



## BOARD BY-LAW 017: MEMBER CODE OF CONDUCT

### **Introduction**

- 1) Article 52 of the of the *Sussex Inlet RSL Club Ltd Constitution (2018)* provides that the Board from time to time may make, alter and repeal all such By-Laws as it deems necessary or expedient for the proper conduct and management of the Club.
- 2) This Code of Conduct (the Code) sets out the behaviour expected of all Club Members and their Guests, and Temporary Members (Visitors) at the Sussex Inlet RSL Club Limited (the Club) premises.
- 3) The Code also sets out the obligations of Club Management and Directors in conjunction with responsibilities of Members and their Guests, and Temporary Members (Visitors).
- 4) Every Member and Temporary Member (Visitor) acknowledges that being able to use and enjoy the Club premises is a privilege to be cherished and safeguarded.
- 5) When each Member and Temporary Member (Visitor) make application to join the Club, they agree to abide by the Member Code of Conduct.

### **Member Code of Conduct**

- 6) Members and their Guests, and Temporary Members (Visitors) shall:
  - a) follow all instructions given by Club Management and Staff.
  - b) not behave in any way that will damage the reputation of the Club as a family-friendly environment, either verbally or through social media.
  - c) Respect the rights of others to enjoy the facilities and services provided by the Club.
  - d) Interact with each other and with employees in a courteous manner.
  - e) Refrain from behaviours that undermine the health and wellbeing of other patrons.
  - f) Not Bully, Harass, or Discriminate against another Member, Guest, Temporary Member (Visitor), or Staff Member.
  - g) Show due consideration to the needs of others, including their right to privacy.
  - h) Comply with Club policies, signage, and lawful directions of Management and Staff.
  - i) Access the Club with proper identification.
  - j) Ensure children are accompanied by a responsible adult whilst on Club premises.
  - k) Abide by the Dress Code of the Club.
  - l) Not use foul or abusive language.
  - m) Not over-indulge in alcohol.
  - n) Not bring food or drinks onto the Club premises for consumption on the premises.
  - o) Handle property belonging to the Club with care and diligence.
  - p) Not bring or have in their possession illegal materials while on the premises.

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- q) Refrain from representing the Club in any form, unless properly authorised to do so.
- r) Not deliberately tarnish the reputation of the Club or bring it into disrepute verbally, in writing, or through social media
- s) Not refuse to leave the premises when legally requested, or having done so attempt to re enter
- t) Abide by the Liquor and Gaming Laws.
- u) Always be polite and co-operative towards Club Staff
- v) At no time verbally harass or abuse staff regarding a complaint, either in person or through the social media
- w) Acknowledge they may be recorded on closed circuit television (CCTV) cameras located inside and outside the venue.

### **Dress Code**

- 7) To enjoy the high standards maintained in the Club, Members and their Guests, and Temporary Members (Visitors) are to abide by the Dress Rules of the Club.
- 8) The Club Dress Rules are displayed at the front entrance foyer in the reception area of the Club.
- 9) These rules apply to all Members and their Guests, and Temporary Members (Visitors) entering Club premises.
- 10) The following Dress Rules apply at all times in the Club:
  - a) No soiled or damaged clothing
  - b) No swimwear or leotards
  - c) No singlets or sleeveless shirts (men)
  - d) No bare feet
  - e) No hats
  - f) No offensive slogans/logos or images
  - g) No excessively revealing clothes
  - h) No other inappropriate dress
- 11) The Club Management decision shall be final in all matters relating to dress standards.

### **Breaches of the Code**

- 12) Club management will actively monitor the Code.
- 13) If any breach of the Code occurs, the Club will be able to initiate disciplinary action against the relevant Member(s), their Guest(s) and/or Temporary Members (Visitors) or take such action to remove the person from the Club premises or prevent them from entering the Club premises, in accordance with the disciplinary and other provisions within the Sussex Inlet RSL Club Constitution set out below:

27. *Subject to Article 28, the Board shall have power to reprimand, suspend, expel or accept the resignation of any Member, if that Member:*

- (a) *in the reasonable opinion of the Board, has wilfully refused or neglected to comply with any of the provisions of this Constitution or any By-Law; or*
- (b) *is, in the reasonable opinion of the Board:*
  - (i) *guilty of any conduct prejudicial to the interests of the Club; or*
  - (ii) *guilty of conduct which is unbecoming of a member.*

- 27(A). (a) A Member shall be notified of:
- (i) any charge against the Member pursuant to Article 27; and
  - (ii) the date, time and place of the hearing of the charge.
- (b) The Member charged shall be notified of the matters in paragraph (a) of this Article 27(A) by notice in writing by a prepaid letter posted to the member's last known address at least seven (7) days before the meeting of the Board at which the charge is to be heard.
- (c) The Member charged shall be entitled to attend the hearing for the purpose of answering the charge and shall also be entitled to submit to the meeting written representations for the purpose of answering the charge.
- If the Member fails to attend such meeting, the charge may be heard and dealt with and the Board may decide on the evidence before it, the Member's absence notwithstanding, but having regard to any representations which may have been made to it in writing by the Member charged.*
- (e) After the Board has considered the evidence put before it, the Board must by a motion passed by a majority of the Directors present in person voting on that motion determine whether the Member is guilty of the charge.
- (f) When the Board has determined the issue of guilt, if the Member charged is at the meeting, the Board must inform the Member whether or not the Member has been found guilty.
- (g) If the Member charged has been found guilty and is at the meeting, the Member must be given a further opportunity at the meeting to address the Board in relation to the appropriate penalty for the charge of which the Member has been found guilty.
- (h) No motion by the Board to reprimand, suspend or expel a Member shall be deemed to be passed unless a two thirds majority of the Directors present in person vote in favour of such motion.
- (i) Any decision of the Board on such hearing shall be final and the Board shall not be required to assign any reason for its decision.

14) In addition to these disciplinary provisions the Club Secretary or an authorised employee may take such action as set out in Article 29 of the Constitution:

29. In addition to any powers under Section 77 of the Liquor Act, the Secretary or, subject to Article 29(B), an employee of the Club may refuse to admit to the Club and may turn out, or cause to be turned out, of the premises of the Club any person including any Member:

- (a) who is then intoxicated, violent, quarrelsome or disorderly; or

- (b) who, for the purposes of prostitution, engages or uses any part of the premises of the Club;*
- (c) whose presence on the premises of the Club renders the Club or the Secretary liable to a penalty under the Registered Clubs Act or the Liquor Act;*
- (d) who hawks, peddles or sells any goods on the premises of the Club;*
- (e) who, within the meaning of the Smoke-free Environment Act, smokes while on any part of the premises that is smoke-free.*
- (f) who uses, or has in his or her possession, while on the premises of the Club any substance that the Secretary suspects of being a prohibited drug or prohibited plant.*
- (g) whom the Club, under the conditions of its liquor licence, or a term of a liquor accord, is authorised or required to refuse access to the Club.*

- 14) The standard citation letter for charges of breaching the Member Code of Conduct is at Annexure A.

**Acceptance**

- 15) Members and their Guests, and Temporary Members (Visitors) will be deemed to have accepted this Code of Conduct by attending the Club's premises and may obtain a copy for their own reference.

**Complaints**

- 16) Members shall address any complaints regarding Club matters to the Manager on Duty at the time, or to the Club Secretary Manager as soon as practicable.
- 17) A Complaints Form is available should a Member elect to lodge a formal complaint regarding the Member Code of Conduct.

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