northscollective

BY-LAWS

These By-Laws are subject to revision and alteration at the discretion of the Board of Directors.
They are governed by and shall be read in conjunction with the Club's Constitution.

Any By-Law made under the Constitution or any alterations to or repeal of any such By-Law shall come into force and have full effect and authority and be binding upon Members of the Club on being posted on the Club Notice Board and/or website.

BOARD OF DIRECTORS

1. The regular meetings of the Board shall unless otherwise arranged be held on the "last Wednesday" of each month. The President, at any time, or the Company Secretary, on the request of three members of the Board, may summon a meeting of the Board. The Company Secretary or his delegate shall record in the Minutes the names of all Board Members present and of all resolutions and proceedings of the Board. Refer rule 65.

2. The Board shall be responsible for enforcing the Constitution and the By-Laws of the Club including the conduct of any member or visitor.

3. All decisions of any Committee shall be subject to ratification, alteration or revocation by the Board. When the Board adopts a rule, policy or procedure, a Committee in following that rule, policy or procedure shall subsequently report its actions to the Board for approval. A Committee shall not take any action, which is at variance with a Board rule, policy or procedure without Board approval.

4. In pursuance of Rule 54(a) of the Constitution of the Company, the Board may appoint committees including but not limited to the following committees:

   Building - Comprising the President and three (3) other Board Members
   Disciplinary - Comprising those persons as authorised pursuant to board resolutions as passed from time to time.

   a) The Board may delegate authority to the CEO and/or General Manager for the day to day oversighting of any building committee matters that it reasonably deems appropriate.

5. All Committees formed at the discretion of the Board shall be subject always to the control of the Board.

6. The President of the Club shall be ex-officio a Member of all Committees.

7. The names of members of all Committees approved by the Board from time to time shall be kept in a register held by the Company Secretary / Chief Executive Officer (CEO) and these records may be inspected Monday to Friday, from 9.00 am to 5.00 pm.

8. The Company Secretary / CEO of the Club and General Manager Seagulls will attend where possible all board meetings.

BY-LAWS

RIGHTS OF MEMBERS

9. Life members and financial members of the Club shall have full voting rights and, subject to the Constitution, be eligible to be elected to or hold office on the Board.

    a) Subject to Rule 25 of the Constitution, each financial member who is eligible to vote shall have one vote, but cannot vote by proxy.

    b) The rights of members to use the sporting and other facilities of the Club shall be as the Board may determine from time to time by By-law or otherwise.

    c) To be eligible to join any sporting or social club within the club or use and play any sport as part of a North Sydney Leagues Club Limited intra club other than as a junior (person under the age of 18 years) that person shall first and foremost be a member of North Sydney Leagues Club Limited.

    d) Annually or upon demand all intra clubs shall furnish the Company Secretary/CEO with a list of those persons/members names and addresses who participate in any activity, be it sporting, social or otherwise as part of that intra club.

    e) Without limiting the general powers of the Board conferred in paragraph (c), all members hereby acknowledge and accept that the Board has the power from time to time to organise and enforce the exclusion from the Club's premises of any member or other person (either with or without that member's or person's agreement) in accordance with:

        i. The Club's responsible conduct of alcohol policy (as adopted and amended by the Board of Management from time to time); or
        ii. The Club's responsible conduct of gambling policy (as adopted and amended by the Board from time to time).

BY-LAWS

MEMBERSHIP

10. The requirements for eligibility of persons for election to the following classes of Ordinary membership shall be:

10.1 **Club Members**

A person who has attained the age of 18 years and is elected as a Club member or transferred by the Board from another class or Ordinary membership to Club membership.

10.2 **Members**

The requirements for eligibility of persons for election as Life members of the Club shall be:

a) Any member who has rendered outstanding service to the Club maybe elected to Life membership by a resolution carried by a two-thirds majority of those members present and voting at a General Meeting, following the submission to such meeting of an appropriate recommendation from the Board.

b) Any person who is listed as a Foundation Life member in the Register of members at the date of the Special Resolution adopting the Constitution is deemed to be a Life member.

c) All persons that were conferred Life Membership of the Seagulls Club prior to its amalgamation with North Sydney Leagues Club Limited on 6 July, 1998 shall be deemed to be Life Members of the new amalgamated club.

d) A Life member is relieved from payment of any subscription or levies but has all the rights and privileges of a Club member.

e) Nominations for Life membership of the Club shall be presented to the Board for recommendation not less than two (2) months prior to the next Annual General Meeting of the Club, provided that two (2) Club members make such nomination in writing.

f) The Board may reject any nomination for Life membership and shall not be required to provide any reason for such a determination.

10.3 **Honorary Members**

g) The following persons may be admitted as Honorary members of the Club in accordance with procedures established by the Board from time to time:

i. the Patron or Patrons for the time being of the Club;
ii. any prominent citizen or local dignitary visiting the Club.

h) Honorary members may be relieved by the Board of any obligation or liability with respect to the payment of entrance fees and subscriptions.

i) Honorary members are entitled only to those facilities and amenities of the Club as determined by the Board from time to time, but are not entitled to vote at any General Meeting, to be nominated for or elected to the Board or any office of the Club or participate in the management, business and affairs of the Club in any way.

j) The Board has power to cancel the membership of any Honorary member without notice and without being required to give reason.

k) When Honorary membership is conferred on any person, the following particulars must be entered in the Club's Register of Honorary members:

i. the name in full, or the surname and initials of the Honorary members;
ii. the residential address of the Honorary member
iii. the date on which Honorary membership is conferred;
iv. the date on which Honorary membership is to cease.

10.4 **Temporary Members**

The following persons may be admitted as Temporary members of the Club in accordance with procedures established by the Board from time to time.

a) A person whose permanent place of residence in New South Wales is at least 5 kilometres from the Club's premises or such greater distance as may be determined from time to time by the Board by By-law pursuant to this Constitution;

b) A full member (as defined in the Registered Clubs Act) of any registered club which is registered under the Registered Clubs Act and which has objects similar to those of the Club;

c) A full member (as defined in the Registered Clubs Act) of any registered club or any interstate club (as defined in the Registered Clubs Act) who, at the invitation of the Board or of a Full member of the Club, attends on any day at the premises of the Club for the purpose of participating in an organised sport or competition to be conducted by the Club on that day, from the time on that day when the person so attends the premises of the Club until the end of that day.

d) An interstate or overseas visitor.

e) Temporary members are entitled only to those facilities and amenities of the Club as determined by the Board from time to time, but are not entitled to attend or vote at any General Meeting, to be nominated for or elected to the Board or any office of the Club or participate in the management, business and affairs of the Club in any way.

f) Temporary members are not permitted to introduce guests into the Club, except a minor, provided that the minor:

i. At all times while on the club premises, remains in the company and immediate presence of the member, and
ii. Does not remain on the club premises any longer than the member, and
iii. In relation to whom the member is a responsible adult

g) The Secretary, or in the Secretary's absence the senior employee of the Club then on duty, may terminate the membership of any Temporary member at any time without notice and without being required to give reason.

h) A person under the age of 18 years must not be admitted as a Temporary member of the Club.

i) When a Temporary member first enters the Club's premises on any day, the following particulars must be entered in the Club's Register of Temporary members:

i. the name in full, or the surname and initials of the Temporary member;
ii. the residential address of the Temporary member;
iii. the date on which Temporary membership is granted;
iv. the signature of the Temporary member.

j) Temporary Members may be admitted for a period of up to, but not exceeding 7 consecutive days

10.5 **Staff Membership**

An employee of North Sydney Leagues Club Limited Group who has signed the conditions of employment approved from time to time by the Board and who has made application for membership of the Club in accordance with the requirements of this Constitution may be admitted to Staff Membership of the Club.

The membership of a Staff Member shall immediately terminate when the person ceases to be employed by the Club for whatever reason and whether by resignation or termination of employment or otherwise.

Staff Members shall be entitled to the social privileges of the Club only as determined by the Board from time to time and shall not be eligible to hold office on the Board of the Club or on any committee of the Club, vote at the election of the Board, vote at meetings of the Club.

The membership and privileges of Staff Member shall be subject to the Registered Clubs Act 1976, the Club Employees (State) Award and the Club Managers (State) Award and the conditions of employment of the Club as amended from time to time.

a) An employee who is the subject of a doctors certificate or is unfit for work duties is not permitted to utilise the Clubs facilities.

b) Any contractor or employee of a contractor that is deemed ineligible to participate in a trade competition by reason of these By-laws is entitled to be classified as a staff member for the purposes of the constitution and the By-laws.

c) The staff membership of any person that ceases to be a contractor or an employee of a contractor as per Clause 10.5(b) above shall immediately terminate upon either their cessation of employment or when the contractual relationship between the Club and the contractor ceases.

10.6 **Guests**

All members shall have the privilege of introducing guests to the Club.

The Register of guests shall have entered therein on each occasion on any day on which a person of or above the age of 18 years enters the premises of the Club as the guest of a member the name in full or the surname and initials of the given names, and the address, of that guest, the date of that day and the signature of that member; provided always that if any entry in this register is made on any day in respect of the guest of a member, it is not necessary for an entry to be made in this register in respect of that guest if he or she subsequently enters the premises of the Club on that day as the guest of that member.

Members shall be responsible for the conduct of any guests they may introduce to the Club.

The Board shall have power to make By-laws from time to time, not inconsistent with the Constitution or the Registered Clubs Act, regulating the terms and conditions on which guests may be admitted to the Club.

A guest shall at all times remain in the reasonable company of the member who countersigned the entry in the Register of guests in respect of that guest.

A guest shall not remain on the premises of the Club any longer than the member who countersigned the entry in the Register of guests in respect of that guest.

Any person whether as a temporary member or guest of a member shall upon request and before being admitted to the Club produce one of the following forms of identification:

Any person whether as a temporary member or guest of a member shall upon request and before being admitted to the Club produce one of the following forms of identification:

i. Current drivers licence
ii. Current passport
iii. Proof of age card

The Company Secretary/CEO, or in the Company Secretary/CEO's absence the senior employee of the Club then on duty, may refuse a guest admission to the Club's premises (or any part thereof) at any time without notice and without being required to give reason.

10.7 **Minors**

Minors (persons under the age of 18 years) are to be in the company of a member or temporary member at ALL times, who is a responsible adult. A responsible adult is a:

i. parent or guardian;
ii. spouse or de facto who is over 18; or
iii. (person with parental responsibility in the absence of the parent/guardian.

- Leaving minors unattended on the Club's premises or in vehicles in the Club's car park or in the vicinity of the Club's premises is prohibited.
- Minors are subject to the same regulations as guests. They have to be invited to enter the Club by a member or temporary member and must leave when the member or temporary member leaves.
- Minors are not to sign the guest register.
- Minors are not to consume or be served alcohol.
- Minors behaviour is the responsibility of the member or temporary member. If a minor misbehaves, the minor will be asked to leave and disciplinary action could be taken against the member or temporary member.
- Minors are not to play poker machines.
- Minors are to stay strictly within the areas designated.
- Minors are to be properly dressed at all times and must wear footwear. Management shall at all times be the final arbiter as to proper dress standards.
- Minors are not to run at any time while on the Club premises.

10.8 **Crèche**

The Seagulls Club provides a children's recreational facility for the children of members and their guests. This facility is not a child minding centre and is not to be used as such.

With respect to the Crèche operated by Seagulls the following by-laws shall apply.

a) Children under the age of two are ineligible to be left in the crèche unless they are accompanied by a responsible person over the age of 18 that has been approved by the child's guardian.

b) All other children must be over 2 years of age and toilet trained.

c) The maximum stay shall be three hours per day.

d) All parents or guardians are to make one-hourly checks on children per daily visit.

e) Children must be escorted to and from the area at all times by the parent or guardian.

f) Only the parent or guardian that signs in the child is permitted to collect the child.

g) Children who misbehave or disrupt other children's enjoyment of the lounge area will have their parent or guardian contacted and the parent or guardian will be required to immediately remove the child from the area.

h) The parent or guardian will take full responsibility for the behavior of the child during the child's visit to the club including the crèche.

i) The parent or guardian will be responsible for any loss, damage or claim that may arise as a result of any action whether it be intentional or otherwise of a child left in the crèche.

j) An exemption to the maximum stay and hourly checks may be granted at the time the children are signed in upon the presentation of a Seagulls show ticket. However, the parent or guardian must check on the child immediately after the show finishes. The maximum stay may only be extended by a reasonable time to allow for a dining and show attendance. Such reasonableness shall be determined at the discretion of management.

k) Staff use of Crèche Facility - Except in extreme emergencies and only on the express permission of a Duty Manager are staff permitted to use the crèche facility when they are on duty

COMPLAINTS

11. Complaints on any matters connected with the management or services of the Club or the conduct of any employee of the Club shall be handled as per the North Sydney Leagues Club Limited Group Complaints Handling Procedure. North Sydney Leagues Club Limited Group Complaint handling procedure complies with the requirements of Australian Standard 4269-1995 Complaints handling (the Standard). The procedure is administered in accordance with the standard and general principles of fairness.

STAFF

12. No employee of the Club shall be directly reprimanded or given any directions or instructions regarding matters of work or terms of employment by any Director or member.

GAMBLING

13. Gambling other than that permitted by the Registered Clubs Act, the Gaming Machines Act and any other deemed Act or Regulation is prohibited on the Club's premises.

a) Employees are not permitted to participate in the Club's trade promotions at any time. Employees may not participate in the Club's raffles or in any other draws while on duty.

i. Subject to sub-clause (iv) below, no employee of the Club (including management and contractors) are permitted to engage in any form of gambling activity on any of the norths Group properties at any time, irrespective of whether the employee is rostered for duty at the time or not.

ii. For Employees of North Sydney Leagues Club Cammeray, this includes the playing of gaming machines, Keno, TAB, Bingo and Raffles.

iii. For Employees of Seagulls Rugby League Football Club Tweed Heads West, this includes the playing of gaming machines and excludes Keno, TAB, Bingo and Raffles.

iv. The Group CEO or the General Manager may from time to time make specific written exemptions for special events such as the Melbourne Cup.

b) Only coins and notes of Australian legal tender in the denomination of$1, $5, $10, $20, $50, $100 are to be used to play the Club's gaming machines and as indicated on the gaming machines themselves.

c) Gaming Machine Reservation

(1) Machines may only be reserved by

i. members by use of the

a. the Machine Reservation Sign; or

b. the Machine Reserve Button; or

c. Breakaway Reserve Button facility.

ii. non-members using either

a. the Machine Reservation Sign; or

b. the Machine Reserve Button

(2) A machine that has been reserved by any of the methods above may be removed from reservation made by the person who reserved the machine or by an authorised club employee, who has established that the reservation time has expired or that the player has vacated the machine.

i. A person has deemed to have vacated a machine if they

a. play another machine; or

b. leave the reasonable proximity of the gaming area; or

c. have not returned to the machine within the time allotted under the respective reservation systems.

(3) An authorised club employee is permitted to remove any credits and or membership card on a reserved machine in accordance with this clause.

(4) The onus of proof of ownership for any credits removed remains with the player.

(5) Management shall be the sole arbitrator in regard to any disputes arising on reserved machines and or the ownership of any credits removed.

(6) Any person who legally removes a Machine Reserved sign or cancels the machine reservation and proceeds to operate and accrue credits on the reserved machine will forfeit such credits.

(7) A breach of any section of this By-Law may result in the citation of a member to appear before the disciplinary committee in accord with the Clubs Constitution.

d) The gaming machines in the Club can only be played by and any jackpots or prize won will only be paid to, financial members of this club or guests of members and temporary members and honorary members who have complied with all legal requirements to be admitted in the Club.

e) No payment will be made unless verification is made by authorised staff pursuant to the Club's procedure of gaming machine payouts and only during Club trading hours.

f) Any gaming machine prize amount over $2,000 will be paid by cheque or electronic transfer upon request but then only in the case of electronic transfer where the member/payee provides in a prescribed form detailed banking information to enable such payment to be made within 48 hours of verification of financial club membership or verification of the person's honorary membership, temporary membership, guest or member status or provisional membership, as the case may be. Payment of the whole amount in either cheque or direct deposit will be encouraged, although a part of the prize less than $2,000 may be paid in the form of cash.

g) The Club reserves the right to ensure that every payment is played off or cancelled.

h) The Club reserves the right to refuse any person, member, guest of a member, temporary member or honorary member the right to play gaming machines in this club.

i) A player of the Club's gaming machines acknowledges, by choosing to play the club's gaming machines, that the club's decision as to whether a gaming machine has malfunctioned or not and/or if a winning combination showing has not been registered on the machine is final.

j) If the gaming machine is able to be operated without using legal tender or if playing the machine does not reduce the credit metre by the appropriate amount, it is the player's responsibility to immediately report the malfunction to an employee of the Club.

k) If a gaming machine overpays, or pays on a non-winning combination, it is the player's responsibility to immediately report the malfunction to an employee of the Club.

l) If an ancillary gaming product or link jackpot system pays or purports to pay as a result of a malfunction, it is the players responsibility to immediately report the malfunction to an employee of the Club. In the event that the player receives payment as a result of the malfunction, and the Club subsequently becomes aware of the malfunction, the player shall reimburse all monies paid to him/her as a result of the malfunction.

m) In the event that a gaming machine, or any ancillary gaming product or link jackpot system malfunctions as a result of a manufacturer's error or maintenance repairer error, either in the configuration or setting of software other than to the standard manufacturers deviation, it is the responsibility of the player to immediately report the malfunction to an employee of the Club. Any amount the player receives as a result of such error shall immediately be repaid to the Club.

n) Failure to report any malfunction of a gaming machine in this Club may result in legal proceedings being instituted against the player.

o) Tilting, rocking or in any way moving or damaging a gaming machine in the Club is strictly prohibited.

p) It is an offence under Section 80 of the Gaming Machines Act 2001 for a person:

- To have possession of a device made or adapted, or intended by the person to be used, for interfering with the normal operation of a gaming machine in the Club; or
- To do anything calculated, or likely to interfere with the normal operation of a gaming machine in the club; or
- To do anything calculated to render a gaming machine in the Club incapable, even temporarily, of producing a winning combination.

The maximum penalty for an offence is $10,000 or 12 months imprisonment. The Club will report to the police any person that it believes may be committing any such offence.

q) Any Member, guest of a member, temporary member or honorary member who plays more than one (1) Multi Terminal Gaming Machine at any one time may be asked to leave the Club and the member may be liable to suspension and disciplinary action.

r) The club reserves the right to refuse payment to any member, guest of a member, temporary member or honorary member who in the opinion of the Club has breached any of the above mentioned rules.

s) The Club may reserve any number of gaming machines for the exclusive use at the management's discretion.

t) Any member, guest of a member, temporary member or honorary member violating these gaming machine rules may be asked to leave the Club and the member may be liable to suspension and disciplinary action.

u) The Club may refuse to pay any amount it deems appropriate if a machine or device has been tampered with and or malfunctions for any reason whatsoever.

TRADE COMPETITIONS

Unless otherwise specified, trade competitions are limited to financial members as defined by the Club's Constitution.

Directors, management and staff are ineligible to participate in trade competitions operated by the Club.

The following class of contractors, their employees and sub-contractors are deemed ineligible to enter into trade competitions conducted by the Club.

1. Contract Catering
2. Contract Cleaning
3. Gaming machine service contractors.
4. Poker Dome

RESPONSIBLE GAMING POLICY

a) Members and Guests must use the Club's gaming facilities in accordance with the Club's Responsible Service of Gambling Policy as adopted and amended by the Board from time to time;

b) The Board has adopted the "BetSafe Responsible Service of Gambling Policies and Procedures Manual";

c) The Club reserves the right to refuse any person, member, guest of a member, temporary member or honorary member the right to play gaming machines or to participate in any of the gambling activities in the Club.

d) Members and guests acknowledge and accept that the Board has the power to exclude any member or other person from the Club's premises in accordance with the Club's Responsible Service of Gambling Policy.

e) Any member, guest or other person may apply to be excluded from the Club's premises on the Application for Voluntary Exclusion Form provided on request from the Club.

f) There will be some instances when the Club will be required to initiate a persons' exclusion from the Club's premises in order to protect the interests of an individual and those of the Club. In the case of members these matters shall be dealt with in accordance with the disciplinary proceedings provisions of the Club's Constitution. In the case of non members the club may deem a person to be ineligible to enter the Club at any time and may initiate exclusion on grounds of Responsible Conduct of Gaming. In either case the Club will first obtain a

recommendation from Betsafe or like consultancy to ensure that the Club has a sound basis for taking such action.

g) Disclosure of the existence of a gambling problem by a patron to a gaming attendant, duty manager or senior management staff member will constitute disclosure to the Club. The staff member will complete a Problem Gambling Notification Report and forward it to the Duty Manager. The Duty Manager will notify the Group Gaming Manager, who will then contact the consultancy for its advice.

h) Members, visitors and staff shall not be extended credit from the Club.

PROHIBITED AREAS OF MEMBER AND VISITOR ENTRY

No member or visitor without proper authority shall at any time or for any purpose be permitted to:

a) Enter any areas or offices, allocated to providing Club administration services;

b) Go behind bars;

c) Enter cellar or storage areas within the Club;

d) Enter Club kitchen areas;

e) Enter areas of Plant equipment;

f) Enter area closed to member or visitor use.

CLUB PROPERTY

No property of the Club shall in any circumstances be removed from the Club premises without authority and if so removed shall be forthwith returned. Any Member who shall destroy or damage any of the property of the Club shall, on demand, pay the cost of replacement or repair to the satisfaction of the Board, provided that the Board may, if satisfied in any instance that such destruction or damage was accidental, waive wholly or modify the provision of this rule.

BY-LAWS

CANVASSING OR COLLECTING FOR CHARITIES

No canvassing for subscriptions for outside organisations or selling raffle tickets and the like is allowed in any way in or about the Club's premises unless the permission of the Company Secretary/CEO or General Manager, Seagulls is first obtained and issued in writing.

UNAUTHORISED NOTICES

No notice, publication, picture or document shall be distributed to the members generally, posted or displayed in any Clubhouse or its precincts without the authority of the Company Secretary/CEO or General Manager Seagulls. All notice boards within any Clubhouse are deemed for the use of the Board of Directors and management unless otherwise authorised in writing.

DRESS REGULATIONS

a) Neat casual attire is permitted at all times.

b) The Management of the club reserves the right to refuse entry to the club of any person they deem unsuitably attired.

c) Management will be the final arbiter of what constitutes neatly attired and acceptable dress standards.

d) Hats and caps are not permitted to be worn in any internal area of the Club unless
   i. they are for religious or medical reasons; or
   ii. they are deemed to be ladies fashion hats; or
   iii. (they are restricted to designated areas where hats and caps are permitted by management.

USE OF SNOOKER AND BILLIARDS TABLES

a) Persons using Snooker tables must abide by the following rules:
   i. No eating in snooker area or over tables;
   ii. No smoking over tables;
   iii. No drinking over tables.

b) When using club snooker equipment (cue/balls) the user must sign the equipment out and in, leaving their membership card or Drivers Licence as security.

c) Those snooker/billiards tables appropriately designated shall be exclusively reserved for the usage of North Sydney Leagues Club members and their bona fide guests.

USE OF GYMNASIUM, POOL, SAUNA AND OTHER SPORTING AMENITIES AS PROVIDED

a) All gymnasium members shall firstly and foremost be members of North Sydney Leagues Club Limited.

b) Any member wishing to utilise the gymnasium facilities, participate in any group fitness class, resistance (weight) training, swimming or use of saunas are required to satisfactorily complete an Exercise Pre-Activity Questionnaire prior to being permitted to participate and use the facilities on offer. Where the Gymnasium manager or delegated representative requires additional medical support documentation following completion of the Questionnaire from a member, that member shall not be permitted to use the amenity unless a satisfactory clearance certificate is firstly obtained and provided.

The Club adheres to this policy requirement for the following reasons:

i. So Club staff can assist with exercise and fitness programs. However, before doing so it is important that the Club ascertain the health and fitness condition of its patrons as not everyone has the same level of health and fitness.
ii. Should a patron have the misfortune to become unwell or injure themselves and a family member is not contactable for any reason, the ability to access a patron's health record may well save their life.
iii. Information that is readily available allows for gymnasium attendants to rapidly respond to emergency health care issues and assists with advice to medical practitioners and ambulance/health care attendees.

c) All members using the gymnasium, pool and training facilities shall adhere to the Rules of Membership of norths Fitness.

d) No refunds of gymnasium fees shall be given for any reason whatsoever including, but not limited to, the closure of the gymnasium for any more than two weeks in any one-year.

e) Gymnasium membership is not transferable.

f) Gymnasium membership entitles the member to utilise any equipment as provided from time to time, however only upon such terms and conditions (verbal or written), as shall be placed on such equipment usage by gymnasium management and attendants.

g) Members are required to produce upon entry to any part of the gymnasium, pool, and training and fitness class areas or on request proof of the appropriate fee payment. Failure to produce evidence of such payment will result in a member being required to leave the facility or area immediately.

h) Members must wear clean and appropriate health and fitness apparel (including footwear) in group fitness classes; the gymnasium, swimming pool and sauna areas.

i) A minimum of 10 persons are required before a group fitness class will be conducted. If there are less than 10 persons in attendance it shall be at the sole discretion of management whether the class is conducted or not.

j) Workout towels must be used during workouts and after swim/aqua sessions.

k) Towels must be used in the saunas and after showering in change room areas.

l) All fitness and health classes begin and finish on time – instructors reserve the right to stop any late comer from joining the class if the warm up has been substantially completed.

m) Any person participating in the gymnasium, group and aqua fitness classes are under the supervision of qualified instructors/staff therefore they are required to abide by any advice provided by instructors/staff with reference to their safety and wellbeing and of those persons around them.

n) North Sydney Leagues Club reserves the right to replace any instructor when deemed appropriate or necessary.

o) Bags are not permitted in the group fitness, gymnasium or pool areas.

p) All personal belongings are the responsibility of the members.

q) North Sydney Leagues Club reserves the right to remove any member from any area based on having concerns for a members health, any potential harm they may cause themselves or others and if their behavior is deemed offensive to other members, instructors/staff.

r) Food is not permitted in the gymnasium; in any classes, sauna and change areas or around the pool at any time.

s) Water and sports drinks are permitted in the gymnasium and group fitness areas however only in appropriate sports containers.

t) Members are not permitted to use the conveniences contained within these areas of any club in the Group for the purposes of carrying out such activities as; washing clothes, dying hair, body waxing etc. These sorts of activities should be part of a member's personal hygiene within their place of abode.

BY-LAWS

CLUB TRADING HOURS

The trading hours of any Club in the Group shall be governed by the Club's Certificate of Registration and by the Board of Directors and Management.

RESPONSIBLE SERVICE OF ALCOHOL

a) The Board of Directors and Staff are committed to the Responsible Service of Alcohol.

b) Appropriately designated Management and all Bar Staff shall be trained in the Responsible Service of Alcohol and at their discretion they shall not serve liquor to any member or visitor who in their opinion should not be served with liquor or where any legal liability may arise from such service either personally, on the Club, or both.

c) Bar trading hours shall be as determined by the Board from time to time. However Bar trading hours may be extended at the Company Secretary/CEO and General Manager Seagulls discretion or by delegation.\

d) Liquor shall not be sold, supplied or disposed of off the premises of the Club to any person under the age of eighteen (18) years.

e) Under no circumstances will alcohol that has been partly consumed and is in an opened bottle or container be allowed to be taken off the premises.

MEMBER CONDUCT

Pursuant to Rule 44 of the Club Constitution of a member, if a member refuses or neglects to comply with any of the provisions of the Constitution of the Club or the By-laws thereof or be in the opinion of the Board or the Board's duly constituted disciplinary committee (as referred to in paragraph (g) below), guilty of any conduct prejudicial to the interests of the Club or be in the opinion of the Board or the disciplinary committee, guilty of conduct which is unbecoming of a member or which shall render the member unfit for membership, the Board of the disciplinary committee shall have power to reprimand, suspend from all privileges of membership for such period as it considers fit, expel or accept the resignation of such member and to remove the person's name from the Register of members, provided that:

a) Such member shall be notified of any charge against the member pursuant to this Rule by notice in writing to the member at least seven (7) clear days before the meeting of the Board or disciplinary committee at which such charge is to be heard. The notice shall set out the facts, matters and circumstances giving rise to the charge.

b) The member charged shall be entitled to attend the hearing for the purpose of answering the charge or may answer the charge in writing, and is entitled to call witnesses in his or her defence but is not entitled to legal representation.

c) The voting by the members of the Board or disciplinary committee present at such meeting shall be by secret ballot if request by any member of the Board or disciplinary committee, and no resolution by the Board or disciplinary committee to reprimand, suspend or expel a member shall be deemed to be passed unless at least two-thirds of the members of the Board or disciplinary committee present vote in favour of such resolution.

d) If the member fails to attend such meeting the charge may be heard and dealt with and the Board or disciplinary committee may decide on the evidence before it, the member's absence notwithstanding, but having regard to any representations made to it in writing by the member charged.

e) Any decision of the Board at such hearing or any adjournment thereof shall be final and the Board or disciplinary committee shall not be required to assign any reason for its decision.

f) In the event that a notice of charge is issued to a member pursuant to paragraph (a) of this Rule, the Board or disciplinary committee shall have power to immediately suspend that member from all privileges of membership until the charge is heard and determined. Notice of an immediate suspension imposed by the Board or disciplinary committee on a member shall be notified in writing to that member.

g) The powers of the Board under this Rule may be exercised by a disciplinary committee appointed by the Board.

h) The Company Secretary/CEO and General Manager Seagulls, or in their absence the senior employee of the Club then on duty ("the senior employee"), shall have the power to remove and suspend any member from the premises of the Club:

i. who in the opinion of the Company Secretary/ CEO and General Manager Seagulls or the senior employee is then intoxicated, violent, quarrelsome or indecent; or

ii. whose presence on the premises of the Club in the opinion of the Company Secretary/CEO and General Manager Seagulls or the senior employee may render the Club or the Secretary liable to a penalty under the Registered Clubs Act.

i) The Company Secretary/CEO and General Manager Seagulls or a senior employee of any Club within the Group who has exercised the power referred to in paragraph (h) of this Rule shall make a written report to the Board or the Board's duly constituted disciplinary committee (as referred to in Rule 44) within 7 days of the date of the removal and suspension of the member. The report will set out the facts, matters and circumstances giving rise to the removal and suspension.

j) Any suspension of a member by the Company Secretary/CEO and General Manager Seagulls or the senior employee pursuant to paragraph (h) of this Rule shall continue until further notice is given to the member by the Board or the Board's duly constituted disciplinary committee in accordance with Rule 44 of the Constitution.

k) Fines of $550 may, in accordance with legislation, apply to any member or visitor who refuses to vacate any Club premises upon request, which may necessitate the calling of police by management.

CHEQUE CASHING PROCEDURES

Members shall only be permitted to cash one cheque per day up to and including the value $400 in accordance with Regulation 29 of the Gaming Machine Regulations 2002.

PERSONAL INFORMATION

a) In this By-law “personal information” has the meaning given in the Privacy Act 1988 (Cth) as amended from time to time.

b) The Club may collect personal information about members, whether from members or third parties, for the purposes associated with those members memberships and the activities of the Club. The Club may deal with personal information in accordance with the Club Privacy Policy as amended from time to time.

c) The Club may disclose personal information to third parties who provide services and/or sponsorship to the Club or otherwise in connection with the activities of the Club.

ELECTIONS FOR THE CLUB’S BOARD OF DIRECTORS

a) Any member seeking election to the Board of Directors North Sydney Leagues Club Ltd shall be required to complete a statutory declaration in the form nominated for the time being by the Board of Directors for this purpose, and shall, in accordance with the timetable as provided, lodge the completed form with the Company Secretary/CEO of the Club.

b) All Board of Directors Office bearers shall within three (3) months of gaining office complete the prescribed course and provide the Company Secretary/CEO with satisfactory completion certificates for Responsible Service of Alcohol (RCG) and Responsible Conduct of Gaming (RCG).

c) Any member seeking election to the Board of Directors of North Sydney Leagues Club Limited shall be required to comply with the Directors Code of Conduct.

d) No “How to vote” information, material or cards may be within the confines of club premises.

MEMBERSHIP PHOTO IDENTIFICATION

Where a person has been accepted to membership of North Sydney Leagues Club Limited Group, that person may be required to have their identification confirmed by a photograph of themselves on the club membership card. Refusal to adhere to such a request shall render the membership of the person null and void and any fees paid in anticipation of such membership shall be refunded in full.

ROOM HIRE FEE POLICY

The Club, upon the written request of an organisation or person, may consider waiving the standard fee payable for function room hire, however shall only do so under the following circumstances:

a) Where the organisation is of a 'not for profit' cultural, educational, religious, patriotic, professional, charitable, political, literary, sporting, athletic, industrial or community nature, eg registered charities such as Red Cross, or non-profit organisations such as Rotary; or

b) Where the Club deems the circumstances appropriate based on the representations as made in writing, seeking to waive the function room hire fees.

SMOKE FREE ENVIRONMENT POLICY

Commitment

The North Sydney Leagues Club Limited Group is committed to meeting it's legislative and regulatory responsibilities with respect to smoking.

The Club has adopted the following principles:

- As of 4 July 2005 smoking shall only be permitted in the North Sydney Leagues Club Gaming Lounge and that part of the Jackson's Lounge as has been designated and defined by signage.

  As of 4 July 2005 smoking shall only be permitted in the Seagulls Club Gaming Lounge and TAB / Bar area as has been designated and defined by signage.

- As of 4 July 2005 smoking shall only be permitted in Norths Leagues Bowling Club in the area as designated and defined by signage.

- As of 3 July 2006 all individual Club areas for each club in the Group will be subject to further restrictions and all areas designated for smoking will be redefined as of this date.
- As of 2 July 2007 a total smoking ban shall exist in all club internal areas.

Objective

The objective of the policy is to establish a healthy environment by providing smoke free areas. Norths has an obligation to comply with the requirements of the Occupational Health and Safety Act, 2000 and The New South Wales Smoke Free Environment Act, 2000.

Responsibilities

Employees

Each employee on accepting an offer of employment is subject to the Policies and Procedures, as prescribed by the Board of Directors of Norths. The Club therefore has an expectation that employees will comply with this policy.

Managers and Supervisors

The Club has an expectation of its Managers and supervisors that they will ensure:

- Ash trays are only provided in smoking areas;
- The required signage is on display;
- Employees, contractors, Members and guests are aware of this policy;
- Appropriate action is taken if non-compliance occurs.

Contractors

Each contractor is required to comply with the policy.

Members and Guests

Each Member will be advised of the policy by way of the club magazine and by posters displayed throughout the Club.

Occupational Health and Safety Committee

The OH&S Committee will monitor the effectiveness of this policy.

Enforcement of the policy

Particular attention will be given to ensure that:

- All employees, Contractors and Members are fully aware of the policy;
- All employees, Contractors and Members adhere to the policy;
- Management and supervisors are aware of their responsibility to ensure that the policy is enforced;

- Complaints with regard to alleged breaches of the policy are dealt with in an expeditious and effective manner;
- Any breach of the smoking policy by employees shall be considered to be a disciplinary matter that shall be resolved through the normal grievance procedures as set out in the relevant award.
- Any breach of the smoking policy by members or guests is to be dealt with initially by any employee then referred to the manager or supervisor.
- Members may face disciplinary charges/action for non-compliance with this policy.

Assistance to smokers adjusting to the policy

The Club will provide information and Quit Packs for employees, contractors, members and guests. These Packs will be available from reception.

Information Dissemination

A copy of the Smoke – Free Environment Policy will be distributed to all employees and contractors and made available to members through member publications and posters displayed throughout the Club.

Employees, contractors, members and guests will be made aware of the maximum penalties that are in place under the Smoke-free Environment Act.

- Fines for smokers of $550;
- Fines for those who “permit” smoking of $1100 for an individual or $5500 for a corporation.

For example, if a person smokes in a smoke free area, the smoker may be fined $550, the Company Secretary/CEO or staff member can be fined $1100 and the Club as an entity up to $5500.

- Fines for failing to display the required signage of $550 for an individual or $2750 for a corporation.

CAR PARKING POLICY

Members, guests, visitors and staff are all welcome to use the club’s car parking facilities:

- as long as they are on the premises at all times.
- Commuters, neighbours and others
  are not entitled to use the club’s parking facilities whilst not on the premises.

Offenders subject themselves to escalating action that will be taken by the Club, including clamping and towing.

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BY-LAWS

DOCUMENT CONTROL

Policy name	By-Laws
Approved by	Norths Collective Board
Date approved	April 2020
Frequency of review	Every two years
Last reviewed	May 2015
Next review date	April 2022