



ROYAL SOUTH YARRA LAWN TENNIS CLUB

BY-LAWS

as at 26 March 2019

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1. INTRODUCTION

- 1.1 These By-Laws are made by the Committee in accordance with and pursuant to the clause 12.2(a) of the Constitution.
- 1.2 These By-Laws are binding upon all Members as and from the date of these By-Laws.
- 1.3 These By-Laws repeal and replace any By-Law previously in force and binding upon Members.
- 1.4 Rules made pursuant to these By-Laws must be considered to be, and have the force of, By-Laws.
- 1.5 These By-Laws and any Rules made pursuant to them may be amended or repealed by the Committee and may be set aside, in whole or in part, by Special Resolution of the Club in General Meeting.
- 1.6 Words and phrases defined in the Constitution have the same meaning in these By-Laws and in any Rules made pursuant to them.
- 1.7 Words and phrases not also defined in the Constitution have their ordinary meaning and are to be read to give effect to these By-Laws and any Rules made pursuant to them.

2. TENNIS

2.1 All Courts – Precedence of Members

- 2.1.1 A doubles game has precedence over a singles game.
- 2.1.2 Players having precedence under this By-Law must allow players who have begun a set to complete that set before vacating the court.
- 2.1.3 Members playing on a court must not play more than one set consecutively while there are other members of equal right under this By-Law waiting beside that court to play.
- 2.1.4 For the purpose of this By-Law, a set is completed upon six games being won by either side, or otherwise the players may elect to complete by tie break.
- 2.1.5 Members have no right to wait beside a court already occupied, or exercise any procedure described in this By-Law, if there is available elsewhere a vacant court, irrespective of the nature of its surface.

2.2 All Courts – Tennis Attire

- 2.2.1 On the tennis courts, Members and Visitors must comply with the following rules:
- 2.2.2 Coloured tennis clothing may be worn. All-white garments are strongly preferred.
- 2.2.3 Men must wear a tennis shirt with sleeves. Tennis shirts with collars are preferred.
- 2.2.4 Men must wear a shirt and either shorts or trousers, each garment made specifically for tennis.
- 2.2.5 Women must wear a dress or shirt and skirt or shirt and shorts, each garment made specifically for tennis.
- 2.2.6 Made for tennis cargo pants or women's golf shorts must not be worn.
- 2.2.7 Men and women must wear shoes made for tennis and which have the appropriate rubber sole for tennis playing.

- 2.2.8** Shoes manufactured for cross-training, running, or with any form of projection that may damage tennis court surfaces must not be worn on the tennis courts.
- 2.2.9** Prominent advertising or lettering on clothing in any form is not permitted, except for the discreet presence of a recognised tennis clothing brand or a club emblem.
- 2.2.10** All tracksuits, jumpers, and vests made specifically for tennis may be worn. A jumper or vest may be worn with tracksuit pants.
- 2.2.11** Leggings and compression clothing (including bicycle shorts and skins) may be worn on the tennis courts, but only under approved tennis attire.
- 2.2.12** Men and women may wear tracksuit pants in practice and social play. Women may wear tracksuit pants with or without a skirt.
- 2.2.13** When playing in official competition for the Club, tracksuits must not be worn upon the commencement of play. Exceptions for personal reasons may apply, and the relaxation of this By-law can be applied by the President (or his delegate), the Vice-President, the Captain, or the committee responsible for the competition.
- 2.2.14** Gymnasium or street clothes, football or running shorts, street or football socks, muscle shirts and board or bicycle shorts must not be worn on the courts.

2.3 Visitors' Use of Tennis Courts

- 2.3.1** Subject to By-Laws **2.3.7 – 2.3.9**, a person must not be introduced as a Visitor to play tennis more than six times in any calendar year by any one or more Members.
- 2.3.2** Subject to these By-Laws, a Playing Member or a Country Member or a Junior Playing Member or a Restricted Playing Member may introduce not more than 3 Visitors to play tennis at any one time.
- 2.3.3** Subject to these By-laws, a Restricted Playing Member may introduce not more than 3 Visitors to play tennis at any one time and only during the times when that Member is entitled to play.
- 2.3.4** Subject to these By-Laws, a Restricted Junior Playing Member may introduce not more than 3 Visitors to play tennis at any one time and only during the times when that Member is entitled to play.
- 2.3.5** The Committee must fix a Visitor's fee for the introduction of Visitors to play tennis.
- 2.3.6** The name of the Visitor must be entered in the Visitors' Book, the appropriate Visitor's fee must be paid before the commencement of play and the Visitor's receipt must be retained by the Visitor while the Visitor is on the Club's premises.
- 2.3.7** By-Law **2.3.1** does not apply to the spouse or children not less than 18 years of age (who are on the waiting list for Membership) of a Playing Member, Country Member or Restricted Playing Member (during the times Restricted Playing Members are permitted to play), who may be introduced as Visitors to play tennis by their spouse or parent who is a Playing Member, Country Member or Restricted Playing Member (during the times Restricted Playing Members are permitted to play) at any time the courts are open for play. The Member must vacate any tennis court on which such a Visitor is playing if the court is required by another Member in accordance with By-Law **2.1**.
- 2.3.8** By-Law **2.3.1** does not apply to the children or grand-children (less than 18 years of age and on the waiting list for Membership) of a Playing Member,

Country Member or Restricted Playing Member (during the times Restricted Playing Members are permitted to play) or to Restricted Junior Playing Members (during the times when they are not entitled to play in their own right), who may be introduced as Visitors to play tennis by their parent or grand-parent who is a Playing Member, Country Member or Restricted Playing Member (during the times Restricted Playing Members are permitted to play) at any time the courts are open for play. The Member must accompany such a Visitor at all times and vacate any tennis court on which such a Visitor is playing if the court is required by another Member in accordance with By-Law 2.1.

- 2.3.9 By-Law 2.3.1 does not apply to the spouse or children (who are not on the waiting list) of a Playing Member, Country Member or Restricted Playing Member (during the times Restricted Playing Members are permitted to play), who may be introduced as Visitors to play tennis by their spouse or parent who is a Playing Member, Country Member or Restricted Playing Member on up to twelve days in any one calendar year. The Member must accompany such a Visitor at all times and vacate any tennis court on which such a Visitor is playing if the court is required by another Member in accordance with By-Law 2.1.
- 2.3.10 A Member must not introduce more than the number of Visitors permitted to play tennis at any one time as provided in By-Laws 2.3.2 – 2.3.4, without the permission of a Committee Member or the General Manager or his delegate.
- 2.3.11 A Visitor may play tennis only when accompanied by a Member.

2.4 All Courts – Fitness for Play

- 2.4.1 The Curator, or in his absence a Committee Member or the General Manager or his delegate will determine the fitness of, and may approve, tennis courts for play. A tennis court which has not been so approved for play must not be used by a Member or Visitor.

2.5 Grass Courts – Days and Times of Opening

- 2.5.1 Subject to By-Law 2.4.1, during the grass court season as declared from time to time by the Committee, grass courts will be open for play from 9.30 a.m. or as soon as possible thereafter on each day of the week, weather permitting, except on Monday and Friday when they may be closed for maintenance. On certain Friday afternoons, the grass courts may be opened at 2:00 p.m. for events as determined by a Committee Member or the General Manager or his delegate.
- 2.5.2 A grass court which has no net in place is not open for play. A Member or Visitor must not erect a net on a grass court without the permission of a Committee Member or the General Manager or his delegate.

2.6 Porous Courts – Night Tennis

- 2.6.1 The porous tennis courts are available for use at night by Playing Members on every night of the week except Sunday night.
- 2.6.2 Restricted Playing and Restricted Junior Playing Members may use the porous courts for night tennis during times determined by the Committee from time to time.
- 2.6.3 Courts may be booked not more than seven days in advance either with the Office during office hours or on-line.

- 2.6.4 A booking may be made by one Member for a maximum of two hours.
- 2.6.5 Lights are switched off automatically each night at 10:00 p.m., at which time play must cease.
- 2.6.6 Any hourly charge fixed by the Committee from time to time is payable at that time by a Member who has booked a court.
- 2.6.7 Pursuant to By-Law **24**, a Member may be fined should such Member fail to honour his or her court booking without notice being given to the Office or the steward on duty in the Clubhouse.
- 2.6.8 Members and Visitors using the Club for night tennis must park their motor vehicles in the underground car-park or in Williams Road North, and must not park in Verdant Avenue.
- 2.6.9 If play has not commenced on a court within 15 minutes of the time booked, the court booking is forfeited and the court becomes available to other members wishing to play on the court.

3 SPORTS FACILITIES

- 3.1 The Sports Facilities are the squash courts, the swimming pool and gymnasium (including the Fitness Studio) and table tennis tables.
- 3.2 Any Member except a House Member may use the Sports Facilities subject to these By-Laws.

4 SQUASH

- 4.1 Except for pennant matches, play is permitted only between the hours of 9.00 a.m. and 10.00 p.m. except on Sunday when play must end by 6.30 p.m. Courts may be booked not more than seven days in advance either with the Office during office hours or with the steward on duty in the Clubhouse after office hours.
- 4.2 A squash court must be booked by and in the name of a Member. Any court hire charge, fixed by the Committee from time to time, is payable at that time by a Member who has booked a court.
- 4.3 A Member may hire a squash racquet from the Club. If a racquet hired from the Club is broken, it must be paid for by the Member hiring it at an amount determined by the Committee. If a racquet is broken by a Visitor it must be paid for by the Member introducing the Visitor.
- 4.4 **Squash Attire**
 - 4.4.1 On the squash courts, Members and Visitors must comply with the following rules:
 - 4.4.2 Coloured squash clothing may be worn. All-white garments are strongly preferred.
 - 4.4.3 Men must wear a squash or tennis shirt with sleeves. Squash or tennis shirts with collars are preferred.
 - 4.4.4 Men must wear a shirt and either shorts or trousers, each garment made specifically for squash or tennis.
 - 4.4.5 Women must wear a dress or shirt and skirt or shirt and shorts, each garment made specifically for squash or tennis.
 - 4.4.6 Made for tennis cargo pants or women's golf shorts must not be worn.

- 4.4.7 Men and women must wear shoes made for squash or tennis and which have the appropriate rubber sole for squash or tennis playing.
- 4.4.8 Shoes made for cross-training, running, or with any form of projection that may damage or scuff squash court surfaces must not be worn on the squash courts.
- 4.4.9 Prominent advertising or lettering on clothing in any form is not permitted, except for the discreet presence of a recognised squash or tennis clothing brand or club emblem.
- 4.4.10 All tracksuits, jumpers, and vests made specifically for squash or tennis may be worn. A jumper or vest may be worn with tracksuit pants.
- 4.4.11 Men and women may wear tracksuit pants in practice and social play. Women may wear tracksuit pants with or without a skirt.
- 4.4.12 When playing in official competition for the Club, tracksuits must not be worn upon the commencement of play. Exceptions for personal reasons may apply, and the relaxation of this By-law can be applied by the President (or his delegate), the Vice-President, the Captain, or the committee responsible for the competition.
- 4.4.13 Gymnasium or street clothes, football or running shorts, street or football socks, muscle shirts and board or bicycle shorts must not be worn on the squash courts.

4.5 Visitors' Use of Squash Courts

- 4.5.1 Subject to By-Laws 4.5.5 – 4.5.7, a person must not be introduced as a Visitor to play squash more than six times in any calendar year by any one or more Members.
- 4.5.2 Subject to these By-Laws, a Member, other than a House Member, may introduce not more than 1 Visitor to play squash at any one time without the permission of a Committee Member or the General Manager or his delegate.
- 4.5.3 The Committee must fix a Visitor's fee for the introduction of Visitors to play squash.
- 4.5.4 The name of the Visitor must be entered in the Visitors' Book, the appropriate Visitor's fee must be paid before the commencement of play and the Visitor's receipt must be retained by the Visitor while the Visitor is on the Club's premises.
- 4.5.5 By-Law 4.5.1 does not apply to the spouse or children not less than 18 years of age (who are on the waiting list for Membership) of a Member, who may be introduced as a Visitor to play squash by their spouse parent who is a Member other than a House Member at any time the courts are open for play. The Member must vacate any squash court on which such a Visitor is playing if the court is required by another Member.
- 4.5.6 By-Law 4.5.1 does not apply to the children or grand-children (less than 18 years of age and on the waiting list for Membership) of a Member, who may be introduced as a Visitor to play squash by their parent or grand-parent who is a Member other than a House Member at any time the courts are open for play. The Member must vacate any squash court on which such a Visitor is playing if the court is required by another Member.

4.5.7 By-Law **4.5.1** does not apply to the spouse or children (who are not on the waiting list) of a Member, who may be introduced as Visitors to play squash by their spouse or parent who is a Member other than a House Member at any time the courts are open for play, on up to twelve days in any one calendar year. The Member must vacate any squash court on which such a Visitor is playing if the court is required by another Member.

4.5.8 A Visitor may play squash only with a Member and not with another Visitor.

5 SWIMMING POOL AND GYMNASIUM

5.1 The Committee may from time to time make Rules for the operation of the swimming pool and gymnasium. Such Rules will be displayed in those areas. Members must comply with such Rules at all times.

5.2 The swimming pool and gymnasium hours of operation will be determined by the Committee and published on the Club's website.

5.3 During the Christmas and January holiday period swimming pool and gymnasium opening times may be varied in accordance with the Clubhouse hours of opening and these times will be notified on a notice board within the Clubhouse and may be notified in the Club newsletter and on the Club website.

5.4 The swimming pool and gymnasium must be used only for the pursuit of health and fitness and persons not using the swimming pool and gymnasium accordingly may be requested to leave the area by a Committee Member or an employee of the Club.

5.5 Persons using the swimming pool must take care for their own safety and the safety of others.

5.6 Persons using the swimming pool must not:

- a) run in the swimming pool area;
- b) bomb-dive into the swimming pool; or
- c) interfere with the pool ropes.

5.7 No person less than 14 years of age is permitted to use the swimming pool, except when accompanied by an Adult Member, parent or guardian, who must remain with that person at all times.

5.8 No person less than 14 years of age is permitted in the gymnasium or to use the gymnasium equipment under any circumstances.

5.9 For health and safety reasons, a Member must have a fitness assessment conducted by the Sports Supervisor prior to being permitted to use the gymnasium.

5.10 Swimming and Gymnasium Attire

5.10.1 Infants must wear appropriate waterproof swimwear in the swimming pool and swimming pool area.

5.10.2 Proper swimming costumes must be worn in the swimming pool and swimming pool area and otherwise may be worn only in changing-rooms and the passage-way between these areas.

5.10.3 Swimming attire must not be worn outside the Clubhouse.

5.10.4 Proper gymnasium clothes (including closed sports shoes) must be worn in the gymnasium and otherwise may be worn in the changing-rooms and the passage-way between these areas.

5.10.5 Gymnasium attire may be worn by Members entering or leaving the Clubhouse but must not be worn on the tennis courts and must not be worn in the Hospitality Facilities, except as provided in By-Law **7.9.10**.

5.11 Visitors' Use of Swimming Pool

5.11.1 Subject to By-Law **5.11.5**, a person must not be introduced as a Visitor to use the swimming pool more than six times in any calendar year by any one or more Members.

5.11.2 Subject to these By-Laws and noting By-Laws **5.7** and **5.11.5**, a Member, other than a House Member, may introduce not more than 1 Visitor at any one time to use the swimming pool.

5.11.3 The Committee must fix a Visitor's fee for the introduction of Visitors to use the swimming pool.

5.11.4 The name of the Visitor must be entered in the Visitors' Book by the Member introducing the Visitor, the appropriate Visitor's fee must be paid before the commencement of use of the swimming pool and the Visitor's receipt must be retained by the Visitor while the Visitor is on the Club's premises.

5.11.5 By-Laws **5.11.1** and **5.11.2** do not apply to the children or grand-children who are less than 18 years of age or to the spouse of a Member, who may be introduced as a Visitor to use the swimming pool by their parent, grand-parent or spouse who is a Member other than a House Member at any time the swimming pool is open for use.

5.12 Visitors Not to Use Gymnasium

5.12.1 A Visitor must not be introduced to use the gymnasium, which is for Members' use only.

6 TABLE TENNIS

6.1 The Committee may from time to time make Rules for the use of the table tennis tables. Such Rules will be displayed in the vicinity of the table tennis tables. Members using the table tennis tables must comply with such Rules at all times.

7 HOSPITALITY FACILITIES

7.1 The Hospitality Facilities include but are not limited to the Library, beverage and food consumption areas and Billiards Room in the Clubhouse and include the Pavilion and the terraces, courtyard and balcony areas. The Hospitality Facilities do not include the crèche located in the Pavilion.

7.2 During the Christmas and January holiday period one or more of the Hospitality Facilities may be closed for such period as the Committee determines, which period will be advertised on a notice board within the Clubhouse and may be advertised in the Club newsletter and on the Club website.

7.3 The maximum number of persons permitted in the Clubhouse at any one time will be the number notified from time to time to the Honorary Secretary by the Secretary of the Liquor Control Commission. No more than such number of persons will be permitted in the Clubhouse at any one time.

- 7.4** All Members are entitled to use the Hospitality Facilities during the hours they are open, attend Club functions and events and conduct approved private functions and events, subject to the Constitution and these By-Laws.
- 7.5** The Committee may make Rules for the conduct by Members of private functions and events.
- 7.6** A Member less than 18 years of age must not be supplied with liquor under any circumstances by a Member or Visitor.
- 7.7** No liquor may be sold or supplied on or from the Club's premises for consumption other than on the Club's premises unless such liquor is removed from the Club's premises by the Member purchasing such liquor.
- 7.8** **Visitors' Use of the Hospitality Facilities**
- 7.8.1** Subject to these By-Laws, a Member may introduce Visitors to the Hospitality Facilities during the hours they are open.
- 7.8.2** The names of Visitors introduced to use the Hospitality Facilities only must be entered in the Visitors' Book provided for this purpose by the Member introducing them and no Visitors' fee is payable.
- 7.8.3** Members must exercise discretion in excessive introductions of any one adult Visitor to the Hospitality Facilities. An adult Visitor must not be introduced to the Hospitality Facilities more than 12 times an any calendar year by any one or more Members.
- 7.8.4** A Visitor must not be supplied with liquor on the Club's premises unless in the company of a Member.
- 7.8.5** A Visitor less than 18 years of age must not be supplied with liquor on the Club's premises under any circumstances by a Member or Visitor.
- 7.9** **Clubhouse Attire**
- 7.9.1** Members and Visitors (including children) using the Hospitality Facilities must be suitably dressed at all times.
- 7.9.2** Subject to there being a stipulated dress code for a designated Club function or event with which Members and Visitors must comply, or any relaxation of this By-Law determined by the Committee from time to time, Members and Visitors must comply with the following rules, other than at private functions or events:
- 7.9.3** Smart casual attire without jacket or tie, including tailored shorts, may be worn anywhere in the Hospitality Facilities.
- 7.9.4** Only well-tailored jeans may be worn in the Hospitality Facilities.
- 7.9.5** Tennis attire may be worn anywhere in the Hospitality Facilities except the Members' Dining Room.
- 7.9.6** Rubber thongs and singlets must not be worn in the Hospitality Facilities.
- 7.9.7** Caps and sporting hats must not be worn within the Clubhouse. Exemption for personal reasons may be requested, and this By-Law may be relaxed by the President (or his delegate), the Vice-President or the Captain.
- 7.9.8** Children less than 16 years of age are exempt from this By-Law but are expected to be suitably dressed.
- 7.9.9** Members and Visitors must not wear swimming attire at any time other than in those areas referred to in By-Law **5.10**.

- 7.9.10** Members must not wear gymnasium attire in the Hospitality Facilities other than in the Courtyard Bistro and Terrace or on the Balcony or when proceeding directly to or from those areas. When worn in such areas of the Hospitality Facilities, men's' gymnasium attire must include sleeves and all Members are expected to maintain a neat appearance.
- 7.9.11** A Member given approval to host a private function or event in the Hospitality Facilities may stipulate a dress code other than, but not more informal than, the dress code set out in this By-Law unless the Member has the consent in writing of the Committee.
- 7.10** Running is not permitted in the Clubhouse, Hospitality Facilities or car parks.
- 7.11** No person less than 18 years of age is permitted in the President's Bar. This clause shall not apply immediately before, during or after a person less than 18 years of age plays in competition for the Club provided they are accompanied by an Adult Member.

8 BILLIARDS ROOM

- 8.1** The Committee may from time to time make Rules for the operation of the Billiards Room. Such Rules will be displayed on the notice board within the billiards room. Members using the Billiards Room must comply with such Rules at all times.
- 8.2** No person less than 18 years of age is permitted in the Billiards Room, except when accompanied by an Adult Member, parent or guardian, who must remain with that person at all times.
- 8.3** No Visitor's fee is payable for a Visitor using the Billiards Room.

9 CRECHE

- 9.1** The Committee may from time to time make Rules for the operation of the crèche. Such Rules will be displayed within the crèche. Members must comply with such Rules at all times.
- 9.2** The crèche usually will be open Monday to Friday (except Public Holidays) during such hours as the Committee determines.
- 9.3** During the Christmas and January holiday period the crèche may be closed for such period as the Committee determines, which period will be notified on a notice board within the crèche and may be notified in the Club newsletter and on the Club website.
- 9.4** The Committee must fix a fee for the introduction of a child to the crèche for such period or periods of time as the Committee determines and may determine the method of payment of any such fee.
- 9.5** An Adult Member may introduce to the crèche his or her family members, or other children in his or her care, who are aged between 3 months and 5 years of age.
- 9.6** A Member may introduce a child to the crèche only for such period of time as the Member remains on the Club's premises.
- 9.7** A child may be introduced to the crèche only during such time as the crèche has capacity to accommodate that child and for such maximum period per day as the Committee determines.

10 JUNIOR PLAYING MEMBERS, RESTRICTED PLAYING MEMBERS, RESTRICTED JUNIOR PLAYING MEMBERS, NON-PLAYING MEMBERS AND HOUSE MEMBERS

10.1 The Committee may from time to time make Rules regulating the entitlements of Junior Playing Members, and must from time to time make Rules regulating the entitlements of Restricted Playing Members, Restricted Junior Playing Members, Non-Playing Members and House Members. Such Members must comply with such Rules at all times.

11 ABSENTEE MEMBERS

11.1 Subject to By-Laws **11.2 – 11.4**, on not more than six days in any calendar year, an Absentee Member is entitled to:

- (a) use the tennis courts;
- (b) use the Sports Facilities;
- (c) use the Hospitality Facilities;
- (d) introduce Visitors;
- (e) conduct private functions and events; and
- (f) attend Club functions and events.

11.2 The several privileges granted to an Absentee Member by By-Law **11.1** may only be exercised by an Absentee Member in accordance with the restrictions imposed by the Constitution and these By-Laws on the class of Membership the Absentee Member held prior to classification as an Absentee Member, subject to the payment of a Visitor's fee, if applicable.

11.3 The several privileges granted to an Absentee Member by By-Law **11.1** may only be exercised by an Absentee Member who has given notice to the Club and who has been granted approval by the General Manager or his delegate to exercise the privileges.

11.4 The several privileges granted to an Absentee Member by By-Law **11.1** must not be exercised by an Absentee Member during any period of classification as an Absentee Member under clause 8.6(e) of the Constitution.

11.5 Except as provided in this By-Law an Absentee Member must not attend at the Club's premises except as a Visitor.

11.6 Nothing in this By-Law extends to an Absentee Member an entitlement to attend or vote at a General Meeting.

12 CERTAIN MEMBERS MAY BE INTRODUCED AS VISITORS

12.1 A Member not permitted to use a facility of the Club by reason of that Member's class of Membership may be introduced to the Club and use a facility able to be used by a Visitor provided that the introducing Member is entitled to introduce a Visitor to the use of that facility.

12.2 A Member who introduces such a Member as a Visitor must pay the appropriate Visitor's fee, if any, in accordance with these By-Laws.

13 INELIGIBLE VISITORS

- 13.1 The Committee may from time to time determine that a person be ineligible for introduction as a Visitor and prohibit that person from attending the Club's premises.
- 13.2 A Member must not introduce such a person as a Visitor.
- 13.3 Subject to this By-Law, a Member may introduce a Visitor in accordance with these By-Laws.

14 MEMBERSHIP CARDS AND VISITORS' RECEIPTS

- 14.1 Members must carry their membership cards at all times while on the Club's premises. A Member must produce the membership card when requested to do so by a Committee Member, an employee of the Club, or a person authorised by the Committee.
- 14.2 Visitors must retain their Visitor's receipt at all times while on the Club's premises, including the tennis courts. A Visitor must produce the Visitor's receipt when requested to do so by a Committee Member, an employee of the Club, or a person authorised by the Committee.
- 14.3 The Committee may from time to time make Rules for the display of membership cards or Visitor's receipts at or on tennis courts being used by Members and Visitors. Such Rules will be displayed in the Clubhouse. Members and Visitors using the tennis courts must comply with such Rules at all times.

15 ELECTION OF COMMITTEE MEMBERS

- 15.1 In this By-Law:
 - a) *General Meeting* means the General Meeting of the Club at which the result of an election is to be declared;
 - b) *Electoral Officer* means a senior employee of the Club so appointed by the Honorary Secretary not later than 28 days before the General Meeting to conduct the ballot at the General Meeting.
- 15.2 If there are more candidates for election to a Committee Position than there are vacancies for the Committee Position as at the date provided in the Constitution by which the nomination of candidates for election to the Committee must be received at the Registered Office, there must be an election conducted by postal ballot as provided in this By-Law.
- 15.3 The Electoral Officer must send by post to each Voting Member not later than fourteen days before the Annual General Meeting:
 - a) a ballot paper;
 - b) an envelope marked "Ballot Paper";
 - c) an envelope addressed to the Electoral Officer with provision for the Voting Member's name to be completed and signed on the inside of the flap of the envelope ;
 - d) instructions for the casting of a valid vote in accordance with this By-Law; and
 - e) further information, if any, provided by each candidate for election to the Committee in accordance with By-Law **15.5**.

- 15.4** The ballot paper sent in accordance with this By-Law must:
- a) list the Committee Positions for which an election is being held;
 - b) list in alphabetical order by family name, the name of each candidate for election to each Committee Position;
 - c) designate such of the candidates who are retiring Committee Members and eligible for re-election as “retiring and eligible for re-election to the Committee” and designate the Committee Position from which they are retiring;
- 15.5** The information, if any, provided by each candidate for election to a Committee Position sent in accordance with this By-Law:
- a) must be provided to the Electoral Officer by the candidate for election to the Committee Position not later than 24 days before the General Meeting;
 - b) must identify the Voting Members proposing and seconding the nomination of the candidate;
 - c) must be not more than 100 words in length;
 - d) must be confined to the candidate’s qualifications, experience and interests pertinent to the consideration of Voting Members in the election of a Committee Member;
 - e) may include a passport-size photograph of the candidate;
 - f) must be approved, formatted and reproduced by the Electoral Officer in his or her absolute discretion; and
 - g) must be sent to each Voting Member at the Club’s expense.
- 15.6** A Member must not make available on the Club’s premises or deliver or distribute (including electronically) to another Member or any other person any “how-to-vote card”, letter of endorsement or other document in connexion with an election of a Committee Member except as provided for in this By-Law or with the consent in writing of the Committee.
- 15.7** A Voting Member may cast a valid vote by:
- a) striking from the list of names on the ballot paper in respect of each Committee Position only so many names as is necessary to reduce the number of names not struck out to the number of persons required to be elected to the Committee Position;
 - b) placing the ballot paper so marked into and sealing the envelope marked “Ballot Paper”;
 - c) placing the envelope marked “Ballot Paper” into the envelope addressed to the Electoral Officer;
 - d) printing and also signing the Voting Member’s name where such name is provided for on the inside of the flap of the envelope addressed to the Electoral Officer;
 - e) sealing the envelope addressed to the Electoral Officer; and
 - f) returning the envelope addressed to the Electoral Officer so that it is received at the Registered Office not later than 5.00 p.m. on the Monday before the General Meeting.
- 15.8** A Voting Member is not required to cast a vote.
- 15.9** The Electoral Officer must take custody of and be responsible for the safe-keeping of votes cast and received at the Office in accordance with this By-Law.

- 15.10** The Electoral Officer must so soon as practicable after receiving each voting envelope:
- a) open the envelope addressed to the Electoral Officer;
 - b) satisfy himself or herself that the name and signature of the Voting Member appearing on the envelope addressed to the Electoral Officer accords with the records kept by the Club and that the Voting Member has not already cast a vote in the election;
 - c) if so satisfied, mark on a duplicate copy of the Register kept solely for this purpose the name of the Voting Member appearing on the envelope addressed to the Electoral Officer and the duplicate copy of the Register so marked will serve as an electoral roll for the purpose of the election of Committee Members;
 - d) if so satisfied, place the envelope marked "Ballot Paper" in a locked ballot box kept by the Club for the receipt of votes;
 - e) retain the copy of the Register serving as an electoral roll until after the declaration of the result of the election; and
 - f) retain the envelope addressed to the Electoral Officer until after the declaration of the result of the election.
- 15.11** The Electoral Officer must not open but must destroy an envelope marked "Ballot Paper" apparently returned by a Voting Member whose name the Electoral Officer has earlier marked off the duplicate copy of the Register serving as an electoral roll, so that no Voting Member may cast more than one vote or be recorded as having cast more than one vote.
- 15.12** After 5.00 p.m. on the Monday before the General Meeting and before the commencement of the General Meeting, the Electoral Officer must open the ballot box and tally and record such of the votes contained therein as he or she may in his or her absolute discretion satisfy himself or herself to be valid votes within the meaning of this By-Law, and thereafter certify to the Honorary Secretary the votes polled by each of the candidates for election to each Committee Position for which an election is held.
- 15.13** The declaration of the chairman of the General Meeting as to which candidates have been elected to which Committee Position is final and binding and not subject to challenge.
- 15.14** Immediately following the General Meeting the Electoral Officer will destroy all ballot papers and the duplicate copy of the Register serving as the electoral roll.

16 CANDIDATES FOR MEMBERSHIP

- 16.1** The Committee must from time to time make Rules and may provide guidelines for the sponsorship of candidates for Membership.
- 16.2** A Member wishing to sponsor a candidate for Membership must comply with such Rules at all times and should comply with any such guidelines.

17 CLUB SCHOLARSHIPS

- 17.1** The Committee may from time to time make Rules for the offer, renewal and termination of Scholarships and the terms and conditions thereof.

18 SMOKING

- 18.1** Smoking is permitted only in the following designated outdoor smoking areas:
- (a) the specified areas of the western terrace identified as a smoking area;
 - (b) the western lawn (adjacent to the swimming pool);
 - (c) the open area to the west of the Pavilion, i.e. between the Pavilion and the Williams Road boundary of the Club's premises.
- 18.2** Smoking is not otherwise permitted anywhere on the Club's premises.

19 MOBILE TELEPHONES AND PORTABLE ELECTRONIC DEVICES

- 19.1** Members and Visitors must not speak on mobile telephones:
- (a) within the Clubhouse (including the Balcony & Courtyard Terrace) except in the dedicated mobile phone booth located in the Williams Road North foyer;
 - (b) within the Pavilion;
 - (c) on tennis courts.
- 19.2** Subject to By-Law **19.5**, discreet non-speaking use of mobile telephones, e.g. texting or internet use, is permitted.
- 19.3** Except as contemplated in By-Law **20.1**, Members and Visitors must not use laptop and personal computers and other electronic devices:
- (a) in the Members' Dining Room;
 - (b) in the Sports Facilities; or
 - (c) on the tennis courts.
- 19.4** Except as contemplated in By-Law **20.1**, Members and Visitors must switch off or switch to silent all mobile telephones, laptop and personal computers and other electronic devices while such devices are on the Club's premises.
- 19.5** The use of mobile telephones, laptop and personal computers and other electronic devices must not at any time disturb the peaceful enjoyment of the Club by other Members and Visitors.

20 CONDUCTING BUSINESS AND THE USE OF BUSINESS PAPERS

- 20.1** Members and Visitors must not conduct business on the Club's premises except during a period of hire of the Club's premises, or part thereof, and in such part thereof, as the Committee may from time to time approve.
- 20.2** Except as contemplated in By-Law **20.1** or in the Library, Members and Visitors must not display within the Clubhouse any business papers.

21 CONDUCT OF MEMBERS AND VISITORS

- 21.1** A Member introducing a Visitor is at all times responsible for the conduct and correct attire of the Visitor.
- 21.2** A Member introducing a Visitor may be liable to a fine or other penalty if the Constitution or any By-Law is breached by the Visitor.
- 21.3** Members and Visitors must not engage in any activity prohibited by law while on the Club's premises.
- 21.4** Members and Visitors must not engage in unbecoming or dishonourable conduct.

- 21.5 Members and Visitors must show courtesy and respect to other Members and Visitors and employees of the Club.
- 21.6 Members and Visitors must not engage in conduct injurious to the character, reputation or interests of the Club.
- 21.7 Members and Visitors must not damage property of the Club.
- 21.8 Members and Visitors must not remove property of the Club from the Club's premises or retain such property without the consent of the Committee.
- 21.9 Members and Visitors must not at any time disturb the peaceful enjoyment of the Club by other Members and Visitors.
- 21.10 Members shall be responsible for the children in their care and their Visitor's children and must ensure that any such children are directly supervised at all times and that their behavior does not adversely impact on other Members or Visitors or their use and enjoyment of the Club.
- 21.11 A Committee Member, an employee of the Club or a person authorised by the Committee may insist that a Member or a Visitor comply with such a By-Law.
- 21.12 Photography of members and/or their guests by any other member and/or guest on any of the Club's properties is not permitted without the express/implied permission of those members and/or guests.

22 BREACH OF A BY-LAW RELATING TO ATTIRE

- 22.1 If a Member or a Visitor breaches a By-Law relating to attire, a Member may bring a breach of such a By-Law to the attention of a Committee Member or an employee of the Club.
- 22.2 A Member, other than a Committee Member, must not reprimand or rebuke a Member for breaching such a By-Law.
- 22.3 A Member, other than a Committee Member or the Member introducing the Visitor must not reprimand or rebuke a Visitor for breaching such a By-Law.
- 22.4 A Committee Member, an employee of the Club or a person authorised by the Committee may insist that a Member or a Visitor comply with such a By-Law.
- 22.5 If a Member or a Visitor fails to remedy a breach of such a By-Law after being asked to do so, a Committee Member, an employee of the Club or a person authorised by the Committee may insist that the Member or Visitor leave either that part of the Club's premises in which the By-Law has application or the Club's premises, as the Committee Member, employee of the Club or person authorised by the Committee shall decide.
- 22.6 A Member breaching a By-Law relating to attire may also be dealt with in accordance with By-Law 24.4

23 MEMBERS' ADDRESSES

- 23.1 Members must inform the Club as soon as possible of any change of address or other personal information held by the Club. A change of address must be notified in writing to the Registered Office.

24 FEES, FINES, PENALTIES AND BREACHES OF THE BY-LAWS

- 24.1 Where these By-Laws provide for the payment of a Visitor's fee or other fee, such fee will be the fee fixed by the Committee from time to time.

- 24.2** Where these By-Laws provide for the payment of a fine, such fine will be the fine fixed by the Committee from time to time.
- 24.3** Until the Committee otherwise determines, if a Member breaches these By-Laws by failing to honour a tennis booking or failing enter a Visitor's name in the Visitor's Book or failing to pay a Visitor's fee, such Member will be liable to a fine of \$25.00 in respect of each breach.
- 24.4** Other than in circumstances where a penalty is provided for in By-Laws **24.3**, if a Member breaches the Constitution or any By-Law or any Rule made pursuant to a By-Law that Member may be liable to be cautioned, reprimanded, fined, suspended or expelled from Membership in accordance with the Constitution.
- 24.5** Until the Committee otherwise determines, if a Member incurs three fines in any one Subscription Year, the Member may be suspended from Membership for a period of up to six months, such period to be determined by the Committee in accordance with the Constitution.
- 24.6** A Member who is fined in accordance with this By-Law and who does not pay the fine or other moneys payable to the Club may be liable to suspension from or forfeiture of Membership in accordance with the Constitution.

BY ORDER OF THE COMMITTEE

26 March 2019