

Ingleburn
RSL Club



INGLEBURN RSL SUB-BRANCH CLUB LIMITED

70 Chester Road Ingleburn NSW 2565

ABN 38 163 551 086

BY-LAWS

Adopted by a resolution of the Board of the Club on:

19 March 2025

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1. PRELIMINARY

- 1.1. These By-Laws are made pursuant to Rule 28.17 of the Club's Constitution.
- 1.2. These (and any additional By-Laws) passed by the Board shall come into force and be fully operative upon the posting of an appropriate notice containing such By-Law on the Club Notice Board.
- 1.3. The Board may alter or repeal a By-Law as it may deem necessary or expedient for the proper conduct and management of the Club.
- 1.4. These By-Laws are to be read subject to the Club's Constitution and in the event of any inconsistency, the Constitution shall prevail.
- 1.5. These By-Laws are binding on each member of the Club in the same manner as if each member had signed a copy agreeing to be bound by them.
- 1.6. In these By-Laws:
 - a. the expression "the CEO" means the person who is approved by the Independent, Liquor and Gaming Authority as the Secretary of the Club;
 - b. the expression "the Club" means the licensed club known as "Ingleburn RSL Sub-Branch Club Limited";
 - c. the expression "the Constitution" means the Constitution of the Club;
 - d. the expression "the Board" means the Board of Directors of the Club;
 - e. the expression "Club Notice Board" means the Club's Notice Board as that expression is defined in the Constitution; and
 - f. the expression "Club premises" means the Club's licensed premises;
 - g. the expression "Duty Manager" means a duty manager of the Club who is then on duty.
- 1.7. A copy of all By-Laws is available to any member on the Club's website and upon request. There will be no charge for any member who requests a copy of the By-Laws.

2. MEMBERSHIP

- 2.1. Any member shall be able to lodge with the CEO an objection in writing to any application for membership of the Club. The written objection needs to state the reasons for the objection.
- 2.2. The Board of the Club or the Election Committee formed to deal with membership applications shall consider any objection and shall if it deems necessary, call any evidence to determine whether any objection should be upheld.
- 2.3. The Board or the Election Committee as the case may be, shall determine the validity of any objection and its decision shall be final. It shall not be required to give a reason for its decision, nor shall it be required to notify the member making the objection of its decision.
- 2.4. In the case of any objection, a candidate's name shall be withdrawn from the list of applicants for membership pending the Board's decision on the objection.
- 2.5. Notwithstanding anything contained in the Constitution or these By-Laws the Board may reconsider the election of a member and cancel their membership at any time within three (3) months of their election to membership if it receives evidence that had it been aware of at the time of approval of the membership application it would not have approved the application.
- 2.6. Any member who supplies false information with their membership application shall be deemed to have engaged in conduct unbecoming of a member within the meaning of Rule 20 of the Constitution.
- 2.7. Any candidate for membership of the Club whose application for membership has been rejected shall not be eligible to reapply for

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membership for a period of twelve (12) months from the date of such rejection.

- 2.8. Any candidate who withdraws their application for membership shall be entitled to have any subscription paid by them when applying for membership refunded to them.
- 2.9. Any member who has been expelled from membership of the Club shall not be able to reapply for membership of the Club for a period of at least five (5) years from the date of such expulsion. This does not apply to a person who has been suspended from membership of the Club.
- 2.10. The membership card issued to any member shall always remain the property of the Club.
- 2.11. Any member who is expelled or suspended from membership of the Club pursuant to the provisions of Rules 20 or 23 of the Constitution shall within twenty-four (24) hours of such expulsion or suspension return their membership card to the CEO or to the Club's office. After the period of suspension, the member shall be able to collect his or her membership card from the CEO.
- 2.12. The effect of the Board's decision to suspend a member shall take effect from the date of the disciplinary hearing as provided for in Rule 20; however, the time from which the suspension ceases to have effect will be calculated from the date the suspension is imposed.
- 2.13. Each member shall be expected to make himself/herself aware of and become familiar with the Constitution and By-Laws of the Club.
- 2.14. Nominations for Honorary Life membership of the Club require the approval of the Board before consideration at a General Meeting. No nomination shall be approved by the Board unless:
 - a. the Board is confident it will be supported by the required majority of the members entitled to vote; and
 - b. the nominee satisfies all criteria of Rule 10.9 of the Constitution.
- 2.15. The Board is not required to provide a reason for rejecting a nomination for Honorary Life membership.

3. ELECTION OF THE BOARD

- 3.1. The Board shall prepare and approve the nomination form for the election of directors, together with any form of consent to act as a Director which nominees will be required to sign and deliver to the Club together with their nomination form.

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Form of Consent

Consent to Act as Director

To: The CEO
Ingleburn RSL Sub-Branch Club Limited
70 Chester Road
INGLEBURN NSW 2

1. I hereby consent/confirm my consent to be a director of Ingleburn RSL Sub-Branch Club Limited (hereafter referred to as the Club).

Full details of my name, address and other particulars are set out in the schedule below:

SCHEDULE

Name: _____

Residential address: _____

Business address: _____

Occupation: _____

Date of Birth: _____

Place of Birth: _____

Director Identification Number: _____

3. I have not been disqualified from managing a corporation for the purposes of section 206B of the Corporations Act 2001.
4. I have not been convicted of an offence that concerns the making or participating in the making of decisions that affect the whole or a substantial part of the business of a corporation or concern an act that has the capacity to significantly affect the corporation's financial standing.
5. I have not been convicted of an offence under the Corporations Act.
6. I have not been convicted of an offence involving dishonesty.
7. I have not been convicted of an offence against the law of a foreign country that is punishable by imprisonment for a period greater than twelve months.
8. I am not an undischarged bankrupt nor have I entered into an agreement under Part X of the Bankruptcy Act 1966 or any similar law of an external territory or foreign country.
9. I have not been disqualified from holding office as a director or secretary of any registered club in New South Wales.
10. Upon ceasing to be a Director of the Club I shall as soon as possible after ceasing to be a Director return all Club property to the Club together with all Board and other papers and or documents that I received from the Club during the period that I was a Director of the Club. I understand that if I fail to return any property or documents after I have been requested to return the items that I shall be deemed to have acted in a manner prejudicial to the interests of the Club for the purposes of Rule 54 of the Constitution.

Signed: _____

Dated: _____

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- 3.2. Each nominee for election to the Board shall complete and sign a form of consent to act as a Director (in the form set out below which may be amended by the Board from time to time) and it must be submitted to the general office with any nomination form.

4. COMMITTEES

- 4.1. Pursuant to Rule 28.4 of the Constitution, the Board has the power to appoint committees. The Board confirms the appointment of the following committees. Each committee shall conform to any regulation or restriction that the Board may impose upon it.

The Board shall be able to disband any committee or to amend its structure at any time.

Audit, Risk and Compliance (ARC)

- 4.1.1. The ARC Committee shall consist of four (4) members or such greater or lesser number as determined by the Board by resolution. A simple majority of members of the Committee shall constitute a quorum.

- 4.1.2. The CEO should always be included in the meetings of the Finance Committee.

- 4.1.3. The Committee shall:

- a. oversee the Audit, Risk, Compliance and financial matters of the Club;
- b. be responsible to see that sound practices, systems and controls are operating within the Club with internal controls and security to be closely monitored;
- c. deal with all matters pertaining to the Club's finances and report and recommend thereon to the Board;
- d. (deal with all matters pertaining to the Club's risk and compliance and report and recommend thereon to the Board.
- e. keep the Board fully informed of the income and expenditure of the Club and its relationship to estimates;
- f. prepare an income and expenditure budget and a capital expenditure budget;
- g. ensure that all claims upon the Club and cash disbursements have been properly authorised, and certified to by a responsible officer or officers and, after examination, make appropriate recommendations to the Board of Directors as to confirmation of and/or asking for payment thereof; and
- h. consider and make recommendations on reference made to it by other committees in the matter of ordinary or extraordinary expenditure.

- 4.1.4. The Committee should ensure that accurate statistics and data are available so that unfavourable trends can be detected. Monthly profit and loss reports showing comparisons should be prepared.

- 4.2. Building Committee

- 4.2.1. The Building Committee shall consist of three (3) members or such greater or lesser number as determined by the Board by resolution from time to time. A simple majority of members shall constitute a quorum.

- 4.2.2. The Building Committee shall:

- a. supervise any maintenance, repairs, alterations, additions and improvements of the Club's buildings and all its fixtures and fittings which have been approved by the Board;
- b. recommend to the Board for its approval any alterations or additions which it may deem necessary; and

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- c. investigate and report to the Board of Directors upon any maintenance, repairs, alterations, additions or improvements to the Club's buildings, fixtures and fittings which it may deem necessary

4.3. Welfare Committee

4.3.1. The Welfare Committee shall consist of three (3) or more Directors. A simple majority of members of the committee shall constitute a quorum.

4.3.2. The Welfare Committee shall:

- a. investigate any application the Club receives for welfare assistance and assess whether the application is consistent with the Club's aims and objects;
- b. report to the Board about all applications it has received and make recommendations in respect of all applications.

4.4. Membership Committee

4.4.1. The Membership Committee may consist of four (2) or more members, one of whom shall be a Director appointed by the Board and who shall also be the Chairman of the Committee. A simple majority of members of the committee shall constitute a quorum.

4.4.2. The Membership Committee shall:

- a. assess all applications for membership of the Club;
- b. carry out such interviews as considered necessary; and
- c. report monthly to each Board meeting the names of each new applicant and the recommendation of the Committee thereon.

5. CONDUCT IN THE CLUB

- 5.1. In accordance with Rule 23 the Club's Constitution and section 77 of the Liquor Act, the CEO and or their delegate, has the power to refuse to admit and or remove a member (including a Temporary and/or Provisional member) or a guest from the premises for the reasons as set out in Rule 23 including if the member is intoxicated, violent, disorderly or quarrelsome
- 5.2. While not a complete list of the type of behaviour which will not be tolerated in the Club some examples are intoxication; violent acts; refusal to comply with a lawful direction of the CEO (or their delegate); assisting under-age guests to access alcoholic liquor; use or supply of any illegal substance; engaging in anti-social behaviour, disorderliness, or offensive language.
- 5.3. The type of conduct referred to in paragraph 5.2 is an offence for which a member or guest may be asked to leave Club premises and/or be cited to appear before the Board to show cause why the member or guest should not be reprimanded, suspended, or expelled from membership.
- 5.4. No political or religious matters shall be promoted or displayed on Club premises.
- 5.5. No member shall give any money, fee or gratuity or other gift or any tip to any employee of the Club in any circumstances whatsoever, except in the course of a general collection approved by the Board.
- 5.6. No member including one on rostered duty is permitted to enter the kitchen, the bar or the strong - room unless that duty requires their attendance in that place.
- 5.7. All members are required to conduct themselves in a proper manner. Members are responsible for the conduct of their guests.
- 5.8. A member shall not sign in or attempt to sign in as a guest to the Club any member whose membership is currently under suspension or any member who has been expelled from membership of the Club.
- 5.9. No advertisements of any kind shall appear on the Club premises nor may any goods or services be offered for sale without the prior approval of the CEO or his or her authorised representative.
- 5.10. Unauthorised gambling is forbidden on the Club premises.

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- 5.11. A member has engaged in conduct that is unbecoming of a member if that member says or does anything or engages in any conduct on any social media platform which will, or is likely to, disparage or otherwise bring into disrepute or ridicule the Club or its directors, officers, employees or contractors in any way.
- 5.12. A member shall only park vehicles within marked parking bays within the Club's car park.
- 5.13. The Board shall be able to reserve parking bays for specified purposes and personnel and these bays shall be appropriately marked.
- 5.14. Members shall not use the premises of the Club for the purposes of conducting any business, trade, or profession and in particular, a member shall not:
 - a. Use the premises of the Club as a place to meet applicants for employment or engagement in any business, trade, or profession which the member is conducting or with which the member is directly or indirectly associated;
 - b. Advertise, represent, or hold out the premises of the Club as a place where that member will transact any activities in relation to any business, trade, or profession which the member is directly or indirectly associated with;
 - c. Advertise on, or in connection with the premises of the Club (including on any notice board) any business, trade or profession or any activity of or associated with a business, trade, or profession, irrespective of whether the member is associated with the activity or with the business, trade, or profession.

6. GUESTS AND TEMPORARY MEMBERS

The CEO or the CEO's delegate may determine in their absolute discretion that a Temporary member or a guest of the Club is availing themselves of the Club's facilities too frequently and accordingly invite them to become a member of the Club. If such Temporary member or guest of the Club refuses, or membership is declined, that person may be refused further entry.

7. PARKING

- 7.1. The Club has made provision for off street parking for the use of Members and guests while using Club facilities. Only Club members who are visiting the Club and remaining in the Club may park in the car park. Once a member leaves the premises, they must take their car with them. The car park cannot be used as a public car park by members not attending the Club.
- 7.2. Members must notify the Duty Manager if they intend to leave their car in the car park overnight after attending the Club. In such case, the car must be collected as soon as possible the following day.
- 7.3. The Club accepts no responsibility for damage caused to vehicles or personal items stolen from vehicles whilst in the Clubs car park. The Club accepts no responsibility or liability for any damage or theft occasioned in the vicinity of the car park. Members use of the car park entirely at their own risk.
- 7.4. It is a statutory offence in NSW to leave children alone in a vehicle at any time. It is a statutory offence in NSW to leave animals in an unattended vehicle or in the car park. The Club does not permit members or guests of the Club to leave children or animals in a car located in the car park.
- 7.5. Car Park areas of the Club are monitored by CCTV and members will be recorded while using these facilities.

8. PROHIBITION ON ELECTIONEERING

- 8.1. No member shall issue, display, publish, distribute, or cause to be issued, displayed, published, or distributed any written material advocating either for or against the election of any candidate or candidates for the Board of the Club ('Electioneering Material').

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- 8.2. The restriction in paragraph 8.1 includes but is not limited to issuing, displaying, publishing, or distributing or causing to be issued, displayed, published, or distributed any Electioneering Material:
- a. within the premises or surrounding precincts of the Club; or
 - b. via any electronic means (including on social media);
 - c. via any multimedia messaging service or short message service.
- 8.3. Any breach of sub paragraphs 8.1 and 8.2 of this By-Law shall be deemed to be conduct prejudicial to the interests of the Club and/or conduct unbecoming of a member for the purposes of the Club's Constitution.

9. FOOD AND BEVERAGE

- 9.1. Only alcoholic beverages purchased from the Club may be consumed in the Club.
- 9.2. Only food purchased from the Club may be consumed in the Club.
- 9.3. Left over meals and food scraps may not be removed from the Club by any person.
- 9.4. Members and guests are not permitted to leave the premises with any opened alcoholic beverage container with the exception of bottled wine if it has been re-capped or re-corked and is removed from the premises during licensed take-away hours only.
- 9.5. Members and guests are not to take or consume liquor, in places not set aside for that purpose (for example, the foyer, bathrooms etc).
- 9.6. Members in the gaming room area who are not playing a gaming machine may be asked to move to a bar or lounge area.
- 9.7. Queue jumping and pushing into queues within the Club is deemed to be conduct unbecoming of a member.

10. BORROWING & LOANING MONIES

- 10.1. Whilst in the Club no person may borrow, attempt to borrow, lend, or pressure or attempt to pressure any other person to advance or loan money.
- 10.2. If a member engages in the type of conduct referred to in paragraph 10.1, that member may be subject to disciplinary proceedings for engaging in conduct unbecoming of a member of the Club.
- 10.3. If a guest of the Club engages in the type of conduct referred to in paragraph 10.1, that guest may be asked to leave the Club's premises.

11. DRESS REGULATIONS

- 11.1. In order to preserve the Club atmosphere, Members and their Guests must be neatly attired at all times.
- 11.2. The following items are not permitted to be worn at the premises of the Club at any time:
- a. Hats/Caps except for special events or special functions as approved by management;
 - b. Offensive or revealing clothing;
 - c. Torn or dirty clothing;
 - d. T-shirts with offensive motifs or unseemly language thereon;
 - e. Shorts considered revealing;
 - f. Bike pants;
 - g. Clothing (including uniforms, jackets, patches, insignia, or any other related paraphernalia) identifiable as related to any criminal gang or bkie gang;
 - h. Leisure wear that is transparent when stretched or has offensive design printing thereon.
- 11.3. The Club reserves the right to refuse entry if dress or tidiness does

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not conform to the Club's standards.

- 11.4. The final decision as to what is considered acceptable and neat attire will be left with the CEO or the Duty Manager.
- 11.5. The Club reserves the right to refuse entry if dress or tidiness does not conform to the Club's standards.
- 11.6. The Duty Manager is authorised to refuse entry to the Club or order out of the Club persons who are deemed to have:
 - a. Offensive body odour; or
 - b. Offensive odours emanating from their clothing.

12. GAMING MACHINES

- 12.1. Members and guests shall comply with any special rules governing the playing of poker machines which are on display in the poker machine areas.
- 12.2. No person under the age of 18 years is permitted to play the poker machines.
- 12.3. No member or guest shall play or engage more than one poker machine whilst there are insufficient machines otherwise available for other members or guests wishing to play a poker machine.
- 12.4. Only \$5, \$10, \$20, \$50, \$100 Australian notes and approved cash out tickets are to be inserted in gaming machine coin or note acceptors.
- 12.5. It is the player's responsibility to report the following matters:
 - a. a machine not paying correctly on winning combinations;
 - b. a machine being able to be played without credits being deducted or coins/inserted; or
 - c. a machine door or cash-box door being unlocked.
- 12.6. The Club reserves the right to bring legal proceedings against any player who:
 - a. makes any fraudulent claim;
 - b. causes malicious damage to a gaming machine;
 - c. tilts, rocks, or mishandles any machine;
 - d. uses undue force when playing a machine;
 - e. uses any foreign object on, in or near any gaming machine; or
 - f. fails to report any malfunction of a gaming machine.
- 12.7. Any member violating these rules will be liable to disciplinary proceedings in accordance with Rules 20, 21 and 23A.
- 12.8. Any guest violating these rules may be asked to leave the Club.
- 12.9. The Club reserves the right to:
 - a. withhold any payout to any person not abiding by these By Laws;
 - b. withhold any payout, where such payout is in dispute or where the credentials of the player to receive the jackpot are not established, or are not established to the reasonable satisfaction of the Club;
 - c. to refuse any person, member or guest, the right to play gaming machines;
 - d. place any machine "out of order"; or
 - e. ask any player to only play one machine at any one time.
- 12.10. Only one gaming machine may be reserved at any one time and only for the period specified on the gaming machine.
- 12.11. It is the player's responsibility to ensure that they have been given the correct amount of money by an employee of the Club.
- 12.12. Any disputes over payment or non-payment by any gaming machine will be decided as soon as possible by management.
- 12.13. The Club operates a self-exclusion scheme for people who wish to exclude themselves from gaming at the Club's premises. Details of the self-exclusion scheme may be obtained from the Duty Manager.

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- 12.14. The Club participates in a Family-Initiated Exclusion scheme which allows family members to make application to the Club's gambling counselling service provider to have a member excluded from the gaming machine areas at the Club. Details of the Family-Initiated Exclusion scheme may be obtained from the Duty Manager.
- 12.15. Syndicate play, evidenced by such actions including, but not limited to, organised group monopolisation of gaming machines, providing payout details of individuals other than those in control of the machine at the time of the win, and individuals playing more than one machine at a time, is not permitted at any time, and any person, member or guest engaging in this conduct may at the discretion of the Club:
- a. have any payouts withheld; and
 - b. be asked to leave the premises;
 - c. be cited to appear before the Board to show cause why they should not be reprimanded, suspended, or expelled.

13. PATRONS MUST NOT SELL POKER MACHINE PRIZES

- 13.1. Only the patron who plays and wins prize money on a poker machine will be entitled to receive that prize money in cash and/or cheque in accordance with paragraph 13.2.
- 13.2. The Club will pay so much of the total prize money payable to a patron for a prize won by that patron in excess of \$5,000.00 from playing a poker machine:
- a. by means of a crossed cheque payable to the person, or
 - b. if the person so requests by means of electronic funds transfer to an account nominated by the person.
- 13.3. A patron who has won a prize by playing a poker machine must not sell to another person the right to receive that prize from the Club.
- 13.4. A person must not offer to purchase from a patron the right to receive a prize (either cash or cheque) won by that patron by playing a poker machine.
- 13.5. A person must not make a payment to a patron as consideration for the right to receive a prize (either cash or cheque) won by that patron from playing a poker machine.
- 13.6. Any breach of this By-Law may result in:
- a. the matter being referred to the Office of Liquor, Gaming and Racing; and
 - b. disciplinary action under the Club's Constitution against the person or patron concerned which may result in suspension or expulsion from membership of the Club;
 - c. immediate removal of the person or patron from the premises of the Club.
- 13.7. The Club's premises are covered by security cameras which will be used to monitor patrons including for the purposes of compliance with this By Law.

14. KENO

- 14.1. It is the player's responsibility to:
- a. check the original entry form for incorrect markings;
 - b. check ticket/s immediately they are issued; and
 - c. ensure he/she has sufficient time to place a wager on a particular game.
- 14.2. A ticket may only be declared void and monies refunded if the ticket is presented prior to the next game being conducted.
- 14.3. All disputes will be referred to Club Keno for its determination

15. COMPLAINS AND SUGGESTIONS

- 15.1. Any complaint regarding an employee, member or the Club generally shall be made to the CEO in writing and signed by the member making the complaint. Unless the CEO considers the complaint to be frivolous or vexatious, it shall be submitted by the CEO to the Board.

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- 15.2. Any suggestion made by a member shall be submitted in writing to the CEO and signed by the member making the suggestion. Unless the CEO considers the suggestion to be frivolous or vexatious, it shall be submitted by the CEO to the Board.

16. DISPLAY OF NOTICES

- 16.1. Notices, advertisements, posters, articles, or any other similar items shall not be displayed in the Club premises by any person without the authorisation or sanction of the CEO of the Club or his or her delegate.
- 16.2. Any member who places a notice or a document on the Club's premises without prior written approval in accordance with 16.1 above shall be deemed to have acted in a manner unbecoming of a member for the purposes of Rule 20 of the Constitution.
- 16.3. The CEO may remove any notice or document from the Club's premises at any time without cause.

17. CONDUCT TOWARDS EMPLOYEES

- 17.1. No member shall interfere in any way with any Club employee in the carrying out of their duties.
- 17.2. A director shall not reprimand or give any direction or instruction to any employee of the Club regarding the manner of their work or the terms of their employment unless they have been duly authorised to do so by the Board.
- 17.3. Any queries, questions or complaints are to be directed to the CEO or his or her delegate.
- 17.4. No member shall send any Club employee out of the Club premises for any purpose, without the approval of the CEO.
- 17.5. No member shall reprimand an employee of the Club.
- 17.6. No member shall induce any employee to leave the service of the Club.
- 17.7. Addressing a Club employee in an aggressive, offensive or threatening manner, or physically abusing or threatening to physically abuse any Club employee is conduct unbecoming of a member for the purposes of Rule 20 of the Club's Constitution and may be deemed to be conduct in breach of section 77 of the Liquor Act.

18. RULES FOR CLUB MEMBERS USING THE COURTESY BUS SERVICE

- a. Only Club members who have used the facilities of the Club for at least 60 minutes immediately before they intended to use the Club's bus service are eligible to do so.
- b. After being dropped off at the Club Members must use the Club's facilities for at least 60 minutes.
- c. Club members arriving from other venues e.g., shops, clinics, surgeries, work are not eligible to use the Club's bus service unless they comply with paragraph 18(b) above.
- d. Club members must use Club facilities in a "bona fide" manner to be eligible to use the Club's bus service.
- e. Club members who are adversely intoxicated or adversely effected by any other substance are not eligible to use the Club's bus service.
- f. It is not the Board's intention to provide a bus service to Club members who are not actively using, intend to use, or have not used the Club's facilities. Those who pretend to use Club facilities may be denied the use of the bus service at the Club's discretion.
- g. The Club's CEO or in their absence, the Club's Duty Manger, will be the sole arbiter as to which members have or haven't used the Club facilities legitimately thereby qualifying such members to use the Club's bus service.
- h. Club members should note that the Club's disciplinary policy, Rules and By-Laws apply to those travelling on the Club's bus.
- i. Whilst on the bus unseemly conduct of any type will not be tolerated.
- j. Disregard for these rules may result in Club members being refused

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Club bus services and/or being charged with conduct unbecoming of a member.

- k. The Bus is deemed to be part of the Club and accordingly, all Club rules apply, especially those concerning acceptable passenger conduct whilst on the bus.
- l. Smoking (including the use of e-cigarettes), eating, and drinking are not permitted whilst on board the bus.
- m. The bus driver has the discretion to refuse the carriage of passengers on the bus.
- n. The Duty Manager has the discretion to refuse the carriage of passengers on the bus.
- o. Club employees or Club security have the right to ID passengers who wish to use the bus.

19. SUB-CLUBS

- 19.1. A person must be a Financial member of the Club before they can be admitted to membership of any approved sub-club of the Club. It is the responsibility of each sub club to ensure that a person is a financial member of the Club before being admitted to membership of a sub-club.
- 19.2. Any approved sub-club shall supply to the Board a monthly and an annual statement of income and expenditure and shall make its financial records available at any time for audit by the Club auditor.
- 19.3. An approved sub-club shall not invest its money otherwise than with a bank or building society without the prior approval of the Board.
- 19.4. Approved sub-clubs must not rely on financial assistance from the Board.
- 19.5. The Board shall have the power to disband any sub-club at any time.

20. ACCESS TO PREMISES

- 20.1. Access to the premises is subject always to the Club's Constitution, the Liquor Act, the Registered Clubs Act, and any Club By Laws or Policies that may apply.
- 20.2. No person who is then suspended or expelled from membership of the Club or is presently refused access to the Club shall be admitted to the premises of the Club in any capacity including:
 - a. as a guest of a member;
 - b. as a Temporary Member;
 - c. as an Honorary Member;
 - d. for the purpose of attending a function pursuant to the Club's functions authority under Section 23(1)(b) of the Registered Clubs Act.
- 20.3. Members and guests may not enter the kitchen, go behind the bar or any other areas designed exclusively for the use of the Club and its employees.

21. TRADING HOURS

- 21.1. The Club shall be opened and closed at such hours as may from time to time be determined by the Board. All recreation must cease at the time of closing or beforehand as advised by the Duty Manager.
- 21.2. No variation of trading hours shall be permitted unless approved by the CEO or in the CEO's absence the Assistant to the CEO or such other person to whom the Board may delegate such authority.
- 21.3. Members and guests shall vacate the Club premises as soon as practicable after trading ceases but in any event within thirty (30) minutes after trading ceases.
- 21.4. No liquor will be made available, poker machine service rendered, or jackpots paid after the announced closing time.

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22. NOTICE BOARD

- 22.1. The Notice Board shall be kept in a prominent position in the Club's premises on which shall be exhibited notices of meetings, nominations of new members, copies of By-Laws passed by the Board of Directors and such other items of information of interest to members.
- 22.2. Each and every member of the club shall be deemed to have received and not be entitled to receive any further notice of the subject matter of such exhibition except as to notices of meetings of the Club or as otherwise provided by the Constitution.
- 22.3. Only those staff members authorised by the Board are permitted to place notices on or remove notices from the Notice Board. The approving officer's signature and title must be appended to each notice.

23. CHEQUES

- 23.1. The cashing of cheques is to comply with responsible gaming policy as set by the Board which is to be in accordance with all applicable legislation including those contained in the Gaming Machines Regulation 2019 and any guidelines or policies issued by any relevant government authorities.
- 23.2. In accordance with regulation 25 (1) (d) of the Gaming Machines Regulation 2019 if a member's or guest's cheque is not met on presentation to the Bank, the Club will not exchange for cash any further cheque from that member or guest until the entire amount owing under the original cheque has been paid to the Club. The Board may thereafter withdraw from that member or guest the privilege of cashing further cheques for a specified period or not at all.

24. DONATIONS, RAFFLES, PETITIONS, PAMPHLETS

- 24.1. No member or person shall solicit donations or subscription of any kind, nor shall any raffle or art union ticket or the like be tendered on the premises of the Club without the written approval of the Board or the CEO.
- 24.2. No petition of any kind or any requisition for a general meeting of the Club shall be brought on to the Club premises for the purpose of signature or otherwise without the prior written approval of the Board. Any member who breaches this By-Law shall be deemed to have acted in a manner that is unbecoming of a member within the meaning of Rule 20 of the Constitution.
- 24.3. No pamphlet or other material will be displayed or exhibited in or upon the Club's premises without the prior approval of the CEO.

25. WELFARE

- 25.1. The Board shall appoint a Welfare Office whose responsibilities shall include the following;
 - a. maintaining contact with members who are ill or otherwise indisposed;
 - b. keeping members advised of the position regarding visitors being able to see members who are hospitalised.
 - c. keeping the Welfare Board up-to-date.

26. STANDING ORDERS AT GENERAL MEETINGS

- 26.1. The following standing orders shall be observed at the Club's meetings, subject to any suspension, or amendment of, or addition to, these orders adopted for the purposes of that meeting by the members present at a meeting:
 - a. the mover of a motion shall not speak for more than 10 minutes. Subsequent speakers shall be allowed 5 minutes, and the mover of the proposition 5 minutes to reply. The meeting may however by simple majority extend in a particular instance the time permitted by this rule;
 - b. whenever an amendment to an original motion is proposed, no second amendment shall be considered

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until the first amendment is disposed of;

- c. if an amendment is carried, the motion as so amended shall displace the original motion and may itself be amended;
 - d. if an amendment is defeated, then a further amendment may be moved to the original motion. However, only one amendment shall be submitted to the meeting for discussion at one time;
 - e. the mover of every original motion, but not of an amendment, shall have the right to reply. Immediately after this the question shall be put from the chair. No other member shall speak more than once on the same question, unless permission is given for an explanation, or where the attention of the chairperson is called to a point of order;
 - f. any discussion on a motion or amendment may be closed by a resolution “that the question be now put” being moved, seconded, and carried. Such resolution shall be put to the meeting without debate.
- 26.2. Motions and amendments shall be submitted in writing, if requested by the chairperson.
- 26.3. Any member, or visitor invited to attend the meeting by the Board, may speak on any issue at a meeting with the permission of the chairman provided that the permission may be conditional.
- 26.4. Standing orders may be suspended for any period by ordinary resolution.