

RYDE EX-SERVICES MEMORIAL AND COMMUNITY CLUB LIMITED

A.C.N. 001 057 585

BY-LAWS EFFECTIVE 1 AUGUST 2018

1. DEFINITIONS

- a. "Board" means the Board of Directors of Ryde Ex Services Memorial and Community Club Limited.
- b. "Secretary" means the General Manager of the Club or in their absence, the authorised Manager.
- c. "Club" means Ryde Ex Services Memorial and Community Club Limited t/as Club Ryde and "Premises" means the whole of the premises situated at 728 Victoria Road Ryde 2112.

2. NOMINATIONS

- a. An application for membership shall be made on a form provided for that purpose and the application shall comply with all the requirements set out thereon.
- b. Such application for membership shall be delivered to the Secretary and the applicants name displayed on the notice board in the Club premises for fourteen days before being submitted to the Board.
- c. No person under the age of 18 years shall be nominated as an ordinary member of the Club.
- d. The Board must approve each membership application and has the right to refuse any application without providing any reason as to the refusal.

3. RULES

A copy of these rules shall be made available to all financial members upon request.

4. MEMBERSHIP

Every member on the payment of their subscription shall be supplied with a membership card which must be shown on entering the club premises, on driving into the Club's parking area, if required, or to an official of the Club on request, when on club premises. Members are reminded that in no circumstances are their membership cards transferable. Members should be proud enough of their association with the Club and not to want to lend their card. Should any member lend their card and it becomes known, then both the member and the recipient may face disciplinary action.

5. REPLACING LOST MEMBERSHIP CARDS

- a. It is essential to present photographic identification should your membership card has lost, stolen or mislaid.
- b. A duplicate card will be issued in lieu of the card declared lost at a cost of \$3.00.
- c. Should the card be located, the duplicate card is to be returned to the office immediately.

6. ATTIRE

Members, guests and visitors must be presentably attired at all times. All clothing and footwear should be neat, clean and tidy and be subject to management discretion.

Children (under 18): neat and tidy clothing and footwear at all times.

7. NOT PERMITTED AT ANY TIME ARE

- a. Soiled or untidy clothing.
- b. Any apparel with discriminatory, offensive or anti-social wording / motifs.
- c. Football shorts, boots or sleeveless football jerseys or tops.
- d. Singlets (males)
- e. Hats of any description (subject to religious, medical reasons or for special events or functions)
- f. Peaked caps of any description.
- g. Bare feet

8. BOARD

a. Additional eligibility shall be the requirement for any member who wishes to nominate for the board to attend a pre-nomination information session (if held) prior to any board election nomination opening. Further to this all member's wishing to nominate for the board must also complete and pass any Director's Mandatory Training Courses (currently Directors Foundation & Management Collaboration and Finance for Club Boards) or as prescribed by any regulatory body prior to any nomination being accepted by the Secretary.

b. The affairs of the Club shall be conducted by a Board of Directors consisting of seven members of the Club. The Board may appoint a further 2 directors only from the membership as it sees fit or requires. The Board shall be elected

biennially at an Annual General Meeting with any Board appointed directors fulfilling a term at no more than three (3) years.

c. The Board shall appoint an independent Returning Officer for each Board election.

d. The Board shall meet at least once every month.

e. The Board, from its members, shall elect such sub committees as it sees fit.

f. The Board shall elect its own President, who shall also be the Chairperson of all General Meetings and its own Vice-President, who shall act as the Chairperson in the absence of the President.

g. In the event of a vacancy occurring on the Board, the Board may choose (by majority vote) to fill this casual vacancy from the membership as it sees fit.

9. VISITORS

a. No person under 18 years of age shall be permitted to remain on Club premises except in the dining areas, children's play area, the auditorium or functions areas and only when accompanied by a responsible adult (parent or carer). Children (persons under 18) are not permitted on the premises after 9.30pm. The exception is children attending functions accompanied by an adult in the clubs function areas whilst attending a function.

b. Any and all visitors may only be permitted entry in accordance with the prevailing law of the day.

c. All visitors must provide photographic identification and record as a minimum their name and address with a signature in either the visitors register or via way of scanning their identification into the electronic visitors register.

d. No person who has been declined as a candidate for membership, or who has been expelled or under suspension from the club, shall be admitted as a visitor at any time or for any reason.

e. The requests of persons asking for members to be paged with a view to signing them in will only be accepted on two occasions for any one member per day.

f. The Directors first consideration is for the comfort and convenience of Club members.

g. Visitors living within a five (5) kilometre radius shall only be admitted if signed in by a member of this club or if that person is a member of another Ex-Services or RSL Club or is currently serving in the armed forces.

h. A visitor shall remain on the Club premises only as long as the introducing member shall remain.

i. The member introducing a visitor shall be responsible for the visitor's conduct and for any liability incurred to the club.

j. The club reserves the right to refuse entry to any person(s) for no given reason.

10. CLUB TRADING HOURS (may be subject to variation from time to time without notice)

Monday 11am – 10pm

Tuesday 11am – 11pm

Wednesday & Thursday 11am – 12pm

Friday 11am – 1am

Saturday 10 am – 1am

Sunday 10 am – 10pm

Closed Christmas Day

11. STAFF

a. No employee of the Club shall solicit any money or gratuity from any member, patron, contractor or fellow employee. This will be deemed as serious misconduct and will result in termination of employment.

b. Any comments or actions deemed to be at the detriment of the Club; members; patrons or other employees; management; contractors; suppliers or directors shall be deemed as serious misconduct and will result in termination of employment.

12. CONDUCT

a. In order to ensure comfort of the members, no member shall create undue noise or cause any disturbance on the premises.

b. No member or guest shall bet illegally on the club premises.

c. No games of hazard or chance, or any game which shall be considered by the Board to be gambling, shall be played on Club premises.

d. Whenever a complaint is made against a member, the Board may give the member notice containing the grounds of the complaint and a date upon which the member shall appear before the Board to offer such explanation or evidence as the member may desire.

13. PHOTOGRAPHY

Photography is prohibited in the Gaming Room. Patrons taking photographs on Club premises should be mindful of other patrons so as not to intrude on their privacy. Management reserve the right to request patrons not to take photographs.

14. MEMBERSHIP SUBSCRIPTION

- a. The membership subscription fee of the Club shall be determined by the Board and varied from time to time as the Board sees fit. The annual membership subscription fee shall be no less than \$2.00.
- b. For the purpose of these rules, "Ordinary Members" shall mean all social members other than Honorary Members and Life Members.
- c. The membership subscription to the club shall be due on the 1st day of July each year and payable by 30 September upon the expiry year of the membership subscription or at the Board's discretion.
- d. Any membership shall be paid at the time of application to the full value of the subscription

15. LIFE MEMBERS

No person shall be made a Life Member except by resolution of a General Meeting of the Club following an appropriate recommendation by the Board. No person shall be made a Life Member except for distinguished, exceptional or unusual service of merit to the club, recommended by the Board and endorsed by a two-thirds majority at a ballot held for that purpose.

16. HONORARY MEMBERS

May be elected by the Board of Directors, subject to the limitations contained in the Clubs Constitution.

17. LIABILITY - of the members is limited to \$5.00.

18. PARKING

Members are requested to observe all Emergency Services and traffic regulations within the vicinity of the Club. Members are requested to refrain from undue noise while leaving Club premises or parking area and may only park on the grounds within designated parking areas whilst attending the club during operating hours.

19. GAMING MACHINES

- a. No person under the age of 18 years is permitted to play the gaming machines.
- b. Gaming machines must not be reserved for a period longer than six (6) minutes.
- c. A warning will be given to patrons 15 minutes prior to the cessation of Gaming Machine trading.
- d. Upon the announcement the Gaming Machine trading has ceased, patrons must not continue to play Gaming Machines.
- e. Players are limited to playing one machine at a time.
- f. The wearing of hats, caps, head dresses or sunglasses is strictly prohibited in the gaming machine area unless for medical purposes and approved by management.
- g. Management may refuse payment if the machine has been tampered with, malfunctioned and/or a winning combination has not been registered on the machine.
- h. A winning combination must be "pulled off" before leaving a machine.
- i. Payments are limited by law to a maximum of \$5,000.00 in cash. Any payment exceeding \$5,000.00 will be paid via cheque or direct credit to a nominated bank account in the name of the person who has won said jackpot.
- j. Club reserves the right to make payment within 48 business hours after the jackpot has been won.

20. DISCIPLINARY PROCEEDINGS & MINIMUM SUSPENSIONS

Disciplinary proceedings may be brought against any patron who conducts themselves in a manner unbecoming of a member or prejudicial to the interests of the club. Any and all disciplinary proceedings will be conducted as outlined in Section 54. **Disciplinary Proceedings** of the Clubs constitution with the following minimum terms (at the discretion of the board) to be implemented:

Improper use of Membership Card	1 month
Verbal Assault or Abuse (Bullying)	3 months
Offensive Language and/or Unseemly Behaviour	3 months
Breach of Self Exclusion/Failure to comply with instruction	6 months
Discrimination or Sexual Harassment	12 months
Physical Assault/Fighting on club premises	12 months
Threatening staff or patrons with harm	12 months
Signing in or providing alcohol to a minor	60 months
Theft – club / patrons goods or property	60 months
Use or sale of illegal substances on club premises	60 months
Wilful Destruction or Damage to club property	60 months
Bringing the club or its officials into disrepute or abuse of office	60 months

The Board reserves the right to impose these sanctions or adjust minimum terms as they see fit, when taking into account and considering any and all submissions or evidence that it may have before it, during any disciplinary proceedings. Any and all indictable offences will be referred to regulatory authorities. Disciplinary matters not listed above shall be considered on a case by case basis.

21. DISCRIMINATION, HARASSMENT & BULLYING POLICY

Ryde Ex Services Memorial and Community Club Limited is an equal opportunity employer and as such has a firm policy on discrimination, harassment and bullying. The Club's policy also extends to members and guests with any discrimination, harassment and/or bullying not being tolerated. No employee, member or guest whilst at the Club will be discriminated against, harassed or bullied for any reason:

Discrimination – may include but is not limited to:

Race	Medical record
Colour	Disability (including mental, physical, intellectual and psychiatric)
Sex/Gender	Sexual preference
Religion	Pregnancy;
Political opinion	Victimisation (in relation to complaints);
National extraction	Inciting hatred (by public act)
Social origin	Publishing, displaying or advertising material that promotes, expresses or depicts discrimination or prohibited conduct; and Aiding contravention of the Act
Age	

Discrimination is any conduct which offends, humiliates, insults or ridicules another person or group on the basis outlined above in circumstances in which a reasonable person, having regards to all the circumstances, would have anticipated that the other person would be offended, humiliated, intimidated, insulted or ridiculed.

Sexual harassment - may include but is not limited to:

Uninvited touching, kisses or embraces	Making promises or threats in return for sexual favours
Smutty jokes or comments;	Repeated invitations to go out after prior refusal
"Flashing" or sexual gestures;	Sex-based insults, taunts, teasing or name calling;
Staring or leering at a person or at parts of their body;	Touching or fiddling with a person's clothing e.g. lifting up skirts or shirts
Requests for sex;	Unwelcome physical contact such as massaging a person without invitation or deliberately brushing up against them
Offensive phone calls, letters, e-mails, social media posts or; and Stalking	Displays of sexual graphic material including posters, pinups, cartoons, graffiti or messages left on notice boards, desks, computer screensavers or in a common place.
Sexually explicit conversation	

Bullying - may include but is not limited to:

Verbal abuse or comments that put down or stereotype people because of their race, sexuality, pregnancy, disability etc
Mimicking someone's accent or the habit of someone with a disability
Offensive gestures based on race, sexuality, pregnancy, disability etc
Ignoring or isolating a person or group because of their race, sexuality, pregnancy, disability etc
Display or circulation of racist or other offensive material

This means that:

No person will be refused membership of the Club or be treated less favourably in relation to their membership or their enjoyment of the Club's services and facilities for any unlawful reason. Everyone has the legal right not to be discriminated against, harassed or bullied for any unlawful reason and everyone has the legal obligation not to discriminate against, harass or bully another person or group.

The Club takes these matters extremely seriously and will take appropriate action where there has been discrimination, harassment or bullying.

22. RESPONSIBLE SERVING OF ALCOHOL – CLUB POLICY

- The Club recognises that it is against the law to serve any person to intoxication;
- The Club recognises that it is against the law to serve or supply alcohol to any person under the age of 18 years;
- The Club recognises that it is against the law to allow intoxicated, disruptive or violent behaviour to occur on the premises;
- The Club seeks to ensure that no harm comes to patrons as a result of service of alcohol;
- The Club seeks to create an environment that discourages drunken, disruptive or violent behaviour;
- Low alcohol beers and non-alcoholic beverages are stocked and promoted;
- Staff have been acquainted with this house policy and trained to implement it;
- Staff will refuse to serve a patron if in their opinion they feel that person is intoxicated;
- The Club seeks to publicise and promote its position on Responsible Serving Practices;
- Members should be aware that refusal of service to intoxicated persons by club staff is in compliance with the law;
- Members should also be aware that they have a legal responsibility be it in this club or elsewhere to ensure that they don't supply liquor to intoxicated persons;
- It is an offence under the Registered Clubs Act to serve or supply liquor to an intoxicated person with a maximum penalty of \$5,500.00; and
- Members and guests who refuse to leave Club premises due to intoxication or disorderly conduct can now be subject to an "on the spot" infringement notice of up to \$550.00 by the Police.

23. RESPONSIBLE CONDUCT OF GAMBLING BEST PRACTICE GUIDELINES

These Best Practice Guidelines represent an approach where the environment in which gambling is conducted minimises harm and meets community expectations. The Club aspires to achieve harm minimisation objectives in their gambling operations by:

- a. Providing gambling services and practices that conform to all applicable Acts and Regulations;
- b. Promote responsible gambling practices that conform to local community standards & expectations;
- c. Establish a patron complaint resolution process;
- d. Implementing policies to encourage responsible practices in advertising and promotions related to gambling and ensure compliance with relevant legislation;
- e. Developing a policy that ensures all legislative requirements related to cheque cashing, payment of winnings and financial transactions are implemented and encourages patrons to develop responsible practices in the use of finances for gambling purposes;
- f. Introducing procedures for handling personal information relating to gambling patrons in a club to protect their rights of privacy;
- g. Establishing a pleasant and safe gambling environment;
- h. Informing and training staff on legislative requirements, harm minimisation issues, the risks of not complying with legislative requirements or not adopting and practicing harm minimisation strategies and taking appropriate steps to promote patron and employee care;
- i. Encouraging patrons to take responsibility for their gambling activity through and effective self-exclusion procedure or other mechanisms;
- j. Informing patrons and staff of the club's responsible gambling policy and program, the nature of gambling products and the availability of support services for problem gamblers; and
- k. Developing links between the club and relevant community organisations that will provide support and advice for problem gamblers and their families.

24. SMOKING

Smoking of any kind whether cigarettes, cigars or e-cigarettes is prohibited in all parts of the club other than designated external areas provided. Smoking is also prohibited within 5 metres of all public entry/exit points to the club. Any persons found to be smoking in an area, other than a designated area will be asked to leave the club immediately and may face disciplinary action.

25. ILLEGAL OR HARMFUL DRUGS

The club has a zero policy in regards to the sale or use of any illegal or harmful drugs. This will not be tolerated at any time within the club or its grounds. Any signs or suspicion of drug use will be immediately reported to regulatory authorities with any and all surveillance footage supplied.

26. CLOSED CIRCUIT TELEVISION

By entering the Club and its grounds patrons acknowledge and agree that they will be subject to constant 24 hour video surveillance by a closed circuit television system (CCTV). The images captured on CCTV are for the personal protection of patrons and the Club. Any images captured by CCTV may be used to aid in the prosecution of any crime committed against the Club or other patrons and will be made available to any regulatory body.

27. PAYMENTS

Payments to the Club will only be accepted by means of cash, direct deposit or EFTPOS (via Debit or Credit Card).
Cheques will only be accepted with the authorisation of the Secretary.

Any matter connected with the management or daily operations of the Club not otherwise provided for by these By-Laws may be dealt with by the Board whose direction shall be binding on the members.