

VERMONT SOUTH CLUB INCORPORATED

**BY-LAWS**

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## 1. PURPOSE OF THESE BY-LAWS

- 1.1. These By-Laws are designed to support the Association (Club) Rules and to provide operational guidelines. These By-Laws are to be read in conjunction with the Club's Rules which take precedence over these By-laws.

## 2. CANDIDATURE FOR MEMBERSHIP

- 2.1. Every candidate for membership of the Club (other than Temporary Membership) shall be proposed by one and seconded by another member of the Club, both of whom must have been members of the Club for at least twelve months and to both of whom the candidate shall be personally known. However, the Committee, at its discretion, may elect candidates to membership who are unknown personally to any members of the Club. Every nomination for membership shall be made in writing, signed by the candidate and by his proposer and seconder and shall be in the form prescribed by the Committee from time to time. The Committee requires that a nomination be accompanied by a joining fee and membership fee as determined by the Committee.
- 2.2. Admission of members shall be by resolution of the Committee and shall take place in the following manner:
  - 2.2.1. The candidate shall be proposed by lodging with the Secretary the nomination for membership provided for in the last preceding Rule. The nomination or a copy thereof shall be displayed in a conspicuous position in the Club's premises for a period of fourteen (14) days.
  - 2.2.2. Any member of the Club may, prior to the expiry of fourteen (14) days, lodge with the Secretary an objection to the candidate being elected as a member of the Club. All such objections shall be communicated to the Committee prior to election for membership.
  - 2.2.3. At the discretion of the Committee, each candidate for election may be interviewed by at least two members of the Committee or by two members of the respective Sectional Committee, who shall report to the Committee on the suitability of the candidate.
  - 2.2.4. The candidate shall be elected a member if a majority of the members of the Committee vote in favour thereof. Candidates not elected shall not be proposed again within a period of twelve (12) months.
  - 2.2.5. A new member will be given notice of election by the Committee and will be enrolled on the Register of the Club. Every member shall be deemed to agree to be bound by the Rules and By-Laws of the Club and payment of annual subscription shall be conclusive evidence of such agreement.

## 3. MEMBERSHIP CATEGORIES

- 3.1. There shall be the following membership categories:

### 3.1.1. MEMBER

A Member is entitled to be elected as a Committee, Sporting Section Committee or Sub-Committee member and may vote at any General Meeting of the Club. The fees payable for each member category shall be determined by the Committee from time to time. Categories of Members are:

#### 3.1.1.1. Full Member

A person eighteen years of age or over who has been admitted for membership and who has paid relevant entrance fees and annual subscriptions.

#### 3.1.1.2. Life Member

On the recommendation of 75% of the full membership of the Committee, any Member of the Club may in consideration of special or meritorious service to the Club be elected a Life Member of the Club without any special payment for such life membership at any General Meeting of the Club. A majority of those present and voting shall be necessary to such election. Every Life Member shall be entitled to all the privileges and be subject to all the duties of a Member of the Club for Life (subject

nevertheless to the provisions of Rules 19 - 24) without any further payment of membership fees.

**3.1.1.3. Meritorious Service Member**

Members of not less than ten years continuous membership in the Club and who have rendered outstanding service to the Club may, by majority decision of the Committee, be admitted to the lifetime category of Meritorious Service Members. Such members gain the rights of Full Members, irrespective of their category of membership before admittance to this category.

**3.1.1.4. Special Member**

A Full Member who no longer wishes to participate actively in Club sporting activities, but desires to retain their membership rights and privileges of the Club, may apply for this category. Should the member become an active sporting participant again then they must revert to the conditions of a Full Member.

**3.1.1.5. Veteran Member**

A participating Full Member who reached 80 years of age during the year prior to annual subscriptions becoming due may apply for this category.

**3.1.1.6. Student Member**

A person under 24 years of age as at 1<sup>st</sup> July of the current membership year and who is undertaking full-time studies may apply for this category.

**3.1.2. ASSOCIATE MEMBER**

An Associate Member is not entitled to be elected as a Committee or Sub-Committee member and cannot vote at any General Meeting of the Club. The fees payable for each category shall be determined by the Committee from time to time. Associate Member categories are:

**3.1.2.1. Temporary Member**

- a) Persons competing in any sporting competition played within the Club.
- b) The Committee may elect persons as Temporary members for a period not exceeding two calendar months.

**3.1.2.2. Junior Member**

A person under the age of eighteen years who has been admitted for membership and who has paid entrance fees and annual subscriptions. The Committee may elect the person to full membership upon attaining the age of eighteen years.

**3.1.2.3. Social Member**

Social Members are not eligible to participate in any Club sporting activity but may partake in social activities.

**3.1.2.4. Night Social Tennis Member**

This membership category limits participation to one session of night social tennis per week.

## **4. PAYMENT OF FEES**

- 4.1. Each member is required to pay an annual membership fee according to the category of membership to which the member belongs. All annual subscriptions including any revenue levies and charges and player affiliation fees must be paid in advance on or before the first day of July in each year.
- 4.2. If any Member fails to pay the annual subscription or any part thereof on or before the expiration of one calendar month following the due date on which it first became due and payable, a Reminder Notice will be issued and the member may be excluded from all privileges of membership until the same has been paid.
- 4.3. If full payment is not received within a further thirty days of the Reminder Notice, such member shall cease to be a member of the Club. The Committee may at its discretion re-elect such person to membership upon full payment of the amount due. If the Committee declines to re-elect such person it shall not be called upon to give any reason.

- 4.4. The Committee has the power to waive or suspend payment of membership fees of a member in exceptional circumstances.

## **5. MEMBERS IDENTIFICATION**

- 5.1. A Member of the Committee may require a person to immediately vacate Club premises if that person is not entitled to be on the Club premises.

## **6. CLUBHOUSE DRESS CODE**

- 6.1. Members and their guests must be neatly attired and comply with the standards of dress as laid down by these By-Laws.
- 6.2. Neat casual clothing or appropriate sporting attire is the minimum dress standard. Bare feet or topless wear are not permitted in the Clubhouse at any time.

## **7. VISITORS**

- 7.1. A member may introduce four visitors at one time to the privileges and facilities of the Club and members of the Committee may sign in additional visitors if so requested by a member. The same visitor shall not be introduced more than twelve times during the same financial year. The date, visitor's name and the name of the introducer must be entered in the Visitor's Book at the Clubhouse for that purpose. Only Club members may introduce and sign-in visitors.
- 7.2. Members introducing visitors shall be held responsible for their good conduct and also for any debts contracted by them to the Club.
- 7.3. Visitors may be allowed to take part in competitive or social sporting activities under such conditions as shall be determined by the Committee or sporting section Committee from time to time. Visitors will be allowed to attend functions at occasions pursuant to permits granted under the Liquor Control Act.

## **8. MEMBER AND VISITOR BEHAVIOUR**

- 8.1. Any member or visitor becoming disorderly or using abusive language shall be requested to leave the club premises by a Committee member or activity Convenor and in the case of a member may face disciplinary action.
- 8.2. All unresolved complaints, disputes or grievances between members on Club premises are to be handled in accordance with the Club's Rules.

## **9. CLUB PROPERTY**

- 9.1. No member shall take away or borrow from the Club premises any article(s) or property of the Club without the permission of an authorised Committee Member or authorised sporting section Committee member.
- 9.2. Any member wilfully breaking or damaging Club property shall be requested to pay the costs of such damages or breakage as decided by the Committee.

## **10. KEYS**

- 10.1. All members shall be entitled to a key to allow access to bowling greens, tennis courts and external toilets and shall be responsible for their key. Such key is to be registered upon payment of a deposit, as determined from time to time by the Committee, and such deposit shall be refunded upon return of the key.
- 10.2. It shall be an offence bearing expulsion from the Club to copy or allow to be copied the said key without authorisation by the Committee. It shall also be an offence bearing expulsion from the Club to loan said key to a non-member.
- 10.3. All keys must be returned to the Secretary upon cessation of membership.

## **11. SMOKING POLICY**

- 11.1. In accordance with the terms of our lease, State Government and City of Whitehorse Regulations smoking is not permitted in either Clubhouse or within the confines of Club grounds.

## **12. PERSONS EXPELLED FROM THE CLUB**

- 12.1. No person who has been expelled as aforesaid shall be permitted to enter the Club's premises and any person knowingly introducing such a person shall be subject to such disciplinary action by the Committee as it may deem fit, subject to the provisions of these Rules.

## **13. POWER TO MAKE LEVIES**

- 13.1. The Committee may make levies on members (other than Temporary members) for contributions in addition to any annual membership fees provided that the total amount of levies payable in respect of any one financial year shall not exceed an amount equal to twenty per centum of the annual membership fees payable by that member.
- 13.2. In addition to the powers conferred on the Committee by the preceding paragraph, the members in General Meeting may by ordinary resolution confer upon the Committee power to make levies upon members for the purpose of providing finance for one or more particular projects or expenditures connected with the purpose of the Club. Any amount so raised shall be expended by the Committee substantially only for the purpose for which it was expressed to be raised. The resolution authorising the making of such levies shall stipulate the total amount to be raised and the period over which it is to be raised.

## **14. GAMBLING**

- 14.1. Gambling and betting of any description are not permitted on the Club's premises save as specifically approved by the Committee and authorised as required by the appropriate Licensing Authority. The playing of cards will be allowed in the Club premises provided that gambling is not involved.

## **15. APPLICATION OF INCOME**

- 15.1. No portion of the income or property of the Club shall be paid or transferred, directly or indirectly by way of dividend, bonus or otherwise to any Member, but this shall not preclude payment to a Member in good faith for expenses incurred for services rendered.

## **16. SUB-COMMITTEES AND SPORTING SECTION COMMITTEES**

- 16.1. To effectively cover the various operational, sporting, social and other activities of the Club, the Committee may from time to time appoint Sub-committees or Sectional committees from among the members. The Committee may delegate to such Sub-committees or Sectional Committees

powers or duties as the Committee may determine. The Committee may recall or revoke any such appointment or delegation.

- 16.2. Each Sub-committee or Sporting Section Committee shall appoint a Chairperson who shall convene meetings as required or as they may be directed by the Committee and such Chairperson shall have a casting vote where a vote is tied. Minutes of meetings listing all resolutions and proceedings shall be kept and a report shall be given to the Committee of such resolutions and proceedings.
- 16.3. The Chairperson of each Sporting Section Committee becomes an automatically appointed member of the Vermont South Club Inc. Committee with full rights and responsibilities applicable to that Committee.
- 16.4. The President may be an ex-officio member of all Sectional Committees or Sub-Committees.

## 17. RULES OF SPORTING ACTIVITY

- 17.1. Each of the Sectional Committees shall ensure that all administration and sporting activities organised by the Club shall strictly conform to the Rules and Regulations of the relevant Controlling Body for the sport or game.

## 18. SPORTS OPERATIONAL MATTERS

- 18.1. A Tennis Section Member is a Member who is affiliated with Tennis Victoria.
- 18.2. A Bowls Section Member is a Member who is affiliated with Bowls Victoria.
- 18.3. Tennis Section Members are entitled to use the tennis courts at any time unless the courts are being used for a designated purpose. Scheduled court allocations and availability will be published by the Committee in the Club Handbook, on the Club's website or posted on clubhouse notice boards. Tennis Section Members may also use the bowling greens on a limited basis with approval of and under supervision of a Bowls Section Committee Member or authorised Bowls Coach.
- 18.4. Bowls Section Members are entitled to use the bowling greens in accordance with the Bowls Section rules for use. Bowls Section Members may use freely available tennis courts at any time provided correct footwear and attire is worn.
- 18.5. Bowlers and tennis players must be a member of the Club before representing the Club in competition. No player will be selected for any team until payment in full has been paid of the designated competition fee. If a player is awaiting their membership to pass through the Committee they may use the Club facilities when accompanied by another member.
- 18.6. Visitors will be permitted to play tennis or bowls upon payment of any prescribed fee as a guest in the presence of the introducing member but cannot play competitive sport.
- 18.7. No member or visitor will be allowed to play competition tennis or bowls unless correctly attired in accordance with the Sectional dress code as determined by the respective Committee. Approved footwear for tennis is restricted to shoes designated for use on porous tennis courts. Approved footwear for bowls is restricted to shoes approved for bowling green surfaces, or in the case of specific social events, bare feet, flat soles or thongs may be worn.
- 18.8. Designated Club bowls uniform must be worn for all pennant games and other events as prescribed by the Bowls Section Committee. On other days neat casual or mufti clothing is acceptable.
- 18.9. All competition tennis players shall wear regulation tennis attire with or without sleeves and/or collars. Tracksuit pants and/or tops are permitted in adverse weather conditions if allowed within the rules of the competition.
- 18.10. Joggers, thongs, sneakers, studded shoes, ripple soles, desert boots, street shoes, boots, and stockinged or bare feet, bikini tops, swimsuits, street dresses or jeans are strictly forbidden on tennis courts. Topless players are not allowed.
- 18.11. Food and/or alcohol are not permitted on tennis courts or bowling greens.

- 18.12. If members are waiting to play social tennis, no singles matches are permitted other than on courts being used for a designated purpose. Any social doubles combinations upon completion of a set must give way to waiting members. Courts must be bagged and watered, fence line to fence line upon completion of each set and/or on completion of play.
- 18.13. The appointed sporting Convenor, a member of a Sectional Committee or the Greens Director shall prevent or suspend play when it is considered the tennis or bowls playing surface or surrounding areas are unsuitable or unsafe for play or to avoid damage to the playing surface.
- 18.14. The appointed sporting Convenor or last member leaving the bowling greens and/or tennis courts on any given day must ensure that all gates are securely locked, alarms activated and buildings secured. In the case of evening play all floodlights must be turned off by 11pm to comply with the Town Planning Permit issued by the City of Whitehorse.
- 18.15. The Club responds to the "Code of Conduct" as adopted by the respective sporting bodies and any breach of these "Codes" will be treated in accordance with the penalties as prescribed by the "Code" and/or as the Committee may determine from time to time.

## 19. BAR AND LIQUOR LICENCING RULES

- 19.1. All recommendations and guidelines set down by the Responsible Service of Alcohol (RSA) program will be strictly followed.
- 19.2. Bar staff (members who volunteer to serve behind either Bar) must have a current RSA Certificate. A copy of these certificates is to be held within the bar area so they can be produced in the event of an inspection.
- 19.3. Bar keys are only available to members who hold a current RSA. Bar keys will only be held by the President, Secretary, Bar Committee members and appointed sporting Convenors.
- 19.4. Alcohol will not be sold or given to an intoxicated person.
- 19.5. Intoxicated persons are not allowed on Club premises.
- 19.6. No person under the age of eighteen (18) years, except junior members or players competing in sporting events at our Club, shall be admitted to the Club premises while the bar is open except where such person is accompanied by a spouse or parent or guardian.
- 19.7. Alcohol will not be sold or given to a person under the age of eighteen (18) years.
- 19.8. Members shall not purchase liquor on behalf of a person under eighteen (18) years.
- 19.9. A visitor shall not be supplied with liquor in the Club premises unless in the company of a member or unless at a particular function or a particular occasion in respect of which a permit has been granted under the Liquor Control Act.
- 19.10. Visiting players are automatically given **Temporary Member** status and are not required to sign in. However, team sheets (or copies) must be retained at least until the close of business. Coaches and umpires of visiting clubs must also be listed on team sheets if they are to become Temporary Members. Any person not listed on the team sheet must sign in as a visitor. Team sheets must contain full names.
- 19.11. Sale of liquor will only occur within the following times:

Monday to Friday	11:30am to 11:30pm
Saturday	11:30am to 12 midnight
Sunday	12 noon to 10:00pm
ANZAC Day	12 noon to 11:00pm
Christmas Day & Good Friday	No trade

Patrons are allowed a further 30 minutes to consume drinks previously purchased.
- 19.12. The Club will display our Licences and other posters regarding service of alcohol in accordance with regulations.
- 19.13. Alcohol will only be **sold** within the designated Redline area which encompasses:
  - inside both clubhouses,
  - upper clubhouse veranda and



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- lower clubhouse deck area.

Under no circumstances will alcoholic drinks be sold outside of the designated area.

- 19.14. **Members and Temporary Members** e.g. visiting players, are permitted to purchase liquor within the Redline area and consume elsewhere on our property in the following circumstances:
  - a) Between 4pm and 7pm on the day of Saturday Pennant Bowls matches
  - b) Between 1pm and 4pm on the day of Midweek Pennant Bowls matches
  - c) Within designated BBQ areas whilst cooking is in progress
  - d) For special events nominated from time to time by the Committee.
- 19.15. **Visitors** can only purchase and consume liquor within the “redline” area i.e. inside our Clubhouses and on the deck.
- 19.16. The decking area must not be used for trading after 8:00pm on any night.
- 19.17. No more than 350 persons or such other number as may from time to time be approved by the Liquor Control Commission shall be permitted on the Club premises at any one time. This limit is the number adequately accommodated within the Club premises.
- 19.18. The Secretary of the Club shall forward to the Secretary of the Liquor Control Commission a certified copy of amendments to the Club’s Statement of Rules within one month of such amendment.
- 19.19. No person is allowed to bring liquor onto the Club’s licensed premises to consume unless an authorised function is being held or if a Temporary Liquor Licence is obtained for a special function.
- 19.20. All personal bar transactions are to be in cash. No credit is allowed except that alternative payment arrangements may be agreed in advance by the Committee for corporate or special events.
- 19.21. If liquor is purchased for removal from the premises, such liquor can only be removed by the member who has purchased the same.

## 20. HALL HIRE

- 20.1. Our Hall Hire Licence Agreement must be signed by the person hiring our premises (The Licensee).
- 20.2. Prior approval by the Club Committee is mandatory for all hirings.
- 20.3. Evidence of Public Liability Insurance cover is required for business or business social functions including schools, religious or other not-for-profit groups. Private functions do not require Public Liability Insurance cover.
- 20.4. A Temporary Liquor Licence must be obtained by non-members who hire our facilities unless no liquor is consumed and the bar remains closed at all times.

## 21. GENERAL

- 21.1. The sale of goods, raffle tickets or tickets of any nature for outside functions or organisations will not be allowed within the Club premises without prior approval of the Committee.
- 21.2. The Club shall not be used as a regular business address or as an address in any advertisement by any member or visitor of the Club.
- 21.3. No member, or outside person or body, may circularise or systematically contact members of the Club for non-Club activities without the permission of the Committee.
- 21.4. Animals are not permitted in any Clubhouse or any building within our property boundaries. Guide dogs are excepted.
- 21.5. Only Club members may sign-in non-members.

## **22. COMMITTEE DECISIONS**

- 22.1. Any matter connected with the management of the Club not covered by By-Laws and not consistent with any of the powers or restrictions contained in the Club's Rules shall be dealt with by the Committee whose decision shall be binding on all members. The Committee in making a decision pertaining to a Sporting Section shall firstly consult with the Sporting Section Committee for guidance on the matter.

## **23. AMENDMENT OF BY-LAWS**

- 23.1. The Committee may make, repeal and amend such By-Laws as it may from time to time deem necessary or fit for the purpose of the conduct and management of the Club, provided that no such By-Laws shall be inconsistent with any of the powers or restrictions contained in the Rules of the Association (Club).
- 23.2. By-Laws may be amended by the Committee who shall give twenty one (21) days clear notice to members of all amendments and repeals by posting them on the Club's website, noticeboard or other conspicuous place in the Clubhouse. A copy of the By-Laws shall be available at all times at the office of the Club for the inspection of any member.