



BUNDABERG SERVICES CLUB

BY-LAWS

VERSION 1.0

TABLE OF CONTENTS

1	General Provisions	3
1.1	Club Hours	3
1.2	Gambling	3
1.3	Animals.....	3
1.4	Reprimanding Club Employees.....	3
1.5	Politics and Religion	3
1.6	Removal of Club Property	3
1.7	Club not to be used for business	3
1.8	Tickets, Subscriptions Lists, Raffles	4
1.9	Dress.....	4
1.10	Vehicle Parking and Theft or Damage.....	4
1.11	Members' Conduct	4
2	BY-LAW No. 2 Membership	5
2.1	1. Membership Classes & Eligibility	5
2.2	Rights and Privileges.....	5
2.3	Un-financial Members	5
2.4	Membership Cards.....	5
3	BY-LAW No. 3 – Code of Behaviour and Disciplinary Action	6
3.1	Code of Behaviour	6
3.2	Disciplinary Action	6
4	BY-LAW No. 4 – Members' Dress Rules	8
4.1	General	8
4.2	Dress Required	8
4.3	Enforcement.....	8

1 GENERAL PROVISIONS

1.1 CLUB HOURS

The Club premises shall be open to members at the times directed by the Committee and in accordance with the provisions of the Liquor Act 1992 (Qld).

1.2 GAMBLING

No gambling shall be allowed in the Club premises and the Committee may prohibit any game considered by the Committee to be injurious to the interests of the Club. State sanctioned gambling will be accepted.

1.3 ANIMALS

No member shall bring any animal into the Club premises, with the exception of dogs accompanying persons who by the nature of a medical condition require the company of a trained dog, without the approval of the Club Manager

1.4 REPRIMANDING CLUB EMPLOYEES

No member shall reprimand any employee of the Club personally. Any complaint concerning the employee shall be addressed in writing by the member, or in person, to the Club Manager in charge.

1.5 POLITICS AND RELIGION

Discussion of party politics and religion of every kind is discouraged in the Club premises.

1.6 REMOVAL OF CLUB PROPERTY

No member shall remove from the Club premises without the approval of the Club Manager in charge, any materials, plants or other property of the Club, and any members who shall wilfully damage or destroy any Club property shall pay such sum for repair or restoration thereof as the Committee shall decide.

1.7 CLUB NOT TO BE USED FOR BUSINESS

No member, member's guest, visitor or honorary member shall use any contact details of the club or any part of the club premises for business purposes.

1.8 TICKETS, SUBSCRIPTIONS LISTS, RAFFLES

No items, tickets for entertainment or raffles shall be offered for sale by external parties on Club premises without the authority of the Club Manager.

1.9 DRESS

The Committee shall have the power to set the standard of dress for all or any part of the Club premises. Refer By- Law No. 4.

1.10 VEHICLE PARKING AND THEFT OR DAMAGE

- a) Any vehicle parked in a designated club car park is done so at the owner's risk and the club accepts no responsibility whatsoever for any claim for damage or loss be it vehicle or property.
- b) The Club shall not be responsible for the loss or theft of, damage to, any article left by a member or guest in the Club premises and its environs.

1.11 MEMBERS' CONDUCT

Any member, member's guest, visitor or honorary member who in the opinion of the Club Manager is prejudicial to the interests of the Club and its Rules and By-Laws shall be liable to immediate removal from the Club on the authority of the Club Manager. Refer By-Law 3.

2 BY-LAW NO. 2 MEMBERSHIP

2.1 1. MEMBERSHIP CLASSES & ELIGIBILITY

As defined by Sections 5, 6, 8 and 9 of the Constitution, and summarized as follows:

- (a). Ordinary Members
 - (i). Any person eighteen (18) years or over who is admitted to membership of the Club in conformity with Section 6 (a) of the Constitution.
- (b). Life Members
 - (i). Elected in conformity with Section 6 (b)
- (c). Social Members
 - (i). Elected in conformity with Section 6 (d)
- (d). Honorary Members
 - (i). A class of members as defined in Section 6 (e)
- (e). Reciprocal Members
 - (i). As defined in the applicable laws with entry restrictions in accordance with 2(d).
- (f). Junior Members
 - (i). Elected in conformity with Section 6 (f)

2.2 RIGHTS AND PRIVILEGES

Classes of members shall enjoy common rights and privileges in accordance with various laws and the Constitution and By-Laws of the Club defined as Ordinary members, Life members, Social members, Honorary members, Reciprocal members and member's guests.

These rights and privileges shall include access to and use of those areas of licensed premises generally defined by the Committee or the Club Manager in charge to be for general club member use.

2.3 UN-FINANCIAL MEMBERS

Members who have not paid their fees in accordance with the constitution are not entitled to enjoy the benefits of the club or be eligible to participate in any promotions offered to financial members of the Club.

2.4 MEMBERSHIP CARDS

Members must produce their current membership card to staff or authorised person(s) when requested. No Facsimiles or copies (digital or printed) will be accepted.

3 BY-LAW NO. 3 – CODE OF BEHAVIOUR AND DISCIPLINARY ACTION

3.1 CODE OF BEHAVIOUR

The general behaviour required of each member shall be that which will be compatible with the majority of the members of the Club. Notwithstanding such generalities and without limiting members' requirements, members shall:

- (a). Comply with any requirements set down by the Committee or the Club Manager
- (b). Dress according to the requirements set down by the Committee, or the Club Manager for the particular area of the Club and for the particular time, such requirements to be prominently displayed in writing. In general, the dress code for particular areas of the Club premises shall be in accordance with By-Law No. 4.
- (c). Pay adequate respect to all of the Club's property and assets and to promptly report to Club staff vandalism or other acts that may result in damage to Club property or assets.
- (d). Show due respect to Club staff and to any Club member controlling a particular function or activity.
- (e). Be responsible for the behaviour and control of underage persons in their company ensuring they remain strictly in the areas allowed by the Club.
- (f). Not remove any materials, plant or other Club property without the express permission of the Club Manager.
- (g). Be responsible for their guests.
- (h). Not spread malicious rumours within the Club. (NOTE: This section included in accordance with a motion passed at the 1997 AGM: "That in future any person or persons spreading malicious rumours be called before the Management Committee to explain their actions and the Club Management deal with the matter as they see fit.")

3.2 DISCIPLINARY ACTION

- (a). Authorities
 - (i). The Club Manager in charge may suspend or restrict the usage of the Club facilities to any member whose conduct in the premises or precincts of the Club is or has been such as to be in the opinion of them injurious to the character of or interests of the Club or the comfort and welfare of its members or to render him unfit to associate with the members of the Club. Such action shall be communicated in a form prescribed by the Committee to the next Meeting for this approval/confirmation.
- (b). Reporting
 - (i). Breaches of the Code of Behaviour are to be reported to the Committee in the following manner:
 1. By a Club member – in writing to the Secretary
 2. By the staff recorded through the Incident Book

3. Committee members – in writing to the Secretary
- (ii). The Secretary, with respect to each and every report of a misdemeanour or breach of the code of behaviour, shall cause it to be recorded in writing, such details that will provide for recall of the basic facts involved in the breach or misdemeanour, at some future time. In particular, date, time, place and person or persons involved are to be recorded, together with a description of the act or actions that resulted in the breach of the Code of Behaviour. The Secretary shall report all such matters to the Committee as soon as practicable.
- (c). Investigation
- (i). In respect of each and every breach of the Code reported to the Committee, the Committee shall proceed to investigate all details of the alleged breach as soon as practical as and not longer than fourteen (14) days from the date of the alleged breach. If required, the Secretary or the President may call a special Committee Meeting for the purposes of such investigation.
 - (ii). The Committee shall use its best endeavours to satisfy itself of the facts or the act or actions that resulted in the breach of the Code and shall make a decision based on such facts.
 - (iii). The Committee at its discretion may permit a member or staff member to be heard at the meeting at which the investigation is conducted, but if such a hearing is permitted, the Committee shall hear representation from both the parties lodging or reporting the complaint and the parties alleged to have committed the breach.
- (d). Actions
- (i). Following adequate investigation of any alleged breach of the Code of Behaviour, should the Committee agree by a majority that the alleged breach is proven, then it may, at its discretion, impose one or more of the following penalties on the member or members involved in the breach.
 - 1. A warning in writing and delivered in person to the member or members involved.
 - 2. Suspension of membership, such suspension as the Committee may decide and to be implemented as per Section 19.
 - 3. Expulsion, such expulsion to be implemented as per Section 19 of the Constitution.
 - (ii). Should the Committee find that an alleged breach is unproven, then the member or members so complained against shall be so informed, as shall the members or staff member submitting the complaint. Breaches involving a warning or fine may subsequently impose a restriction on the use of the Club facilities for a period of time determined by the Committee.
 - (iii).

4 BY-LAW NO. 4 – MEMBERS' DRESS RULES

4.1 GENERAL

The following statements are an expression of the broad principles to be applied in the enforcement of dress rules to apply in nominated areas of the Club at nominated times.

Whilst the general requirement of the dress rules may be stated, the interpretation of the rules rests largely with the Club Manager in charge. To this end, marginal cases must be treated with due concern for the situation prevailing at the particular time; however, blatant disregard for the rules must result in enforcement of this by-law.

4.2 DRESS REQUIRED

Without limiting the generality of this Section, and, at the discretion of the Club Manager in charge, the following are not allowed at any time.

- Singlets worn as normal attire;
- Swimwear;
- Clothing with printed language deemed offensive;
- Dirty Clothing;
- Torn clothing outside recognised fashion trends;
- Scant or revealing clothing;
- Inappropriate footwear;
- Inappropriate headwear;
- Any attire deemed inappropriate by the Committee or Club Manager in charge.

Generally neat and tidy attire is required to enter the Club as determined by the Committee or the Club Manager in charge.

4.3 ENFORCEMENT

A member, member's guest, visitor or honorary member not complying with the dress rules will be asked to leave the Club by the Club Manager in charge.