

GENERAL

1. Application of These Bye-laws

- 1.1 These Bye-laws regulate the Members, Member's spouses and children (age between 12 and 21) (hereinafter collectively called "family members"), Lady Subscribers and visitors in using the facilities and services provided by the Club.
- 1.2 It is the responsibility of each Member to draw the attention of the family member(s) and visitor(s) to the existing Bye-laws; such Members shall be responsible to ensure that the family member(s) and visitor(s) do observe prevailing Regulation & Rules of the Club while on the Club premises. Lady Subscriber who invites visitor(s) to the Club should also observe the By-laws and Regulations & Rules as well.
- 1.3 Any Member, family member and lady Subscriber who persistently refuses or fails to comply with the existing Bye-laws, may be liable to expulsion from the Club pursuant to Article 56 of the Articles of Association of the Club ("M&A").

2. Identification

Members, family members and Lady Subscribers must, upon request, produce their membership cards for inspection by the guard / receptionist at the entrance of the Club. Similarly they should produce their cards whenever requesting for the supply of food and drink and service to be rendered. Any Member, family member and Lady Subscriber who cannot produce his / her membership card may be denied service and / or access to the Club.

3. Visitors

- 3.1 Members, Members' spouses and Lady Subscribers may bring visitors into the Club premises must conform strictly in accordance with the provisions of Article 50 of the M&A, except on such occasions when such visitors are invited as guests of the Club. Article 50 provides, inter alia, "Visitors shall be permitted to enter the Club House in the company of a Member, Member's spouse or a Lady Subscriber but this privilege shall not be enjoyed in case of any one visitor more than twice during any one month or more than 8 times in one year. "Visitors' names should be entered in the Visitors Book by the inviting Members, Members' spouses or Lady Subscribers on entry into the Club.
- 3.2 Each visitor must be accompanied by his / her host.

- 3.3 A host who brings a visitor onto the premises of the Club shall be responsible for the conduct of his / her guest whilst on the premises of the Club.
- 3.4 Members' children are not allowed to invite visitors.
- 3.5 A prescribed fee will be levied for using the relevant Club facilities.

4. Lady Subscribers

Lady Subscribers may only invite visitors to use the Club's Card Rooms, F&B facilities, Karaoke Rooms, Seminar Room and Children Playroom on such days and at such times as the General Committee may, at its sole discretion, decide from time to time.

5. Children

- 5.1 Children are not allowed in the Club's Bars and Card Rooms.
- 5.2 Parents shall be fully responsible for the behaviour of their children while they are in the Club and to prevent annoyance or inconvenience being caused to other users.

6. Membership Cards

- 6.1 All Members are required to apply for membership Cards.
- 6.2 Every Member is entitled to apply for Supplementary Membership Card(s) for his / her family members. The application for Supplementary Membership Card(s) must be complied with such regulations as prescribed by the Club from time to time.
- 6.3 Every Member, family member and Lady Subscriber must carry a valid Membership Card and Supplementary Membership Card(s) at all times while engaging in any activity of the Club. A valid Membership Card and Supplementary Membership Card must bear the relevant signature with a recent photograph.
- 6.4 Until the time of official cancellation of one's Membership Card, every Member, family member and Lady Subscriber is personally responsible for all charges incurred thereof. In the event of a corporate member, the business entity should be liable of the same.

- 6.5 Any loss of membership card must be reported in writing to the Manager of the Club at the first available opportunity. Thereafter, the matter will be subsequently dealt with in accordance with Article 35 of the Memorandum and Articles of Association of the Club.
- 6.6 All membership cards are not transferable under any circumstances. In the event of abuse, the particular member responsible will face consequences including but not limited to the prospect of suspension and / or cancellation. In addition, the matter may be dealt with under the Disciplinary Measure Bye-laws.
- 6.7 Every Member is responsible for the behaviour and activity of his / her family member(s) while engaging in the activities of the Club.
- 6.8 Any Member who resigns or ceases to be a Member of the Club or becomes an Emigrant or Absent Member of the Club must, at the first available opportunity surrender the Membership Card and / or Supplementary Membership Card(s), to the Club for appropriate action.

7. Dress

- 7.1 all persons within the Club premises should be properly attired at all times and are required to dress appropriately and respectfully,
- 7.2 slippers are strictly not allowed except in the changing rooms and swimming pool areas of the Club ; and
- 7.3 gentlemen wearing vests are also not allowed.

8. Prohibition of Activities

- 8.1 Any activity and playing of any game within the Club premises which may disturb or cause annoyance to any other person is prohibited.
- 8.2 Activities such as; football & shuttlecock playing, bicycle riding, kite flying, jumping & skating which may annoy other users or may cause damage to any property of the Club are not permitted in any area not specifically designated for such purpose.

9. Radio, Musical Instruments and Public Address Systems

The use of radios, except when used with an earphone or headset, and the use of musical instruments and public address system are absolutely prohibited within the premises of the Club except with the prior approval of the General Committee.

10. Pets

Pets are not allowed in the Club premises at any time.

11. Property of the Club

11.1 Members, family members, Lady Subscribers or visitors shall not remove any property of the Club from the Club premises.

11.2 A Member or Lady Subscriber will be required to meet the cost of making good any damage caused by himself / herself, his / her spouse or children, or visitor to the property of the Club.

12. Food

Members, family members, Lady Subscribers or visitors may only consume food & drinks ordered in the Club's premises except within the designated areas, bearing in mind that outside food & drink are not permitted under any circumstances. However, infant food from outside for consumption may be allowed in the Club premises.

13. Use of Glassware

Glass bottles, glassware, Chinaware or porcelain will not be permitted within the Tennis Courts, Squash Courts, Swimming Pool Area, Gymnasium and Changing Rooms or such other areas as may be specified by the General Committee from time to time.

14. Smoking

14.1 Cigarette

All outdoor areas (except a number of designated areas), all indoor and semi-indoor areas of the Club are designated as **No Smoking Areas**.

Smoking is allowed only on the roof of the Centenary Building, at the designated areas outside the Centenary Bar, at the designated areas on the Terraces, and at the area outside the lift plant room on the roof of the Sports Building.

14.2 Pipe & Cigars

Smoking of pipes or cigars is allowed on the roof of the Centenary Building and at the designated area outside the Centenary Bar.

15. Coaching

Coaching in the Club in return for payment of money is not allowed unless authorized in writing by the General Committee. Any Member, family member and Lady Subscriber who fails to observe the rule may be dealt with by the General Committee in such manner as deemed appropriate.

16. Tipping

The giving of tips to an employee of the Club is strictly prohibited.

17. Liability for Accident

The Club shall be under no liability or responsibility for any accident or injury howsoever incurred and / or sustained by any Member, family member, Lady Subscriber and visitor whether or not such accident or injury is caused by the willful act, default or omission and / or negligence of other members, the Club & its employees, agents or contractors.

18. Personal Property

The Club shall be under no liability or responsibility for damage to or loss of any property of a member, family member, Lady Subscriber or visitors howsoever occurring in the premises of the Club.

19. Complaints and Suggestions

A Member who has grounds for complaint concerning any fellow Member or other person using the Club facility or service or a Club employee or who wishes to suggest improvement to the Club facility or service is requested to refer the matter in writing either to the Club Manager, the appropriate Sub-committee or General Committee.

20. Club Employees

20.1 Under no circumstances shall a Member, family member and Lady Subscriber could order or request the Club staff to perform errands outside the Club premises.

20.2 A Member, family member, Lady Subscriber and visitor may not reprimand any Club employee for alleged misconduct or any other wrongdoing. If necessary, matter should be referred to the Club Manager, the appropriate Sub-committee or General Committee for further action.

21. Disciplinary Measures

21.1 Any Member(s), family member(s) and / or Lady Subscribers must observe all Bye-laws and Regulations & Rules of the Club at all times. Therefore, any person who has behaved in an improper manner or failed to observe the Bye-laws and Regulations & Rules will be firstly warned by the Club Manager, the appropriate Convenor, and / or Committee members / Officer of the General Committee either verbally or in writing. If the person responsible fails to acknowledge or deliberately ignores the warning, the matter will be dealt with Clause 21.2 of the Memorandum and Articles of Association of the Club.

21.2 After an allegation or complaint has been lodged by a Member or Manager of the Club against the person responsible, who fails to behave in a gentleman or lady like manner or has failed to observe or infringed one or more of the Bye-laws and Regulations and Rules of the Club, the matter must be first reported to the Manager or Secretary of the General Committee of the Club. The General Committee may refer such allegation or complaint to the Disciplinary Sub-committee for their inquisition and substantiation of the same. If in the opinion of the Disciplinary Sub-committee, the allegation or complaint is established, the Member responsible shall be subject to sanction ranging from being warned reprimanded, temporary or permanent suspension of privileges to use the facility, to expulsion of membership of the Club dependant upon the seriousness or gravity of the matter as the Disciplinary Sub-committee may recommend and the General Committee may impose.

21.3 When any official Meeting of the Club is in session, the Chairperson may ask any Member to leave the compound of the Meeting for those who behaved in an ungentleman or unlady like manner or failed to abide by or observe the proper conduct of the Meeting which, in the opinion of the Chairperson, that his or her (their) prolonged and continued presence may or will hinder the proper progress of the Meeting and would be prejudicial to the best interest of other members who are present. Furthermore, the Chairperson may also refer the matter to the Disciplinary Sub-committee for their recommendation of additional sanction, if any, to be considered by the General Committee.

22. Expelled Members

A person who has been expelled from the membership of the Club shall not be allowed to enter the premises of the Club or use any facility or service of the Club.

23. Maids / Helpers

23.1 Members' maids / helpers who are accompanied by the Members may, subject to the relevant Bye-laws and Regulations & Rules, gain access to Club's facilities.

23.2 Members' maids / helpers who are not accompanied by the Members should stay in the designated Waiting Area next to the Pool.

24. Typhoon

24.1 All Club facilities will cease to operate when storm signal no. 8 or above is hoisted. Members are advised to leave as soon as possible.

24.2 When storm signal no. 8 is replaced by a lower signal before 5:00 p.m., all Club facilities will resume normal service in 2 hours' time unless circumstances are beyond control.

24.3 If storm signal no. 8 is lowered at or after 5:00 p.m., the Club will not resume normal service.

24.4 All bookings for catering, recreational, social and sports facilities affected by typhoon will be automatically cancelled.