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NO	Club Constitution — 13 th April 2023	Approve amendments to the Club Constitution – 25 th April 2024
1	Clause 5.3 ACCEPTANCE / REJECTION OF MEMBERSHIP APPLICATIONS 5.3.a General (1) Persons eligible for Full membership shall make a written application to the Manager giving such information as the Management Committee may from time to time require. Such applications will be subject to approval by the Membership Sub-Committee of the Club.	Clause 5-3 ACCEPTANCE / REJECTION OF MEMBERSHIP APPLICATIONS 5-3-a General (1) Persons eligible for Full membership shall submit a written application to the Club Manager via Member Services giving such information as the Management Committee may from time to time require.
	(2) The Management Committee shall have absolute discretion to accept or reject any application.	(2) The Management Committee shall have absolute discretion to accept or reject any exceptional application.
	(3) An applicant whose application has been accepted by the Management Committee shall be given written notification of the Management Committee's decision by the Manager. He shall be notified of the Club Constitution and Rules through the membership confirmation letter, of which these can be found on the Club Website.	(3) An applicant whose application has been accepted shall be given written notification by the Member Services. The applicant shall be notified of the Club Constitution and Rules through the membership confirmation letter, of which these can be found on the Club Website.
	(4) The maximum number of Members of the Club, and the number of Members of each class of membership, may be determined by the Management Committee from time to time, as directed by the Company.	(4) The maximum number of Members of the Club as well as the number of Members of each Membership Category, may be determined by the Management Committee from time to time.
2	Clause 5.3b Honorary Members	Clause 5.3b Honorary Members
	The Company or the Management Committee, as appropriate may designate a person eligible for membership to be an Honorary Member by notice in writing to the Manager.	The Company or the Management Committee, as appropriate may designate a person eligible for membership to be an Honorary Member by notice in writing to the Club Manager and to be approved by the Management Committee.
3	Clause 5.4 SUBSCRIPTION A monthly subscription shall be payable by Members in accordance with the Club Rules as amended by the Management Committee from time to time. No Club subscription shall be payable by or in respect of Honorary Members, Family Members and organizations with which reciprocal arrangements have been made.	Clause 5.4 SUBSCRIPTION A monthly subscription shall be payable by Members in accordance with the Club Rules. No Club subscription shall be payable by or in respect of Honorary Members, Family Members and Clubs with which reciprocal arrangements have been made.





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4	Clause 5.5 PAYMENT AND LIABILITY	Clause 5.5 PAYMENT AND LIABILITY
	5.5.a Any Member failing to pay his subscription or account within 30 days from the statement date set out in any statement of account from the Club, at the discretion of the Management Committee, shall be excluded from all privileges of membership for such period as the Management Committee considers appropriate. Alternatively, it shall be within the authority of the Management Committee in its discretion to cancel his membership for such non-payment, subject to the requirements of Clause 5.5.c.	5.5.a Any Member failing to pay their subscription or account within the due date as stated in the Club Statement of Account, shall be excluded from all membership privileges (Suspension and Termination) for such period as considered appropriate.
	5.5.b The Club shall make arrangements for Corporate Members qualifying for membership under Clause 5.2.c, to be invoiced collectively through their employing company. In the event that any Corporate Member to which this provision is applied fails to pay his subscription or account within 30 days from the statement date set out in any statement account from the Club, the Club shall write to the employing company of the intention to cancel the membership of all employees of the relevant employer if the employer fails to honour the Member's default payments. If the employer fails to respond within one month, all existing Members who are employees of the relevant employer may be suspended. In addition, any future applications for membership from their employees may, at the discretion of the Management Committee, be disallowed.	5.5.b The Club shall make arrangements for Corporate Members under Clause 5.2.c, to be invoiced collectively through their employing company. In the event that the employing company fails to pay the invoice within the due date as stated, the Club shall write to the employing company with the intention of cancelling the membership of all employees of the relevant employer. If the employer fails to respond within one month, all the existing Members shall be suspended and also leading to termination after a further 30 days. In addition, any future applications for membership from their employees may, at the discretion of the Management Committee, be disallowed.
	5.5.c Neither the resignation of a Member nor the termination or suspension of his membership shall relieve such Member or employing company from the payment of any subscription or other monies due or payable to the Club.	5.5.c Neither the resignation of a Member nor the termination or suspension of their membership shall relieve such Member or relevant employing company from the payment of any subscription or other monies due or payable to the Club.
	5.5.d No Member or employing company shall be entitled to, or have any claim upon, any portion whatever of the property of the Club.	5.5.d No Member or relevant employing company shall be entitled to, or have any claim upon, any portion whatever of the property of the Club.





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5	Clause 5.6 TERMINATION AND SUSPENSION OF MEMBERSHIP 5.6.a Any Member may resign his membership at any time by notifying his resignation in writing to the Manager at least two weeks in advance. Members must return to the Manager all Panaga Club membership cards before accepting termination of membership and closing of account.	Clause 5.6 TERMINATION AND SUSPENSION OF MEMBERSHIP 5.6.a Any Member may resign their membership at any time by notifying their resignation in writing to the Member Services at least two weeks in advance.
	5.6.b Application for re-admission from resigned or terminated members will not be entertained before the expiry of at least six calendar months from the date of resignation or termination. However, re-admission of such members shall be at the absolute discretion of the Management Committee.	5.6.b Application for re-admission from resigned or terminated members will not be entertained before the expiry of at least six calendar months from the date of resignation or termination.
	5.6.c The Management Committee may at its discretion suspend the membership of any Member for any fixed period or terminate the membership of any member. In case of termination a Member may be given the option to resign.	5.6.c The Management Committee may at its discretion suspend the membership of any Member for any fixed period or terminate the membership of any member under Clause 6.7.
6	Clause 6.4 TERMS OF OFFICE 6.4.b If a Division Chair is absent or likely to be absent, the Heads of the Sections represented by the Division Chair may nominate a MEMBER or MEMBERS to fill the vacancy in question and to act on their behalf for the duration of the absence.	Clause 6.4 TERMS OF OFFICE 6.4.b If a Division Chair is absent or likely to be absent, the Section Chairpersons under that Division may nominate one of the Section Committees to fill the vacancy in question and to act on their behalf for the duration of the absence.
	6.4.c Any changes in the Management Committee as a result of replacement of Nominated Committee MEMBERS or elections at Division Annual Meetings shall be published in the Club Newsletter and Club Website.	6.4.c Any changes in the Management Committee shall be published in the Club Newsletter and Club Website.





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NO	Club Constitution — 13 th April 2023	Approve amendments to the Club Constitution – 25 th April 2024
7	Clause 8.1 INCORPORATED, UNINCORPORATED AND AFFILIATED SECTIONS	Clause 8.1 INCORPORATED, UNINCORPORATED AND AFFILIATED SECTIONS
	8.1.a Incorporated Sections are those whose activities are included by	8.1.a Incorporated Sections are those whose activities included by default in
	default in the standard Panaga Club membership and are available for	the standard Panaga Club membership and are available for all
	all members to take part in. There are no separate monthly dues	members to take part in. There are no separate membership fees
	charged to members to join the general activities offered by the	charged to members to join the Section. The budgets for these sections
	Section. The budgets for these sections are allocated via the Annual	are allocated via the Annual Budget process. Required investments in
	Budget process. An incorporated section does not need to maintain	materials, equipment or other investments where approved by the
	member records, collect member dues or pay administrative fees.	Management Committee are funded from the Panaga Club budget.
	Required investments in materials, equipment or other investments	Lesson fees, competition fees or other special equipment fees may be
	where approved by the Management Committee are funded from the	charged where applicable, however the charging structure must be
	Panaga Club budget. Lesson fees, competition fees or other special	approved by the Management Committee. The Club bears the financial
	equipment fees may be charged where applicable the charging	risk associated with the Section. No consumable items, lesson fees,
	structure must be approved by the Management Committee. The Club	competition fees or other consumable materials are provided or funded
	bears the financial risk associated with the Section. No consumable	by the Club; these must be covered by the Members directly receiving
	items, lesson fees, competition fees or other consumable materials are	the benefit. Incorporated Sections must submit an annual budget.
	provided or funded by the Club; these must be covered by the Members	There is no carry over budgets or accumulation of funds from one
	directly receiving the benefit. Incorporated Sections must submit an	financial/calendar year to the next.
	annual budget. There is no carry over budgets or accumulation of funds	
	from one financial/calendar year to the next. Participation levels can be	
	capped, with approval of the Management Committee, if there is a	
	practical need to do so.	





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NO	Club Constitution – 13 th April 2023	Approve amendments to the Club Constitution – 25 th April 2024
8	Clause 8.1 INCORPORATED, UNINCORPORATED AND AFFILIATED SECTIONS 8.1.b An Unincorporated Section must maintain member records and can charge Section membership fees for general activities with competitions, events and lessons potentially carrying additional fees. It is responsible for raising funds to cover consumable materials, equipment and other investments. The Section must ensure its business model supports any large investments it wishes to make or have the support of the Management Committee through the annual budget process. The Club will allocate any additional resources via the Annual Budget process. No consumable items or materials can be provided using Club funds these must be funded by Section revenues. Sections must break-even operationally. There is no carry over budgets or accumulation of funds from one financial/calendar year to the next. A budget must be submitted each year. Section can limit the number of members and temporary members that use its offerings if good rationale exists for doing so, with limits to be approved by Management Committee.	Clause 8.1 INCORPORATED, UNINCORPORATED AND AFFILIATED SECTIONS 8.1.b Unincorporated Sections must maintain member records, and may charge fees for Section membership and general activities such as competitions, events and lessons. It is responsible for raising funds to cover consumable materials, equipment and other investments. The Section must ensure its business model supports any large investments it wishes to make or have the support of the Management Committee through the annual budget process. The Club will allocate any additional resources via the Annual Budget process. No consumable items or materials can be provided using Club funds these must be funded by Section revenues. Sections must break-even operationally. There is no carry over budgets or accumulation of funds from one financial/calendar year to the next. A budget must be submitted each year. All unincorporated Sections must have a minimum of five (5) members. If a Section falls below this threshold, their ability to access funds will be frozen, until such time that there are enough members.
	8.1.c. Affiliated Sections are significantly independent and retain their accumulated funds from one financial year to the next. If they reserve or use Club facilities or club administrative services, they must pay for use at market rates. The Club acts as administrator, financial record keeper and safekeeper of funds. These sections make their own financial decisions, and their funds are never amalgamated with other Club funds. These Sections can never have a negative cash balance and must have a Committee with a composition as per 8.2.a.	8.1.c. Affiliated Sections are significantly independent and retain their accumulated funds from one financial year to the next. If they reserve or use Club facilities or club administrative services, they must pay for use at Club member's rate. The Club acts as administrator, financial record keeper and safekeeper of funds. These sections make their own financial decisions, and their funds are never amalgamated with other Club funds. These Sections can never have a negative cash balance and must have a Committee with a composition as per 8.2.a. Affiliated Sections may charge fee for Section membership and must maintain member records.

APPROVE AMENDMENTS TO THE CLUB CONSTITUTION



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NO	Club Constitution — 13 th April 2023	Approve amendments to the Club Constitution – 25 th April 2024
9	Clause 8.2 COMMITTEE COMPOSITION	Clause 8.2 COMMITTEE COMPOSITION
	8.2.a All Section Committees must be made up of at least these people.	8.2.a All Section Committees must be made up of at least three people.
	(a) Chairperson	(a) Chairperson
	(b) Treasurer	(b) Treasurer
	(c) Secretary or any other role as determined by the Section.	(c) Secretary or any other role as determined by the Section.
	The Section Committee who will be representing a Division of the Club known as a Division Chair can be appointed by the President where deemed necessary.	The Section Committee who will be representing a Division of the Club known as a Division Chair can be appointed by the President where deemed necessary.
	If a Section is without one or more of the required 3 roles for a period greater than 3 consecutive months, then the Management Committee may cause the Section to be disbanded.	If a Section is without one of the required 3 roles for a period greater than 3 consecutive months, then the Management Committee may cause the Section to be disbanded.
		The maximum tenure for a committee member of any one Section is 5 years, this term can only be exceeded with approval of the MC.
10	Clause 8.3 SECTION AND DIVISION HANDBOOK	Clause 8.3 CLUB POLICIES
	All Section Committee and Division level representatives must sign to indicate their agreement to abide by the rules described in the Panaga Club Section and Division Handbook before they can be granted any monetary authority. Each such elected, nominated or appointed member will be given an opportunity to sign such agreement at the time that they formally commence their role.	All Division Chairs and Section Committees must sign to indicate their agreement to abide by the rules described in the Division and Section Handbook along with the Club Code of Conduct and have a basic understanding of the Club Constitution and Rules at the time they formally commence their role and be granted any monetary authority.
11	Clause 8.4 CONSTITUTION	Clause 8.4 CONSTITUTION
	Constituted Sections shall appoint a committee (see Clause 8.7.) and shall	The Section shall submit the names of the Section Committees (see Clause 8.7)
	prepare information as required for the Division Annual Meeting (DAM). The	and minutes after DAM or SAM annually to Club Manager. Sections shall hold
	Section will not be recognized by the Management Committee until the names	a Panaga Club account through which all monies handled on behalf of the Club
	of the Officers and the minutes of the DAM have been sent to the Manager	or Members shall be transacted and shall be represented at the Management
	and have been accepted by the Management Committee. Constituted	Committee of the Club by the Division Chair.
	Sections shall hold a Panaga Club account through which all monies handled	
	on behalf of the Club or Members shall be transacted and shall be represented	
	at the Management Committee of the Club by the Division Chair.	





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NO	Club Constitution — 13 th April 2023	Approve amendments to the Club Constitution – 25 th April 2024
12	Clause 8.6.c Purpose of Annual Meetings	Clause 8.6.c Purpose of Annual Meetings
	The purpose of the Division or Section Annual Meeting is to ensure that	The purpose of the Division Annual Meeting (DAM) or Section Annual Meeting
	Members have the opportunity to scrutinize the finances of the relevant	(SAM) is to ensure that Members have the opportunity to scrutinize the
	Division or Section, to elect a Division Chair to represent the Sections at the	finances of the relevant Division or Section, to elect a Division Chair to
	Management Committee, and/or to nominate and approve Section Officers as	represent the Sections at the Management Committee, and/or to nominate
	appropriate.	and approve Section Committees as appropriate (nominated in advance of DAM).
		Clause 8.6.d Section option to opt out of Division Annual Meeting (DAM)
		(a) A Section may opt not to attend a Division Annual Meeting (DAM) for the purpose of holding the Section Annual Meeting (SAM), but in the event of this option being exercised, the Section shall advise the Club Manager in writing of their intention to opt out at least five days before the announced date for the Division Annual Meeting (DAM) and shall hold its own Section Annual Meeting (SAM) within one month of the Division Annual Meeting (DAM), and the Section Chairperson shall be responsible for ensuring that the general requirements of Clause 8.6.a are fulfilled.
		(b) In the event that a Section exercises the right to opt out of a Division Annual Meeting (DAM) in accordance with Clause 8.6.d(a), any motion properly presented and formally adopted at that Division Annual Meeting (DAM) shall nevertheless be binding on all Sections represented by that Division.





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NO	Club Constitution – 13 th April 2023	Approve amendments to the Club Constitution – 25 th April 2024
13	Clause 8.6.f Division Chair Responsibilities	Clause 8.6.g Division and Section Chairs Responsibilities
	The Division Chair shall be responsible for ensuring that minutes of relevant	The Division and Section Chairs shall be responsible for ensuring that minutes
	Division Meetings are prepared, and that copies of the minutes and any	of relevant Annual Meetings are prepared, and that copies of the minutes and
	financial statements tabled at the Division Meeting are passed to the Manager	any financial statements tabled at the Annual Meeting are passed to the Club
	within one month of the date of the meeting.	Manager within one month of the date of the meeting.
14	Clause 8.7 NORMAL OPERATIONS	Clause 8.7 NORMAL OPERATIONS
	8.7.a The day-to-day affairs of each Constituted Section of the Club shall be	8.7.a The day-to-day affairs of each Section of the Club shall be in the hands
	in the hands of a Committee approved at Annual Meetings of the	of a Committee approved at the Annual Meetings of the
	Division/Section held in accordance with this constitution.	Division/Section held in accordance with this constitution.
	8.7.b The Committee of each Constituted Section shall consist of at least	
	three Members of whom one shall be the Chairperson and one shall be	of whom one shall be the Chairperson and one shall be the Section
	the Section Treasurer. The other members of the Committee may be	Treasurer. The other members of the Committee may be styled by such
	styled by such title as the Section wishes.	title as the Section wishes.
	8.7.c Committees of Constituted Sections are empowered to co-opt	· · · · · · · · · · · · · · · · · · ·
	additional Members for special purposes.	for special purposes.
15	Clause 8.8 FINANCIAL SUPPORT	Clause 8.8 FINANCIAL SUPPORT
	8.8.b Subject to the approval of the Management Committee, any	8.8.b Subjected to the approval of the Management Committee,
	Unincorporated Section of the Club may levy fees for the use of the Club	Unincorporated and Affiliated Sections may levy fees for Section
	or Section equipment or facilities placed under the control of that	membership, equipment rental and any related Section activities
	Section by the Management Committee of the Panaga Club. For such	payable through the Club.
	Unincorporated Sections, unless otherwise agreed by the Management	
	Committee, such fees shall be payable to the Club account, held by the	
	Club's Finance Department.	
	8.8.c External funding/sponsorship to the Panaga Club and its sections is	8.8.c External funding/sponsorship to the Panaga Club and its sections must
	allowed only with the express permission of the Management	be declared by submitting a Sponsorship Agreement to the Finance
	Committee of the Panaga Club. Section activities are generally	Manager. Section activities are generally expected to be self-funded.
	expected to be self-funded. However sections are permitted to submit	However, sections are permitted to submit requests for internal
	requests for internal sponsorship for certain key events.	sponsorship for certain key events.





NO	Club Constitution 42th April 2022	Approve amondments to the Club Constitution 25th April 2024
	Club Constitution – 13 th April 2023	Approve amendments to the Club Constitution – 25 th April 2024
16	Clause 8.9 NOTIFICATION TO CLUB MANAGER 8.9.b All correspondence involving the Club policy, or ordering or purchases for Club account, shall be done through the Manager. Sections do not have authority to commit unbudgeted funds, without the written authority of the Manager.	Clause 8.9 NOTIFICATION TO CLUB MANAGER 8.9.b All correspondence involving the Club policy, or ordering or purchases for Club account, shall be done through the Manager. Sections do not have authority to commit unbudgeted funds from \$100 and above (refer to Club Rules; Clause 8.3 AUTHORITY SCHEDULE).
17	Clause 8.10 RULES The Committee of any Section, with the approval of an Annual Meeting of the Section, may make and from time to time vary such rules, not being inconsistent with this Constitution or Club Rules, as it thinks fit.	To remove as not in line with current practice.
18	Clause 8.11 MANAGEMENT COMMITTEE AUTHORITY	Clause 8.10 MANAGEMENT COMMITTEE AUTHORITY
	 8.11.a In the event that a Section acts or enables activities in a manner that is considered by the Management Committee to be contrary to this Constitution or to the Rules, the Management Committee may, at its discretion, suspend, disband or otherwise as they see fit take over the running of the Section. 8.11.b In the event that a Constituted Section fails to provide the required input to the Division Annual Meeting prior to that Meeting, and within three months of a subsequent written request from the Manager fails to do so, the Section may, at the discretion of the Management Committee, be dissolved. 	 8.10.a In the event that a Section acts or enables activities in a manner that is considered by the Management Committee to be contrary to this Constitution or to the Rules, the Management Committee may, at its discretion, suspend, disband or otherwise as they see fit take over the running of the Section. 8.10.b In the event that a Constituted Section fails to hold an Annual Meeting (Clause 8.6.d.) within three months of the close of the Club's financial year, and within three months of a subsequent written request from the Club Manager fails to hold such a meeting, the Section may, at the discretion of the Management Committee, be dissolved and any funds held in the Section's Club account shall revert to the Club.
19	Clause 9.1 CLUB FUNDS The funds of the Club shall be held in accounts in the name of the Club at bank(s) in Brunei, and may be drawn on the joint signatures of the Club Treasurer and either the Manager or the Club President. In the absence of any of them, either may appoint a deputy in writing to hold the authority of withdrawing funds during the period of absence.	Clause 9.1 CLUB FUNDS The funds of the Club shall be held in the name of the Club at nominated bank(s) in Brunei, and can be drawn on the joint signatures of the Club Manager, Finance Manager and one nominated Finance Team Member.



APPROVE AMENDMENTS TO THE CLUB CONSTITUTION

NO	Club Constitution — 13 th April 2023	Approve amendments to the Club Constitution — 25 th April 2024
20	Clause 9.2 CLUB ACCOUNTS 9.2.b An external auditor may be appointed by the Company if it wishes to exercise this right.	Clause 9.2 CLUB ACCOUNTS 9.2.b An external auditor may be appointed by the Club if it wishes to exercise this right.
21	Clause 9.3 OPERATING AND CAPITAL BUDGETS	Clause 9.3 OPERATING AND CAPITAL BUDGETS
	9.3.a The overall Club budget for the forthcoming financial year shall be approved by the Management Committee.	9.3.a The annual Club and Section budgets for the forthcoming financial year shall be approved by the Management Committee.
	9.3.b Each Section Treasurer (except affiliated Sections) must submit a budget each year to the relevant Division Chair for the forthcoming financial year.	9.3.b Each Section Treasurer in liaison with their Section Committees and Division Chair (except affiliated Sections) must submit a budget each year for the forthcoming financial year, to the Finance Manager.
	9.3.c Each Division Chair shall, present the consolidated budget requirements for the sections represented by that Division Chair to the Management Committee.	
22	Clause 9.4 SECTION ACCOUNTS	Clause 9.4 SECTION ACCOUNTS
	9.4.b Funds will only be released with the signatures of the Section Committee, an approved budget or Management Committee approval. Section results are reported separately but revenue and expenses are received to and paid from the Club account. The financial results of Constituted Sections are not carried forward into the following year.	9.4.b Funds will only be released with the approval of the Section Committee as per the authority hierarchy. Section results are reported separately but revenue and expenses are received to and paid from the Club account. The financial results of Constituted Sections are not carried forward into the following year.
23	Clause 10. CONSTITUTION	Clause 10. CONSTITUTION
	No alteration to this Constitution shall be made except by a resolution of Members at a Club General Meeting, where the resolution must comply with Clause 6.6. An updated version of this Constitution shall be made available to all Members as soon as possible after approval at such a General Meeting.	10.1 No alteration to this Constitution shall be made except by a resolution of Members at a Club General Meeting, where the resolution must comply with Clause 6.6. An updated version of this Constitution shall be made available to all Members as soon as possible after approval at such a Club General Meeting.



NO	Club Constitution — 13 th April 2023	Approve amendments to the Club Constitution – 25 th April 2024
24	Clause 11. DISSOLUTION AND DISPOSAL OF ASSETS	Clause 11. DISSOLUTION AND DISPOSAL OF ASSETS
	settlement of the liabilities of the Club to its debtors for goods and services	The Management Committee will be responsible for applying the assets of the Club first, in settlement of the liabilities of the Club to its debtors for goods and services and secondly any surplus shall be devoted to such charities as shall be agreed upon by the Management Committee at their sole discretion.
	apon by the committee at their sole discretion.	shall be agreed upon by the Management committee at their sole discretion.