



## The Constitution and Rules of the Tortola Sports Club

### 1. Name

The club is called "Tortola Sports Club" (the "Club" which term shall include all land, buildings and premises, which are the property of the Club).

### 2. Objects

The objects of the Club are:

- 2.1 the provision of sporting facilities for the use of members of the Club as defined herein, to encourage all forms of sport;
- 2.2 the provision and maintenance of Club premises at Pasea Estate or such other address on the island of Tortola, British Virgin Islands ("BVI"); and
- 2.3 any income or property of the Association howsoever derived shall be applied solely towards the promotion of the objects of the Association outlined in Article 2.1 and no portion thereof shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit, to the members of the Association, provided that nothing herein shall prevent the payment, in good faith, by the Association:
  - (i) of reasonable and proper remuneration to any member in return for services actually rendered to the Association;
  - (ii) of interest at a normal commercial rate on money lent;
  - (iii) of reasonable and proper rent for premises demised or let by any member to the Association;
  - (iv) of fees, remuneration or other benefit in money or money's worth to a company of which such member may be a member holding not more than a one-hundredth part of the capital of that company; and
  - (v) reasonable out of pocket expenses.

3. **Application of Rules**

3.1 In the event of any dispute over the application or interpretation of these rules (the "Rules"), the decision of the Committee as defined herein and, subject to the conditions of Rule 30, shall be final.

3.2 For the purposes of the Rules and bylaws (the "Bylaws") the following words shall have the meaning ascribed to them:

Club Notice Board any notice board located within the Club premises and used as such

Committee the meaning proscribed to it by Rule 5.2

Director a director of the Holding Company in accordance with Rule 4.3

Guest Book any book located within the Club premises and used as such

Holding Company a holding company called TSC Holdings Limited which was incorporated on the 2<sup>nd</sup> day of January, 1996

Meeting shall mean any meeting of the Club or the Committee as the circumstances may dictate

Member shall mean any class of member of the Club

Suggestion Box shall mean any box located within the Club premises and used as such

Voting Members the meaning proscribed to it by Rule 9.5

3.3 Words importing the masculine gender shall include the feminine and vice versa.

3.4 The headings and sub-headings to these Rules are inserted for reference purposes only and shall not affect the construction of the Rules.

4. **Property of the Club**

4.1 The property of the Club belongs to the Members of the Club (as hereinafter defined) who shall have the right to use the property in accordance with any rules or guidelines established by the Club. A Member has no assignable or transferable interest in the property of the Club by reason of his membership only.

- 4.2 The use of the property of the Holding Company shall be subject to any agreement and arrangement between the Club and the Holding Company.
- 4.3 The Club shall appoint five Voting Members who are Belongers as directors of the Holding Company at a General Meeting of the Club.
- 4.4 A General Meeting shall have power to remove any of the Directors and all vacancies occurring by removal, resignation or death shall be filled at the same or the next General Meeting.
- 4.5 The Directors shall deal with such property as directed by resolution of the Committee (of which an entry in the Minute Book, shall be conclusive evidence) and they shall be indemnified out of the Club assets.

## 5. Officers and Management of the Club

- 5.1 The officers of the Club (the "Officers"), are to be elected annually from the Voting Members for terms of office as set out below and shall be :-
  - 5.1.1 The President, 1 year;
  - 5.1.2 The Vice-President, 1 year;
  - 5.1.3 The Treasurer, 1 year;
  - 5.1.4 The Secretary, 1 year;
  - 5.1.5 The Tennis Captain, 1 year;
  - 5.1.6 The Squash Captain, 1 year;
  - 5.1.7 The Membership Secretary, 1 year;
  - 5.1.8 The Communications Officer, 1 year;
  - 5.1.9 The Fundraising Secretary, 1 year; and
  - 5.1.10 Such other Officers as the Club shall appoint at a General Meeting whose term of office shall be such period as the Club shall determine at the General Meeting, but in any case not exceeding 1 year.

and all Officers shall be eligible for re-election.
- 5.2 The Management of the Club shall be vested in a committee (the "Committee") consisting of the Officers of the Club and such sub-committee(s) as either the Committee may appoint save that any sub-committee so appointed shall be subordinate to the Committee.
- 5.3 The members of the Committee shall for the purposes of these Rules be referred to as the Committee Members.
- 5.4 Subject to paragraph 5.5, if any office on the Committee becomes vacant, the Committee shall call an extraordinary General meeting for the sole purpose of appointing another Member to fill the vacant office for the remainder of the term of the previous holder of the office. If the office was unoccupied, the Member appointed shall serve for the period applicable to that office.

- 5.5 Paragraph 5.4 shall not apply where a vacancy in any office has occurred less than 6 months before the next General Meeting of the Club. In that case, the office shall be filled at the next General Meeting.
- 5.6 The Committee shall hold office from the termination of the Annual General Meeting at which it is elected until the termination of the next Annual General Meeting.
- 5.7 Five Committee Members, one of whom shall be the President or the Vice President, shall constitute a quorum at a Meeting of the Committee.

6. **Admission of Members**

- 6.1 Every candidate for membership must be approved by the Committee.
- 6.2 The candidate's full name, address and such other details as may be required must be communicated to the Membership Secretary.
- 6.3 Until a candidate is elected as a Member, he is not entitled to any of the privileges of the Club.
- 6.4 The membership of the Club shall consist of:
  - 6.4.1 Full Members, to include:
    - 6.4.1.1 Life Members; and
    - 6.4.1.2 Honorary Members;
  - 6.4.2 Family Members;
  - 6.4.3 Corporate Members;
  - 6.4.4 Temporary Members;
  - 6.4.5 Junior Members;
  - 6.4.6 Social Members;
  - 6.4.7 Student Members; and
  - 6.4.8 such other class of membership as may from time to time be designated by the Committee.

7. **Classes of Members**

7.1 **Full Members**

A Full Member shall be an individual member over eighteen years of age who has been duly admitted by the Committee and shall be entitled to one vote in Meetings of the Club, including pari passu:

7.1.1 **Honorary Members**

Such persons as the Committee shall invite to become an Honorary Member of the Club for such reasons and for such period as it shall think fit with a right to one vote in Meetings of the Club.

7.1.2 **Life Members**

Such persons as the Committee shall invite to become a Life Member of the Club with a right to one vote in Meetings of the Club.

7.2 **Family Members**

7.2.1 A Family Member shall be a member of a family group consisting of (a) no more than two adults who shall either be husband and wife or co-habitees and (b) the minor children of such relationship, or the minor children of one or other of the persons mentioned at point (a) (the "Family Group"), provided always that a Family Group may consist of no less than two persons.

7.3 **Corporate Members**

A Corporate Member shall be a member of a group or organization situate within the BVI who qualifies for corporate status (as determined from time to time by the Committee). Each individual employee of a Corporate Member who has been registered as part of the Corporate Member's membership shall be a Full Member of the Club and shall be entitled to the rights of a Full Member.

7.4 **Temporary Members**

Any person being approved by the Committee may become a Temporary Member for any continuous period not exceeding six months in any one year. The Committee may, at its discretion, rescind the Membership of a Temporary Member.

7.5 **Junior Members**

Any person between the ages of six and eighteen years, may subject to the approval of the Committee and with parental consent granted in a form approved by the Committee become a Junior Member, entitled to such rights and privileges of the Club as may be granted by the Committee from time to time and subject to such rules and conditions as may be imposed by the Committee from time to time, though they shall not enter any portion of the Club premises that may be set aside for the use of Adult Members ("Adult Member") only.

7.6 **Social Members**

Any person approved by the Committee may become a Social Member for such term and subject to such conditions as the Committee may from time to time determine.

7.7 **Student Members**

Any person over the age of 18 years may, subject to the approval of the Committee become a Student Member for such period and subject to such conditions as the Committee may from time to time determine, provided that sufficient evidence of such person's enrolment in full time education is provided to the Committee.

8. **Liability**

8.1 Upon approval as a Member of the Club, such Member shall be deemed to have absolved the Club from all liability for accidents occurring on the Club's premises.

8.2 Upon approval as a Junior Member of the Club, the parents or guardians of such Junior Member shall be deemed to have absolved the Club from all liability for accidents occurring on the Club's premises.

9. **Voting**

9.1 Full Members shall be entitled to one vote per Member at Meetings of the Club.

9.2 A Family Group, which qualifies for Family Membership, shall be entitled to one vote per Adult Member.

9.3 All other Members shall not have any voting rights, save as otherwise determined and published on the Notice Board and/or Club website by the Committee.

9.4 For the purposes of these Rules, each Member of the Club carrying a right to vote shall be referred to as a Voting Member and each Voting Member shall be entitled to no more than one vote.

9.5 Voting may be by a show of hands but a ballot in respect of any resolution may be demanded by any two Members entitled to vote and any such demands must be met.

9.6 No proxies and no early voting shall be permitted.

10. **Majority**

Except where otherwise provided, all decisions and resolutions at any Meetings shall be decided by a majority of those present, entitled to vote, and voting.

11. **Restriction of Members**

The Committee shall restrict the total membership in any or all of the above classes to such members or ratios of numbers as it may deem appropriate.

12. **Minors**

Children under the age of six years may, subject to the approval of the Committee, on such terms and conditions as may be considered appropriate, be permitted to use the facilities of the Club provided that they are accompanied by either of their parents or their guardians, such parent or guardian being a Member of the Club.

13. **Cessation of Membership**

13.1 A Member may resign from the Club at any time upon written notice to the Secretary but no resignation shall take effect until the Member has paid all liabilities due by him to the Club and the resignation has been accepted by the Committee.

13.2 A Member who has been adjudicated bankrupt or who has compounded with his creditors or who has been convicted of a felony shall cease to be a Member of the Club and shall be so informed in writing by the Secretary on instruction by the Committee.

13.3 A Member who fails to pay his annual subscription to the Club within three months of the due date may, subject to approval of the Committee, be removed as a Member of the Club.

14. **Re-Admission of a Previous Member**

A person who has resigned from the Club or has ceased to be a Member by reason of Rule 13 may apply, in writing, to the Committee for re-admission as a Member. The Committee may accept such application and shall determine what proportion of the entrance fee, if any, shall be payable by a Member re-admitted under this rule.

15. **Expulsion**

If the conduct of any Member is found by the Committee after due enquiry, to be injurious to the interests of the Club, the Committee shall call upon any such Member for an explanation and may by resolution suspend or expel such Member from the Club, and he shall thereupon forfeit all right, claim or privilege in the Club or its property. Any such

resolution shall be adopted only if two-thirds of the Committee Members present and voting vote in its favour. Any person expelled from membership may only be re-admitted to membership by decision of the Committee.

**16. Appeal to General Meeting**

16.1 A member so dealt with under Rule 15 may appeal against the decision of the Committee. In such case the Secretary shall summon a Special General Meeting to consider such appeal provided that it is received by the Secretary, in writing, within fourteen days after the decision of the Committee has been conveyed to such Member.

16.2 The decision of such Special General Meeting shall be taken by ballot and if a majority of Members then present and voting shall vote for the upholding of the decision, it shall stand, notification of which shall be given in writing to the Member by the Secretary.

**17. Introduction of Guests**

17.1 Persons eligible as Members of the Club may be introduced as guests (the "Guest") by Members provided such Members are themselves present to effect the introduction.

17.2 The member introducing a Guest shall enter the name of the Guest, with all the particulars required, in the Guest Book, if any, provided.

17.3 No person who resides or has regular occupation or business within the BVI may be introduced as a Guest more than once in any two calendar months.

17.4 The Committee may restrict the privilege of introducing Guests either generally or in respect of any Member entitled to introduce Guests.

17.5 The Committee may, by resolution, extend the courtesy of the Club to visiting teams and visitors without charge.

**18. Members using Reciprocating Clubs**

If it is reported to the Committee that any Member of the Club has failed, after due notice, to pay an account incurred by him in any Club with which this Club reciprocates, the Treasurer may be instructed to pay the account forthwith and debit the Member concerned and the amount shall be a debt due to this Club, recoverable under Rule 40. A list of reciprocating clubs shall be available on the notice board and/or Club website.

**19. Entrance Fees**

19.1 The entrance fees payable by Members on admittance to the Club shall be published by the Committee from time to time.



19.2 Entrance fees, as from time to time determined by the Committee, shall be forwarded with the candidate's application for membership. Should a candidate fail in his application, the entrance fee, less any unhonoured debts, shall be refunded to him.

20. **Subscriptions**

The subscriptions payable, in advance, by Members shall be published by the Committee from time to time.

21. **Compounded Subscriptions**

A Member may, upon the approval of the Committee, compound all his future subscriptions at such rate as the Committee may determine.

22. **Sub-Committees**

The Committee shall have power to appoint such sub-committees ("Sub-Committee") as it may deem appropriate, for any special purpose. Such Sub-Committees shall consist of a chairman and a suitable number of members and shall be responsible to the Committee. The Sub-Committee Chairman may be appointed by the Committee or by the members of the Sub-Committee, if so directed.

23. **Quorum at Sub-Committee Meeting**

No less than fifty percent of those appointed to the relevant Sub-Committee shall form a quorum at Meetings of Sub-Committees.

24. **Sport Sub-Committees**

Upon the petition of not less than seven Voting Members, the Committee may permit the formation of Sub-Committees which shall be entrusted with the duty of regulating all matters appertaining to particular sports or activities, provided always that such sport or activity shall not already be represented by an Officer of the Club. Such Sub-Committees shall be elected by those Voting Members of the Club actively interested in the particular sport or activity concerned and may pass Bylaws for the better regulation of that part of the Club's activities, provided that all such Bylaws shall not be adopted until they have been approved by the Committee.

25. **Duties of Officers**

Duties of Officers shall be as laid down in the Bylaws.

**26. Annual General Meeting**

- 26.1 The annual general meeting of the Club ("Annual General Meeting") shall be held not later than in the month of March of each year.
- 26.2 Notice of the Meeting, an invitation for nomination of candidates together with a copy of the financial statements for the past year shall be posted on the Club Notice Board and/or Club website and sent via email to all Members at their addresses/email addresses registered (as appropriate) with the Club, not less than twenty one days before the date of the Meeting. Thereafter the Secretary shall post on the Club Notice Board and/or Club website an agenda of the Meeting together with a list of candidates nominated which shall be sent to all Members not less than two days before the date of the Meeting. Unless a nomination is declined by the nominee, the person shall be included on the list of candidates to be circulated.
  - 26.2.1 An incumbent Committee Officer is automatically nominated for re-election unless he or she formally declines his/her nomination.
  - 26.2.2 If a nomination is not received for a specific position on the Committee prior to two days before the date of the Meeting, nominations may be made to and accepted by the Secretary up to and during the Meeting.
- 26.3 The business to be conducted at the Annual General Meeting shall be, inter alia:-
  - 26.3.1 Confirmation of the Minutes of the last Annual General Meeting and any Special General Meeting held since the last Annual General Meeting;
  - 26.3.2 Presentation of the Annual Report of the Committee by the President;
  - 26.3.3 Presentation and adoption of the financial statements for the preceding year;
  - 26.3.4 Election of Officers and Committee;
  - 26.3.5 Confirmation or election of the Trustees and Directors of TSC Holdings Limited; and
  - 26.3.6 Any other business of which ten days notice has been given in writing to the Secretary and the Secretary shall post such notice upon the Club Notice Board not less than seven days before the date of the Meeting.

**27. Special General Meeting**

- 27.1 A special general meeting ("Special General Meeting") may be called at any time by the Committee or on a written request to the Secretary signed by not less than five percent of Voting Members.
- 27.2 The business of the Special General Meeting shall be stated in the notice convening it, which shall be posted on the Club Notice Board and sent to all Voting

Members known to the Secretary to be in the BVI not less than fourteen days before the date of such Meeting.

- 27.3 No business other than that of which notice has been given shall be discussed at a Special General Meeting.

**28. Quorum at General Meeting**

- 28.1 Twenty Voting Members shall constitute a quorum ("Quorum") at any Annual or Special General Meeting (the "General Meeting").
- 28.2 In the event of a Quorum not being present within thirty minutes of the time fixed for the Meeting, the Meeting shall stand adjourned for seven days and notice of such adjournment shall be posted on the Club Notice Board.
- 28.3 The Voting Members present at such adjourned Meeting shall form a quorum at such second Meeting.
- 28.4 In the event of a Quorum not being present at a Special General Meeting called at the request of Members under Rule 27, the Meeting shall be dissolved.

**29. Chairman**

- 29.1 At all Meetings of the Club, or Committee, the President or, in his absence, the Vice-President shall preside as chairman (the "Chairman"). In the absence of both these Officers, a Chairman shall be elected from those Officers present.
- 29.2 In addition to a deliberative vote, in the event of equality of voting, the Chairman shall have a casting vote.
- 29.3 This right shall also be extended to the Chairman of any Sub-Committees at Meetings of the respective Sub-Committees.

**30. Interpretation of Rules**

Should any question or dispute arise at a General Meeting of the Club, or at a Meeting of any Committee or Sub-Committee, as to the interpretation or meaning of these Rules, a person with legal qualifications to practice in the (British) Virgin Islands, duly appointed to act as counsel by the Committee shall provide an interpretation thereon. Any Members then present and objecting to or aggrieved by the ruling may demand to have it submitted to the Meeting which shall finally decide the question or dispute by resolution.

**31. Minutes**

Minutes of all General Meetings and of all Meetings of the Committee and all Sub-Committees shall be kept in the appropriate minute book ("Minute Book").

**32. Amendment of/or Addition to the Rules**

- 32.1 No resolution involving an amendment of, or addition to, these Rules, or any of them, shall be put to any General Meeting of the Club unless notice thereof shall have been sent in writing to the Secretary in accordance with the requirements set out in these Rules for convening such Meeting.
- 32.2 No such resolution shall be declared carried unless two-thirds of those present and voting shall be in favour of it. Amendments of, or additions to, any such resolution may be accepted and put at the Meeting.

**33. Bylaws**

The Committee shall have power to make, amend and rescind Bylaws (not being inconsistent with these Rules) as it may consider necessary for the general management of the Club. The Committee may also amend or rescind bylaws made by a Sub-Committee when such bylaws appear to the Committee to be inconsistent with these Rules or the Objects of the Club. Any amendments to the Bylaws shall be immediately posted on the notice board and/or Club website and a copy sent by the Secretary to each member.

**34. Powers of the Committee**

- 34.1 The Committee shall have power, inter alia:-
- 34.1.1 To fix the price of any services provided within the Club
  - 34.1.2 To incur such expenditure on new works or maintenance of the Immovable Property of the Club and on the improvement, maintenance or replacement of the movable property of the Club, as may be necessary or desirable.
  - 34.1.3 To entertain visiting teams in such manner as it may deem fit.
- 34.2 The Committee may not incur capital expenditure in excess of US\$50,000 on any single item until the lapse of fourteen days after a notice has been posted on the Club Notice Board and/or Club website giving details of the proposed expenditure and after obtaining and reviewing at least three independent quotes.
- 34.3 The Committee shall be at liberty to maintain the facilities of the Club without restriction as to expenditure.
- 34.4 Any Member may call a Special General Meeting to discuss or amend any such expenditure but notice of such intention, supported by not less than five percent of Voting Member signatures, as required under Rule 27, must be delivered to the Secretary before the expiry of the display period. Should a General Meeting be called then the Committee may not proceed with the expenditure except as directed at such General Meeting.

**35. Authority of the Committee**

- 35.1 All acts done by the authority of the Committee, in good faith and with the authority expressed or implied of the Club, shall be deemed to be acts of the Club, and of the individual Members thereof.
- 35.2 Subject to Rule 35.3, all such acts shall be binding on each individual Member of the Club during the time he is a Member of the Club and for the period of one year from the date he ceases to be a Member of the Club.
- 35.3 Should a Member resign from the Club within one month of the performance or sanction of such an act such Member shall be relieved of the responsibilities cited in Rules 35.1 and 35.2.
- 35.4 Every Director and every Committee Member, including past Directors and past Committee Members, shall be indemnified by the Club and by the Members thereof for any costs, losses and expenses which any Director or any Committee Member may incur, or become liable for, by reason of any contract entered into or thing done by him as a Director or Committee Member or in any way in the discharge of his duties while that person was a Director or a Committee member.

**36. Dealings With Club Property**

Except as provided for under Rule 34, Immovable Property of the Club shall not be bought, taken on lease or otherwise acquired, sold, leased or otherwise disposed of without the consent of a three-quarters majority of the Voting Members, voting at a General Meeting, at which not less than twenty Voting Members shall form a quorum. No alternative shall be made to this Rule except by a vote of a three-quarters majority of a Meeting similarly constituted.

**37. Borrowing Powers**

- 37.1 The Club may, at any time, in General Meeting, pass a resolution ("Resolution") authorizing the Committee to borrow money ("Amount").
- 37.2 Upon the passing of the Resolution, the Committee may borrow:
  - 37.2.1 the Amount;
  - 37.2.2 at one time, or on more than one occasion, provided always that the amount borrowed shall not exceed the Amount;
  - 37.2.3 at such rate of interest;
  - 37.2.4 in such form and manner;
  - 37.2.5 upon security, or not

and as shall be specified in the Resolution.

- 37.3 The Committee, or the Trustees in respect of such Immovable Property, shall make all such dispositions of the Club property or any part thereof and enter into such agreements in relation thereto as the Committee may deem proper for giving security for such loans and interest.
- 37.4 The Committee shall not give any undertaking on behalf of the Club to pay otherwise than out of the property and assets of the Club, and the Members of the Club shall not be bound in respect of any loans in the event of the security given by the Committee being insufficient to meet the debt.
- 37.5 All Voting Members of the Club, whether voting on such resolution or not, and all persons becoming Voting Members of the Club after the passing of such resolution, shall be deemed to have assented to the same as if they had voted in favour of such resolution.

**38. Signing of Documents**

All documents, other than those relating to the Immovable Property of the Club, requiring to be signed on behalf of the Club, shall be sufficiently so signed if signed by two Committee Members duly authorized for this purpose, and all documents so signed shall be binding on the Club and all Members thereof.

**39. Accounts**

- 39.1 All money received by the Treasurer shall be paid into an account at one of the local Banks.
- 39.2 The Treasurer shall have authority to draw on such account in such manner and to such extent as may be authorised by the Committee which later shall have power to authorise any ordinary expenditure.
- 39.3 Cheques shall be signed by two Committee Members, one of whom shall be either the Treasurer or the Secretary.
- 39.4 The annual financial statements may, at the discretion of the Committee, or upon the petition of not less than five percent of Voting Members, be audited by a local auditing firm who shall produce an annual audited financial statement. A casual vacancy in the office of auditor shall be filled by an appointment by the Committee.

**40. Defaulters**

- 40.1 All debts due to the Club shall be paid on presentation of accounts.
- 40.2 Should any account remain unpaid for thirty days after presentation the Treasurer may send to the Member, notice calling upon him to pay forthwith, and if such account shall remain unpaid for thirty days after despatch of such notice, the name of the Member may be posted by the Committee at the Club premises.

40.3 If such account shall remain unpaid thirty days later the name of such Member shall have been posted, such Member shall cease to be a Member of the Club unless and until he shall furnish a satisfactory explanation, when the Committee may, upon payment by him of all arrears, reinstate him as a Member. The Committee may by resolution relax or vary this rule in particular cases. A Member whose name has been posted shall not be entitled to use the Club premises or property or avail himself or herself of the services of the Club employees.

41. **Damage to Property**

Any Member damaging Club property shall be held responsible in whole, or in part, as may be decided by the Committee for the replacement or repair of such damage.

42. **Removal of Club Property**

Books, periodicals and other property of the Club shall not be removed from the Club without the sanction of an Officer of the Club.

43. **Suggestions**

All suggestions which members may wish to make for the consideration of the Committee shall be clearly written in the Suggestion Box provided, and legibly signed.

44. **Complaints**

All complaints with regard to the management of the Club shall be addressed in writing to the Secretary.

45. **Notices**

Private notices shall not be posted in the Club without the sanction of and counter signature of the Secretary.

46. **Winding Up**

46.1 The Club may be wound up and the disposal of its property may be sanctioned at a General Meeting or Special General Meeting by a majority vote of three fourths of the Voting Members present and voting at such Meeting.

46.2 No such resolution shall be passed unless three months notice of the proposal has been posted on the Club Notice Board and sent to all Voting Members known to the Secretary to be in the BVI.

46.3 If the Club is wound up and dissolved and there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members, but shall be given or transferred to some other

institution or institutions in the British Virgin Islands, having objects similar to the objects of the Club, and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Club, such institution or institutions to be determined by the members at or before the time of the resolution to dissolve the Club or in default thereof by such judge of the High Court as may have or acquire jurisdiction in the matter.

Lorraine Bartlett  
Secretary  
11<sup>th</sup> March, 2003

Amended on 26 March 2013  
Edward Childs  
Secretary