.5 Outstation Lady Member

RM 930.00 per year\*

4.6 Absent Lady Member

RM 225.00 per year\*

**IV. ADMINISTRATIVE CHARGES**

1. Stop Credit Administrative Charge
2. Defaulter Administrative Charge

At a rate to be prescribed  
by the General Committee

*^^APPROVED BY ROS ON 30 OCTOBER 2020*

*\*\* APPROVED BY ROS ON 16 JANUARY 2020*

*\* APPROVED BY ROS ON 17 MAY 2019*

*^ APPROVED BY ROS ON 16 MARCH 2011*