

**BY-LAWS OF
ASQUITH RUGBY LEAGUE CLUB LIMITED
ACN 000 610 542**

These By-Laws are made by the Board of Directors pursuant to Rule 57 of the Constitution of Asquith Rugby League Club Limited ("the Club"). The Board of Directors may withdraw or amend these By-Laws at any time in its absolute discretion. Pursuant to Rule 58 of the Constitution the By-Laws become operative immediately after they are displayed on the Club's Notice Board.

	Date of Adoption
1 Football Club Executive Committee	13 November 2007
1.1 There must be one sitting Board Member of the Asquith Rugby League Club Limited on the Asquith Football Club Executive Committee, whether by election at the Football Club's Annual General Meeting or by Board appointment.	
2 Hours of trading, sale and carrying away of liquor	17 February 2014
2.1 The Club's trading hours will be such as are from time to time specified by the Board of Directors, subject to the applicable law and any conditions on the Club's licence.	
2.2 Members are prohibited from carrying away liquor from the Club's premises before 10.00am and after 10.00pm Monday to Saturday and before 10.00am and after 8.00pm on Sunday.	
2.3 The Board of Directors or the General Manager or, in his absence, the Duty Manager, may at their discretion instruct Club staff not to serve liquor to any person who in their opinion should not be served liquor.	
2.4 Liquor will not be sold, supplied or disposed of on the Club's premises to any person under the age of 18 years.	
3 Membership Card	13 November 2007
3.1 Every member will be supplied with a Membership Card, which must be shown on request to any officer or employee of the Club on entering the Club's premises or whilst on the Club's premises. The failure of any member to produce his or her membership card on request may result in that member being refused admittance or being asked to leave the Club's premises, as the case may be.	
3.2 All membership cards remain the property of the Club and must be returned to the Club upon cessation or suspension of membership, or on demand.	
3.3 Each member must not allow another person the use of his or her membership card. Lost or stolen membership cards must promptly be reported by the relevant member to the General Manager or his delegate.	
4 Dress Rules	13 November 2007
4.1 The Club's dress rules are subject to change from time to time without notice. The dress rules will be displayed at the front foyer. Members are required to comply with applicable dress rules.	
4.2 All members and guests who enter the Club's premises are required to remove their headwear. Members and guests are not permitted to wear head gear unless that apparel is demanded by religious adherence or	

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medical requirements.	13 November 2007
4.3 The General Manager, Duty Manager or door person may refuse entry to the Club's premises or require a member and/or guest to leave the Club's premises if in their opinion the member and/or guest is not suitably attired as required by this By-Law or the applicable dress rules in place from time to time.	
5	13 November 2007
Guests	
5.1 Members may introduce visitors to the Club's premises and upon entering the premises, must sign the guest's name and address and the member's own name and club membership number in the Register kept for that purpose.	
5.2 A guest must at all times remain in the reasonable company of the member who introduced that guest. A guest must not remain on the Club's premises any longer than the member who introduced that guest.	
5.3 Members will not be paged to the entrance foyer for the purpose of signing in guests.	
5.4 Members will be responsible for the conduct of their guests at all times.	
6	8 October 2008
Minors (Persons under the age of 18 years)	
6.1 A minor who is a guest of a full, provisional or honorary member may be allowed in area non-restricted area of the Club's premises, subject to any authority granted and conditions imposed on the Club's licence under section 22 of the Registered Clubs Act. At all times the minor must remain in the reasonable company of the full, provisional or honorary member and must leave the Club's premises with the member.	
6.2 A minor who is a guest of a temporary member may be allowed in a non-restricted area, subject to any authority granted and conditions imposed on the Club's licence under section 22 of the Registered Clubs Act. The minor must remain in the company and immediate presence of the temporary member at all times. The minor may only be admitted as a guest of a temporary member who is a responsible adult in relation to the minor (eg. a parent, step parent or guardian). The minor must leave the Club's premises with the temporary member.	
6.3 Minors attending a function approved by the Board of Directors under an authorisation granted pursuant to section 23 of the Registered Clubs Act may only access those areas of the Club's premises to which that authorisation applies, and subject any conditions specified by the Board of Directors in relation to that function.	
6.4 A minor attending a wedding reception of a member (or the wedding of a member's parent or child) may be allowed in a bar area. The minor must remain in the area where the wedding reception is being held. The minor	

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must have been invited to attend the wedding reception by a person entitled to issue the invitation.	8 October 2008
6.5 These By-Laws are subject to any changes made to the Registered Clubs Act and regulations. Furthermore, applicable conditions imposed by the Registered Clubs Act and regulations (as amended) and/or the Independent Liquor & Gaming Authority for the attendance of minors in the Club's premises, including for the purpose of attending any function, must at all times be observed by the person who accompanies the minor in the capacity of responsible adult. Any responsible adult failing to observe the applicable law or licence conditions may be asked to leave the Club's premises with the minor whom he or she accompanied.	
6.6 Persons under the age of 18 must not be entered into the guest Register by any member.	
7 Car park	13 November 2007
7.1 Members and guests using the Club's car park(s) will park their vehicles so as to not to prevent entry to, or exit from, the car park(s).	
7.2 Members and guests will not occupy car spaces designated for specific members or employees of the Club or for specific vehicles.	
7.3 Members and guests must vacate the car park(s) as soon as possible after leaving the Club's building and not create unnecessary noise which may cause annoyance to residents living in the near vicinity. Whenever there is a car park attendant on duty, members and guests must obey any instruction given by the attendant.	
7.4 The Club's car park(s) is solely for the use of Members and Guests who are in attendance at the Club.	
8 Animals	13 November 2007
8.1 No animal will be permitted on the Club's premises at any time other than companion dogs or those animals used by entertainers engaged by the Club from time to time.	
9 Club property	13 November 2007
9.1 No article or property of the Club may be removed from the Club's premises without the prior approval of the General Manager of the Club.	
9.2 Any member or guest breaking or damaging any furniture or other property of the Club may be required by Management to pay for such damage.	
9.3 No member will remove or in any way cut or damage any newspaper, book, pamphlet or magazine which is the property of the Club.	

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10 Gambling	13 November 2007
10.1 The only forms of permitted gambling on the Club premises are the use of the Club's gaming machines, TAB and Keno. Selling of raffle tickets or conduction of competitions or raffles, without the prior consent of Management, is prohibited.	
11 Gaming machines	13 November 2007
11.1 All persons playing gaming machines must, at all times, abide by the directions of the Gaming Manager, Duty Manager or General Manager of the Club.	
11.2 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 the Club or guests of members, life members, temporary members and honorary Members over the age of 18 years who have complied with all legal requirements to be admitted to the Club.	
11.3 No person is required to participate in the playing of gaming machines and any playing of machines is at a person's sole option, discretion and risk.	
11.4 The Club reserves the right to refuse any person the right to play gaming machines in the Club.	
11.5 A machine may only be reserved for a maximum of 7 minutes. Intermittent play is not permitted.	
11.6 Only one gaming machine may be played at a time by any one person.	
11.7 Requests to borrow money or offers to lend money on the Clubs premises for the purpose of gambling are strictly prohibited.	
11.8 Only currency of Australian legal tender as indicated on the gaming machines themselves are to be used to play the Club's gaming machines.	
11.9 No gaming machine change will be given after the bar has been closed.	
11.10 If the gaming machine is able to be operated without using legal tender or if playing the machine does not reduce the credit meter by the appropriate amount, it is the player's responsibility to immediately report the malfunction to an employee of the Club.	
11.11 Tilting, rocking, jamming or in any way moving or damaging a gaming machine in the Club is strictly prohibited.	
11.12 No jackpot or prize will be paid unless the winning combination is seen by authorised staff and verified to be paid pursuant to the Club's	

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procedure of paying jackpots.

13 November 2007

- 11.13 No jackpot, prize or winning combination will be paid to a player which is won before the opening time of the Club or after closing time has been announced.
- 11.14 The Club reserves the right to ensure that every jackpot is played off a machine.
- 11.15 At any time when requested by the Club, including at the time of claiming or collection/payment of prizes, a player must provide their full name and address plus details of the basis on which they are legally on the Club's premises, with such documentary proof as the Club reasonably requires. Such documentary proof may include production of a person's membership card and/or a person's driver's licence. The Club may prevent a person from playing or continuing to play any machine, or decline a claim or collection/payment of any prize, if satisfactory details or documents are not provided.
- 11.16 The Club may refuse payment if, in the opinion of an authorised employee of the Club, the machine has malfunctioned and/or if a winning combination showing has not been registered on the machine.
- 11.17 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.
- 11.18 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.
- 11.19 In the case of a member, a jackpot or prize of \$2,000 or more may be paid within 48 hours of verification of financial Club membership and verification by authorised staff or within 48 hours of the end of the Club's trading day, whichever is the later. In the case of a non-member, any jackpot or prize of \$2,000 or more may be paid within 48 hours of verification by authorised staff or within 48 hours of the end of the Club's trading day, whichever is the later by cheque and will be mailed to the address of that person as shown in the register of guests of members, the temporary members' register or the honorary members' register as the case may be.
- 11.20 Every player acknowledges and agrees that any part of or all of a jackpot or prize paid to any player in error may be recovered from that player by the Club. A player will upon demand repay any part or all of a jackpot or prize paid in error.
- 11.21 Failure to report any malfunction of a gaming machine in the Club may result in legal proceedings being instituted against the player.

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- 11.22 Current Club employees or former Club employees, Club contractors and their employees must observe all relevant restrictions imposed by the Club from time to time regarding such persons. Without limiting the generality of this Rule, an employee, contractor or employee of a contractor must not play machines during their shift or work time, whilst on duty nor during meal or rest periods or other breaks from duty nor in their capacity as members of the Club. Prizes won by an employee, contractor or employee of a contractor when playing a machine in breach of this By-Law will not be awarded or paid. 13 November 2007
- 11.23 Players must give full consideration to the rights and comfort of other players. Conduct unbecoming will result from exclusion or suspension from the gaming room or the Club.
- 11.24 It is an offence under section 80 of the Gaming Machines Act ('GMA') for a person:
- (a) 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
 - (b) to do anything calculated, or likely to interfere with the normal operation of a gaming machine in the Club; or
 - (c) to do anything calculated to render a gaming machine in the Club incapable, even temporarily, of producing a winning combination.
- 11.25 The maximum penalty for an offence under section 80 of the GMA is currently \$11,000 or imprisonment for 12 months, or both. The Club will report to the police any person that it believes may be committing any such offence.
- 11.26 The Club reserves the right to refuse payment to any person who in the opinion of the Club has breached any of these By-Laws.
- 11.27 The Club has in place a Self Exclusion Policy that utilises both full and part exclusions. A person who excludes themselves from the Club will not be permitted to play the Club's gaming machines until the exclusion period has expired and all conditions of the self exclusion policy and any individual program applicable to that person have been met.
- 11.28 Any credits on a machine which do not belong to the person playing the machine must not be played and must be reported to the Gaming Manager, Duty Manager or General Manager of the Club.
- 11.29 Any person violating these gaming machine By-Laws may be asked to leave the Club and if the person is a member, that person may be liable to suspension or other disciplinary action under the Club's Constitution.

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12 Canvassing, Advertisements/Notices and Collections for Charities, etc.	13 November 2007
12.1 Members and guests are prohibited from appointing or using the Club premises as a meeting place for applicants for employment or for the sale of any goods or services.	
12.2 The Club's function room may be hired out for business events such as information evenings. Approval for such an event is at the absolute discretion of Management.	
12.3 Members and guests are prohibited, without the prior consent of the General Manager, from using the Club noticeboard for the displaying of any notices for any purposes whatsoever.	
12.4 Members and guests are prohibited from bringing onto the Club premises a petition of any kind which conflicts with the Club's Constitution.	
12.5 Soliciting for and/or collecting moneys for charitable or other purposes, the sale of tickets in lotteries or raffles or for any function on the Club's premises will not be made without the prior approval of Management.	
13 Complaints	13 November 2007
13.1 All formal complaints regarding the Club, its premises, its members, their guests and the Club's employees or in regard to any other matter, must be made in writing to the Club's General Manager.	
13.2 Informal complaints may be made verbally by requesting to see a Duty Manager to address a complaint.	
13.3 In no instance will an employee of the Club be reprimanded directly by a member. Any complaint about an employee of the Club must be made to the General Manager or Duty Manager.	
14 General	11 September 2013
14.1 Any matters connected with the Club's management, which are not provided for in the Constitution and By-Laws, will be dealt with by the Board of Directors, whose direction will be final.	
14.2 All decisions given by the Board of Directors in accordance with the Club's Constitution, including decisions concerning penalties for breach of these By-Laws or the Club's Constitution, or concerning the construction or interpretation of any of these By-Laws or the Club's Constitution, will be final and binding on all members.	
14.3 Members and their guests will conduct themselves at all times, in such a manner so as not to cause offence or nuisance or annoyance to other	

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members and guests.

11 September 2013

- 14.4 Members and their guests will not be permitted to enter behind the bars of the Club's premises, nor in the back of house of the Club's premises, nor any other part of the Club as may, from time to time, be specified by Management or the General Manager. Areas designated for staff only must not be entered by members or guests. Areas designated for staff only can only be entered by members with the General Manager's or a duty manager's authority.
- 14.5 All members and guests will leave the Club premises within 30 minutes of the Bar closing, or when directed by the General Manager or his delegate.
- 14.6 When leaving the Club, no member or guest will make any unnecessary noise or disturbance in the precincts of the Club which, for the purpose of these By-Laws, include the Club's land and buildings.
- 14.7 All members are expected to ensure that their guests are aware of, and comply with, these By-Laws.
- 14.8 The General Manager or Duty Manager, or any person authorised by them, will have the right to prohibit access to, remove a person from, or request any person to leave, the Club's premises in accordance with section 77 of the Liquor Act 2007, these By-Laws and/or the Club's Constitution.
- 14.9 A person expelled as a member of the Club or any member under suspension, or any rejected applicant for membership of the Club shall not be eligible to attend the Club as a guest of a member.
- 14.10 A member shall not give direction or notices to any employee of the Club for any purpose.
- 14.11 No member shall give any money or gift in excess of \$10 to any employee or Director of the Club. All employees and Directors must record in the Gift Register annually, any gift or goods received in the course of their employment in accordance with the requirements with the Registered Clubs Act.
- 14.12 Members are to pay by cash or credit card or other non-cash tender methods approved by the Club from time to time, for all purchases and liabilities incurred to the Club.
- 14.13 Members and their guests must not bring food and beverages onto the Club's premises which have not been sold or supplied by the Club, without the prior approval of Management. Management will not unreasonably withhold approval where such food and beverages are necessary to meet a person's medical requirements and are not otherwise sold or supplied by the Club, or, are reasonably required to meet the dietary needs of an infant in relation to whom the member is a

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responsible adult.	11 September 2013
15 Photographs & audio/visual recordings	14 May 2014
15.1 Subject to By-Laws 15.2 to 15.4, a member, a guest, or a person attending a club function may take photographs and make audio and/or visual recordings on the Club's property provided that:	
(a) the photograph is taken or the audio and/or visual recording is made for a private or domestic purpose which the Club deems to be reasonable, such as family or other social occasions including, but not limited to birthday parties, weddings, anniversaries, meals/drinks with family and friends;	
(b) the photograph or recording is made openly and the subject person does not object (covert photography and recording is strictly prohibited); and	
(c) the person taking the photograph or making the recording is not in breach of any applicable law in so doing.	
15.2 A member, a guest, or a person attending a club function, must not take any photograph or make any audio and/or visual recording on the Club's property:	
(a) in, or of, the toilets, change rooms or gaming areas; or	
(b) of any person entering or exiting from the toilets, change rooms or gaming areas.	
15.3 A member, a guest, or a person attending a club function, must not:	
(a) take any photograph or make any audio and/or visual recording on the Club's property for any commercial purpose; or	
(b) use any photograph taken or such recording made on the Club's property, for a commercial purpose,	
without the permission of the Club's General Manager or authorised delegate.	
15.4 A member, a guest, or a person attending a club function, must not take any photograph or make any audio and/or visual recording of a Club employee or contractor ("staff member") without the express consent of the staff member.	
15.5 A person who breaches this By-Law 15 may be required to leave the Club's property. Nothing in this By-Law 15 limits the Board's power to take disciplinary action against any member pursuant to Rule 44 of the Club's Constitution.	

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16 Elections for the Club's Board of Directors

16 October 2019

- 16.1 A member seeking to nominate for election to the Board is requested to attend a Pre Nomination Session convened by the Club to outline the role and responsibilities of a Company Director, governance, licensing and related compliance issues. Details of the Pre Nomination Session will be advertised on the Club Notice Board and other media by the General Manager of the Club.
- 16.2 The Pre-nomination Session held by the Club for any member nominating for a Board position, even if a member has participated in this or similar training in the past, with the exception only of any current director standing for re-election. Once elected as a Director, a member may be required to undertake further training from time to time as advised by the Club in order to meet legislative requirements under NSW law.
- 16.3 Any member seeking election to the Board of Directors of the Club shall be required to complete a statutory declaration in a 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 Nomination Form with the General Manager of the Club. If there is any material omission or material misstatement in the information provided in this Nomination Form a member may face disciplinary action by the Club. Members nominating for election expressly consent to the Club and the Returning Officer collecting and using a member's personal information for the purpose of verifying any information provided in relation to the Nomination Form or in response to a request from the Club.
- 16.4 For this purpose, members expressly consent to the Club disclosing a member's personal information to and collecting it from a contracted service provider. To verify information provided to the Club, members acknowledge that the Club or the Club's contracted service provider will make enquiries of and collect personal information about members nominating from relevant third parties such as law enforcement agencies, courts, tribunals, government departments and regulatory bodies such as the Australian Securities and Investments Commission and the Insolvency Trustee Service. The Club will grant access at a member's request to any information collected about a member nominating for election by the Club or the Club's contracted service provider.
- 16.5 Members are not permitted to canvass or campaign for the election to the Board. This includes:
- Publishing and distributing "How to vote" information, material or cards
 - Engaging in an advertising or a social media campaign

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17 Sporting Section Committees

18 March 2020

- 17.1 Each sporting section of the Club established under Rule 57(m) of the Constitution will have a committee elected by the members of that section each year from among their own number. The positions on the committee and the election procedures will be as determined by the relevant sporting section from time to time, subject to any direction from the Board and to By-Law 1.1.
- 17.2 Decisions at committee meetings must be made by resolution by a majority of those committee members present and voting, and proper minutes must be kept by the committee to comply with Rule 63 of the Constitution. The chairperson of the committee will have a second or casting vote in the event of an equality of votes. The quorum for a committee meeting is a majority of the committee. Reasonable notice of each committee meeting, which may be given verbally or in writing (including by email), must be given to each committee member. A committee may meet and adjourn as it thinks proper, subject to this By-Law and any direction from the Board.
- 17.3 A committee does not have power to enter into contracts on behalf of the Club or bind the Club in any way, except if such authority is expressly delegated to the committee by resolution of the Board.
- 17.4 A committee member may resign their position by giving written notice to the committee, which takes effect on receipt. Only the Board has the power to remove or suspend a committee member. The committee may fill a casual vacancy arising in between elections, by appointing any eligible member of that section to fill the vacancy for the balance of the term then remaining up until the next scheduled election of the committee.
- 17.5 In accordance with Rule 63 of the Constitution a committee will organise and administer the sporting activities for which the relevant section was established, including training, teams and matches, unless the Board directs that any such matter is to be managed by the Board or by Club management. Ron Massey Cup and Sydney Shield will be managed at the direction of the Board.
- 17.6 A committee has the power to enforce the rules of the relevant sport(s) administered by that sporting section, but must not take any action which would have the effect of banning a member from participating in the activities of that section or which is a disciplinary matter falling within the scope of Rules 44 or 45 of the Constitution, as all such matters must be referred by the committee to the Board.
- 17.7 Members participating in the sporting activities of a section must comply with the applicable rules and any code of conduct for that sport, and must not place the Club in breach of any such rules or code.