

THE PENSHURST R.S.L. CLUB CO-OP LTD
BY-LAWS

PRELIMINARY

- 1.1 The by-laws are made by the Board of the Club pursuant to the power conferred upon the Board by Rule 43a.
- 1.2 The Board may alter or repeal a by-laws as it may deem necessary or expedient for the proper conduct and management of the Club
- 1.3 These by-laws shall come into force and be duly operative upon posting on the Notice Board of the Club.
- 1.4 These by-laws are to be read subject to the Rules of the Penshurst R.S.L. Club Co-op Ltd.
- 1.5 These by-laws are binding on each member of and visitor to the Club.
- 1.6 In these by-laws the expression “the Club” means the registered club known as “The Penshurst R.S.L Club Co-op Ltd.
- 1.7 Words importing the singular number include the plural and vice versa and words importing any gender include every other gender.

TRADING HOURS

- 2.1 Trading hours vary and are regulated by the OLGR
- 2.2 Bottled and canned beer, bottled wine and spirits purchased to be taken out of the premises may only be removed from the premises in accordance with the Liquor Act.
- 2.3 Members and Guests shall vacate the Club premises as soon as practicable after trading ceases but in any event within fifteen (15) minutes after trading ceases.
- 2.4 No liquor will be made available, poker machine service rendered or jackpots paid after trading ceases.

GUESTS OF MEMBERS AND TEMPORARY MEMBERS

- 3.1 A member bringing a guest into the Club shall sign his or her name in the Visitor’s Book against the name and full address of his/her guest and will be responsible for his/her behaviour whilst the guest is on the premises.
- 3.2 Any misconduct or breach of the Club rules or by-laws by the guest of a member may be regarded as a breach by the member who is responsible for the guest under the Registered Clubs Act
- 3.3 No person will be permitted to enter the premises in a state of intoxication.
- 3.4 In case of any dispute or misunderstanding regarding entry to the Club the staff member will refer the matter to the Secretary/Manager or his representative present who shall reserve the right to exclude any visitor, without explanation.
- 3.5 The staff member on duty at reception is in charge of the Visitor’s Book and is authorized to ensure that all visitors are entered in the book in accordance with the Club rules.
- 3.6 Persons under the age of eighteen (18) will not be permitted in areas where poker machines are played, nor will they be permitted in any bar except where it provides the only practical means of access to an unrestricted area or is reserved for a private function.

ENTRY TO THE CLUB

- 4.1 Members entering the Club are required to produce their membership badge to a designated Club representative, upon request.
- 4.2 Persons whose membership has lapsed are not permitted to enter the Club other than as a Temporary Member or Guest of a Member.

CONDUCT AND BEHAVIOUR

- 5.1 It shall be an offence for any member to:-
- (a) Be under the influence of liquor or introduce liquor on the premises without permission.
 - (b) Use objectionable or obscene language.
 - (c) Damage Club property.
 - (d) Remove Club property without proper authority.
 - (e) Enter or remain on Club premises at unauthorised times.
 - (f) Disregard the lawful instructions of any member of the Board of Directors or Club Management when duly warned by same.
 - (g) Infringe the Rules and by-laws of the Club.
 - (h) Cause offence to any member or members of the Club which is prejudicial to the good order of the Club or the comfort or welfare of any such member or members.
 - (i) Introduce gambling in the Club or to gamble on Club premises.
 - (j) Sell or supply liquor to any person under the age of 18 years.
 - (k) Lend their membership badge to or permit it to be used by any other person.
 - (l) A member penalized for the infringement of this by-law or any Club Rule shall not be permitted or be entitled to claim the privileges of membership until after Complying with the terms or the penalty imposed (see Rule 28).
- 5.2 In case of a complaint or dispute under this by-law, the initial arbiter shall be the Secretary/Manager or senior staff member.
- 5.3 In the event that any complaint or dispute regarding conduct or behaviour cannot be resolved satisfactorily at the time, the matter will be referred to the Board for determination.

POKER MACHINES

- 6.1 May not be reserved for more than three (3) minutes.
- 6.2 A player wishing to use a machine which has been reserved for longer than the prescribed period must, first request the Duty Manager to announce over the public address system that the machine will be unreserved, unless the player who reserved the machine returns to the machine immediately. The player making the request can then only play the machine after receiving permission from the Duty Manager.
- 6.3 The practice of playing one machine and reserving another machine and alternating between machines is not permitted.
- 6.4 No person under the age of (18) years shall operate or play poker machines.
- 6.5 The Board of Directors reserves the right to delay or refuse the payment of any monies purporting to have been won on any of the poker machines operating within the premises of the Club.

CLUB DRESS

- 7.1 General appearance must be neat and tidy at all times.
- 7.2 The Directors, Management designated staff, reserve the right to refuse entry to any person, if it is felt their dress could offend the general membership.

DINING ROOM AND AUDITORIUM

Shorts with long socks.
Slacks with socks and shoes.
Neat and tidy dress at all times.
Ladies should be attired appropriately.
Grandfather shirts are permitted at any time.

GROUND FLOOR

Similar regulations relating to Dining Room and Auditorium apply to Ground Floor after 8.00pm, however short sports_socks with dress shorts may be worn at any time.

NOTE:

No scuffs, No thongs, No running shorts no stubbies or abbreviated shorts, No football socks, No football jumpers, No singlets, are permitted in the Club at any time.

Men are not permitted to wear hats of any description in the Club unless for medical or religious reasons.

Any person who in the opinion of the Management appears to be wearing soiled clothes or not wearing the required minimum dress may be asked to leave the premises.

CLUB PROPERTY

- 8.1 Members will at all times take care of Club property and sporting equipment. Misuse of any Club property will be an offence.
- 8.2 Members are not permitted to enter the Administrative Office or Board Room unless invited by a Director, Secretary/Manager or Administrative Staff member.
- 8.3 Members will not use Club stationery or equipment unless for Club business and with the consent of the Secretary/Manager.
- 8.4 Members will not take away or remove Club property or equipment of any kind without authority of the Secretary/Manager.
- 8.5 Pay phones are provided for the convenience of members and guests. Club telephones other than pay phones, may not be used for outgoing calls by members and guests without authorization from the Secretary/Manager or a Director.

CAR PARKING

- 9.1 Members and guests will at all times park their cars correctly in the Club's car parking area and enter and leave in a careful manner.
- 9.2 Members and guests shall not park in those areas set aside for use by Directors or designated Club officials.
- 9.3 When a member or guest is called to the Club office regarding the parking of their vehicle they will forthwith carry out the instructions of an authorised person in relation thereto.
- 9.4 Members and guests may only park in the general parking area during the time they are actually present in the Club. Or engaged in Club or Sub Branch Business.

STAFF

- 10.1 No member of the Club or visitor shall reprimand any servant of the Club or direct such servants in their duties.
- 10.2 The staff shall be under control of the Secretary/Manager. Any complaints regarding the staff shall be directed to the Secretary/Manager. He will refer the complaint to the Board of Directors unless the matter can be satisfactorily be resolved by him.

COMPLAINTS

- 11.1 Complaints by staff concerning the conduct of members or visitors must be made to the Secretary/Manager.
- 11.2 Any complaint by a member or visitor against a member or visitor shall be made to the Secretary/Manager if available or to the Duty Manager who shall report on the matter to the Secretary Manager as soon as practicable.
- 11.3 The Secretary/Manager shall have discretion to deal with verbal complaints provided however those complaints/suggestions delivered to the Secretary/Manager in writing shall be raised at the next Board Meeting after receipt.

PROHIBITION OF CANVASSING

- 12.1 Except with the consent of the Board or Secretary/Manager no person shall sell goods, canvas for or solicit donations or subscriptions or dispose of raffle or other tickets for any object or institution in or upon the Club's premises.
- 12.2 No pamphlet notice or other material shall be displayed or exhibited in or upon the Club premises without the prior approval of the Secretary/Manager.

REIMBURSEMENT OF EXPENSES

- 13.1 Reimbursement of reasonable expenses may be paid to any member acting in an official capacity as the Board may from time to time determine and in accordance with the Rules.

CREDIT FACILITIES

- 14.1 An EFTPOS machine is installed in the Club for the convenience of members and guests wishing to obtain cash.

CLUB PROMOTIONS

15 DEFINITIONS:

(a) Trade Promotions (TPL) – a game free of charge used to promote trade e.g., Any Major Promotion car give aways etc. anything that carries a Trade Promotion Licence

(b) in House Promotions – a promotion, held in house for the benefit of members, e.g. members badge draws internal club raffles and so on.

15.1 Directors, managers and staff are not permitted to participate in trade promotions at any time.

15.2 Managers and staff, who are off duty, are permitted to participate in all in-house promotions, provided they are financial members of the club.

15.3 Directors are permitted to participate in all in-house promotions.

15.4 Conditions 1 and 2 are not binding on extended families of directors, managers or staff. (only immediate family)

GENERAL

16. Any breach of the Club By-laws and Regulations may be dealt with as an offence under Rule 42 of the Club Rules.

16.1 Any member who commits an offence under the Articles or these By-laws and is to be cited to appear before the Board shall if so directed by the Board, surrender to the Secretary/Manager his/her Membership Badge until such time as he/she appears before the Board of Directors.

16.2 Any question as to interpretation or application of the By-laws will be submitted in writing to the Secretary Manager, who will forthwith submit the same to the Board of Directors.

16.3 Where any of the By-laws are inconsistent with any provisions any provisions of the Liquor Act, Registered Clubs Act, Gaming and Betting (Poker Machines) Act or the Co-operatives law the said Acts and Laws shall take precedence over the by-laws.

16.4 The onus shall be on every member to make themselves familiar with the Rules and By-laws of the Club. A copy of the Rules and By-laws shall be available for inspection by any member through arrangement with the Secretary/Manager.

First adopted by the Board of Directors of the Penshurst R.S.L. Club CO-OP Limited at its meeting on the 21st May 1996.

The first update of by-laws adopted at the Board of Directors Meeting 16.6.98
(Refer by-law 15 Club Promotions)

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Margaret Smith
SECRETARY MANAGER