

By-Laws - Parramatta Leagues Club, Vikings Sports Club & Dural Club

A reference to the "Club" is a reference to Parramatta Leagues' Club Ltd. A reference to the "Club's premises" includes the Club's Parramatta Leagues Club premises, Vikings Sports Club premises, and Dural Club premises.

1. INTRODUCTION

The Board's power to make By-Laws is set out in the Club's Constitution, including as excerpted below:

Clause 20.1 – The Board's power to make By-laws

"The Board has power to make By-laws not inconsistent with this Constitution which in the Board's opinion are necessary or desirable for the proper control, administration and management of the Company's business premises, finances, affairs, interests, effects and property and for the convenience, comfort and well-being of the members and the board may, and from time to time amend or rescind any such By-laws."

Clause 20.2 - Scope of By-laws

"Without limiting the generality of clause 20.1, the Board may make By-laws which relate to the following matters:

- (a) the conduct of Members and guests of Members;*
- (b) the privileges to be enjoyed by Members or classes of Members;*
- (c) the relationship of the Company and its Members with PNRL and the activities undertaken by PNRL (including Parramatta Eels rugby league football games); and*
- (d) generally all those matters as are commonly the subject matter of company constitutions or by-laws or which are not reserved either under the Corporations Act, the Registered Clubs Act or this Constitution for decision by the Company in a general meeting.*

2. DRESSSTANDARDS

- 2.1 Members and their guests are requested to be well presented, clean, neat and tidy at all times when on the Club's premises. Management and staff's interpretations should be respected, and any decision should be adhered to.
- 2.2 Per section 77(13) of the *Liquor Act 2007* (NSW) (**Liquor Act**), a patron can be refused entry or asked to leave if they do not comply with the dress code.

3. RESTRICTEDAREAS

- 3.1 Unless invited by a manager, members and visitors are not permitted to enter the following:
 - a) Offices as well as behind Reception
 - b) Board room
 - c) Strong Room and countingroom
 - d) Store rooms
 - e) Kitchen, food storage and preparation areas.
 - f) Bar interior and poker machine changeboxes
 - g) Staff amenity and ablution area is out of bounds to all patrons other than those members of staff on duty.

- h) Goods loading docks.
 - i) Maintenance areas
- 3.2 Doors marked “Staff Only” or with any other caution sign, are not to be used by members and visitors unless in an emergency or authorised by a staff member.
- 3.3 Door and window safety locks and fittings are not to be tampered with.
- 3.4 On the authority of the Chief Executive Officer, certain areas of the Club may be restricted for use by certain members and their guests during specific times.

4. MEMBERSHIP

- 4.1 A member is required to produce his or her membership card (either physical or digital) when entering the Club and on demand to a member of staff, Police or Government officer (L&G NSW). The Club may insist upon an additional form of Identification, as well as swiping membership cards upon entry.
- 4.2 When applying for membership, you must:
- a) complete the application form with all required fields
 - b) produce suitable photo ID to verify address and date of birth
 - c) have your photo taken,
 - d) pay any membership fee required by the Club.
- 4.3 Per section 4.1 of the Constitution, the Chairman of the board will act as proposer for all new membership applications that are tabled at the board meeting.

5. VISITORS

- 5.1 Visitors who are at least eighteen (18) years of age may sign in by providing valid identification with their current address.
- 5.2 A member accepts responsibility for the behaviour of any guest who he or she has signed into the Club.

6. CONDUCT OF MEMBERS (AND THEIR GUESTS)

- 6.1 Club members are expected to conduct themselves in a responsible manner and comply with all reasonable requests made to them by the Chief Executive Officer or his representative.
- 6.2 Members are responsible for the conduct of their guests and must remain in their immediate company.
- 6.3 A member can sign in a maximum of 5 visitors. However, further limitations may be imposed for special events or at peak times.
- 6.4 Members must ensure that they do not sign in barred or suspended members.
- 6.5 The Club will not tolerate intoxicated, indecent, violent or quarrelsome behaviour. Any of these actions will result in the patron being asked to leave the Club's premises, as per section 77 of the Liquor Act which gives staff the authority to turn out or prevent from entering the Club's premises.
- 6.6 An intoxicated, violent, quarrelsome or disorderly patron who is ejected from a Licensed venue must not re-enter or attempt to re-enter the venue within 24 hours. They must also move more than 50 metres away from the venue and not re-enter this 50-meter vicinity within 6 hours. The vicinity is defined as any place less than 50 metres from the boundary of the Club's premises.
- 6.7 Per section 77(3) of the Liquor Act, the decision of management shall be final and not open to further challenge. The purpose of this provision is to prevent further challenge and unnecessary expenses in dealing

with disciplinary matters.

- 6.8 A patron who damages the Club's facilities in any way will be required to pay a fee calculated by the Club.
- 6.9 A patron who interferes with or interrupts the Club's operations in any way will be asked to leave.
- 6.10 Management may suspend any persons who fail to comply with any section of this by-laws as this behaviour is disorderly. The Liquor Act empowers licensees and their delegates to turn out and continue to refuse entry to persons engaging in disorderly conduct on licensed premises in NSW.
- 6.11 At times when the Club hires venues for events, the area hired will be considered 'the Club' for the purposes of application of these by-laws.
- 6.12 Persons who make unwanted approaches to patrons may be considered to be harassing patrons and may be asked to leave the Club's premises.
- 6.13 Any breaches of these by-laws will be considered conduct unbecoming of a member.

7. SMOKING

- 7.1 In the interests of other member's comfort and health, members are requested not to smoke in designated non-smoking areas.
- 7.2 Smokers are required to dispose of cigarette refuse in the receptacles provided for that purpose.
- 7.3 As per section 77 of the Liquor Act, members and visitors who smoke in a non-designated area will be asked to leave.

8. COMPLAINTS

- 8.1 Should a member have a complaint concerning any aspect of the Club's personnel or operation, the matter should be drawn to the attention of the Duty Manager, on 88330726.
- 8.2 Matters of a serious nature are to be submitted in writing to the Chief Executive Officer.
- 8.3 Complaints may be submitted verbally or in writing. The Club will endeavour to respond to complaints and resolve to complainant's satisfaction.

9. CHILDREN

- 9.1 Persons under the age of 18 years may not purchase or partake of alcoholic beverages under any circumstances whilst on the Club's premises including the Club's car parking areas.
- 9.2 Bar staff are directed to refuse service to any person who cannot produce proof of age when requested to do so.
- 9.3 Persons under the age of 18 years of age are not entitled to be in any restricted area of the Club.
- 9.4 It is an offence to leave children unattended in a motor vehicle. Authorities will be contacted for any child safety issues.
- 9.5 Children must be supervised by a responsible adult whilst in the Club. If children are not supervised properly, the responsible adult may be asked to leave the Club.

10. TELEVISION, AIR CONDITIONING & HEATING FACILITIES

- 10.1 A member shall not interfere with the setting of the television, air conditioning or heating controls. A request for adjustment to these facilities shall be directed to the Duty Manager.
- 10.2 The Duty Manager's decision will be made based on the circumstances at the time and their decision is final.

11. PARKING AREAS

- 11.1 The Club's car parks are for patrons using the Club's premises at the time, and T&C's must be adhered to.
- 11.2 Members are to comply with all traffic and other signs in the Club's car parking areas.
- 11.3 Car parking bays reserved for disabled patrons are not to be used for general patron parking.
- 11.4 The Club is not responsible for any damage or theft of a vehicle or its content in any car park.
- 11.5 Management reserve the right to manage the carpark as they deem necessary in order to maintain safety and accessibility to members and their guests. This may include but is not limited to:
 - a) presold tickets;
 - b) online bookings; and
 - c) limiting access to members only.

12. INTERPRETATION & IMPLEMENTATION OF BY-LAWS

- 12.1 The Chief Executive Officer or his or her representative is responsible for the day to day implementation of the By-laws.
- 12.2 A member must accept the decision of the Chief Executive Officer, Duty Manager, Supervisor or staff member on the interpretation of these By-laws, and must comply with any direction.
- 12.3 Members and patrons may make a written submission to the Board of Directors.

13. RESPONSIBLE GAMING POLICY

- a) All persons who play gaming machines in the Club do so, subject to the Gaming Machine Play rules which shall be the terms and conditions of play.
- b) Members and Guests must use the Club's gaming facilities in accordance with the Club's Responsible Service of Gambling Policy as adopted and amended by the Board from time to time;
- c) The Board has adopted the "ClubSafe Responsible Service of Gambling Policies and Procedures Manual";
- d) The Club reserves the right to refuse any person, member, guest of a member, temporary member or honorary member the right to play gaming machines or to participate in any of the gambling activities in the Club.
- e) Members and guests acknowledge and accept that the Board has the power to exclude any member or other person from the Club's premises in accordance with the Club's Responsible Service of Gambling Policy.
- f) Any member, guest or other person may apply to be excluded from the Club's premises on the Application for Voluntary Exclusion Form provided on request from the Club.
- g) There will be some instances when the Club will be required to initiate a persons' exclusion from the Club's premises in order to protect the interests of an individual and those of the Club.
- h) Disclosure of the existence of a gambling problem by a patron to a staff member will constitute disclosure to the Club. The staff member will complete a Problem Gambling Notification Report and forward it to the Duty Manager. The Duty Manager will notify the Gaming Manager, who will then contact the consultancy for its advice.
- i) Members and visitors shall not be extended credit from the Club.

14. PROMOTIONS

- 14.1 Eligibility to participate in promotions vary depending upon the nature of the event.
- 14.2 Any interpretation and application of the rules and conditions of a promotion is up to the Duty Manager.
- 14.3 Staff and their immediate family are ineligible to participate in promotions where a prize may be won via a draw (i.e. where the outcome could be perceived as being influenced by club personnel). Directors are also excluded, however the immediate family of Directors who are Club members have the same rights as other socialising members.

15. MEDIA INCLUDING SOCIALMEDIA

- 15.1 A Member must not make false comments about the Club in any public forum. Members are entitled to complain, and to make reasonable comment about the Club, however knowingly false statements will be considered as conduct prejudicial to the interests of the Club.
- 15.2 For the purposes of paragraph (15.1) (but without limitation) a statement or representation is made to the public if it is made in any print or electronic media, in any form of social media, in a handbill or circular or by any sign or banner which can be seen or accessed by persons who are not members of the Club or by an oral or other audible publication which can be heard or accessed by persons who are not members of the Club.
- 15.3 Members who have any complaints or concerns regarding the Club are requested to bring them to the attention of the Club which depending on the circumstances may be a Duty Manager or the Chief Executive Officer.

16. GENERAL

- 16.1 Members and visitors will be granted time to vacate any area of the Club after the scheduled or announced closing time for that area however must comply with directions from Clubstaff.
- 16.2 A member representing the Club at an external function, event, trip or meeting must act so as not to bring discredit to the Club and is subject to applicable by-laws.
- 16.3 Members are expected to report any hazard, potential incident or threat which may cause damage to patrons or Club property.
- 16.4 In the event of an emergency, patrons must follow the instructions provided by Management regarding the quick and effective evacuation of the building.

17. DIRECTORELIGIBILITY

- 17.1 To be eligible to be appointed as a Director a person
 - a) must not be a director or member of the governing body or an employee of any other Registered Club.
 - b) must not have been determined or found not to be a fit and proper person to be a member of a governing body of a registered club by ILGA, OLGA, a court or other administrative body (which determination or finding has not been the subject of a successful appeal).
 - c) must not be a former director of the Company, PDRL or PNRL where a court, other administrative body or the Club has determined that the director has engaged in misconduct.

18. NOMINATIONS FOR ELECTION AS DIRECTOR

- 18.1 Nominations for election as a Director must be made in writing in the form prescribed by the Board from time to time (**Director Nomination Form**).
- 18.2 A candidate must include with their Director Nomination Form:
- a) a candidate statement outlining personal, business and Club involvement that may assist voting members, which must not:
 - i. exceed 150 words;
 - ii. reflect adversely on the prudential standing of the organisation;
 - iii. contain any matter or thing that is likely to mislead or deceive a member in relation to the casting of their vote;
 - iv. make any personal criticism of another candidate or Director; or
 - v. offer to act as an advocate for any section of the Membership;
 - b) a recent passport sized photograph of the candidate which is not more than 6 months old;
 - c) a signed statutory declaration in the form prescribed by the Board from time to time;
 - d) a National Police Check which is not more than 12 months old;
 - e) a bankruptcy check obtained through a search of the Insolvency Trustee Services Australia National Personal Insolvency Index which is not more than 12 months old;
 - f) a current copy of the candidate's CV; and
 - g) any other information or materials as specified in the then current Director Nomination Form, which are to be provided in the format requested in the Director Nomination Form.
- 18.3 Completed Director Nomination Forms must be delivered to the Secretary by 5pm on the closing date for the receipt of nomination as determined by the Board, which shall be at least [35 days] before the day on which the general meeting is scheduled to be held.
- 18.4 The Secretary will cause:
- 18.5 the posting of notification of nominations, and candidate statements and photographs, on the Club's notice board or screen at each of the Club's licensed premises on the day following the close of nominations;
- 18.6 a copy of the candidate statement and photograph of each candidate to be made available to each member entitled to vote on the election of the Board with the notice of annual general meeting or by such other manner as the Secretary considers fit prior to commencement of the ballot; and
- 18.7 the position on the notice board(s) or screen, and information provided to members under this By-Law 18.4, to be drawn by lot,
provided that the Secretary may refuse to publish any material which is incorrect, misleading, offensive, or publication of which would breach any law.
- 18.8 The returning officer (the Company Secretary or their duly appointed delegate), may determine if any member is eligible to be nominated for the Board or to vote in the Board election, and the returning officer's (the Company Secretary or their duly appointed delegate), decision is final.

19. ELECTIONEERING AND LOBBYING

- 19.1 The provisions of this Rule 19 shall apply to any resolution of the Club and to any election to any Board position, or any position on a committee of the Club or a sub-club.
- 19.2 Members and guests have the right to access and utilise the Club's facilities without being lobbied.

- 19.3 When on the Club's premises, persons must not approach patrons with a view to distributing material or to otherwise interrupt patrons in respect of to lobby or advocate for votes in favour of or against a particular resolution or an election candidate.
- 19.4 A member must not, and must not procure another person to, offer or provide any incentive, benefit, gift, or reward to any person, whether directly or indirectly, in order to encourage or secure votes in favour of or against any particular resolution or election candidate. Any attempt to influence voting behaviour through incentives is strictly prohibited and may be considered conduct unbecoming of a Member or conduct prejudicial to the interests of the Club.
- 19.5 A member must not, and must not procure another person to promote, display, or distribute any "how to vote", promotional or campaign material:
- a) on or within 50 metres of the Club's premises or any other premises or grounds owned or operated by the Club; or
- 19.6 No person shall wear any clothing or carry any object on or within 50 metres of the Club's premises (or any other premises or grounds owned or operated by the Club) that refers to the name of any election candidates, and that would reasonably be construed as advocating for or against any candidate.
- 19.7 Nothing in this By-Law prevents the posting of notifications of nominations and candidate profiles and photographs by the Secretary in accordance with the Constitution or distribution by the returning officer or the Secretary on the Club's premises (or any other premises or grounds owned or operated by the Club), including instructions as to how the ballot papers may be validly completed and cast.
- 19.8 If a member seeking nomination for any Board position breaches this By-Law, the returning officer (the Company Secretary or their duly appointed delegate), may void that member's nomination.
- 19.9 A Member must not and must not procure another person to make statements or engage in conduct that:
- i. is misleading or deceptive;
 - ii. a reasonable person would consider to be offensive, obscene or physically intimidating;
 - iii. a reasonable person would consider to constitute vilification,
- in relation to a particular resolution or election candidate, whether by public statement, written or electronic contact (including by social media), or public act (as that term applies in accordance with the *Anti-Discrimination Act 1977* (NSW)). Each member acknowledges that such conduct may constitute conduct unbecoming of a member or conduct which is prejudicial to the interests of the Club.
- 19.10 Persons who interrupt patrons of the Club using the facilities to lobby or distribute promotional or material to influence members voting may be asked to leave the Club's premises.

20. ELECTION PROCEDURE

- 20.1 A ballot for the election of Directors must be held as follows:
- 20.2 At least 21 days prior to the closing date of a ballot the returning officer (the Company Secretary or their duly appointed delegate), is to send ballot papers (in the form and with such content and in such manner as the Board may approve) to all Voting Members giving:
- 20.3 particulars of the proposed resolutions in relation to which the ballot is being conducted;
 - 20.4 an explanation of how to lodge a valid vote and the majority required to pass the vote; and
 - 20.5 notice of the closing date and closing time of the ballot.
- 20.6 The "closing date" of a ballot is to be at 5pm on the Friday immediately before the day on which the general meeting is scheduled to be held.
- 20.7 The position of candidates' names on the ballot will be drawn by lot by the returning officer (the Company

Secretary or their duly appointed delegate).

- 20.8 A member will only be permitted to vote if the returning officer, (the Company Secretary or their duly appointed delegate), determines that the member is eligible to do so under the Club's Constitution.
- 20.9 A member shall vote for at least 1 candidate, and not more candidates than the total number of positions on the Board up for election in that year, by:
- i. placing either a tick (✓) or a cross (X) in the box on the ballot paper.
 - ii. following any further instructions specified on the ballot paper, including but not limited to the requirement to sign the ballot paper in the space indicated, and how to return the ballot paper to the Club,
- and any vote which does not meet the requirements of this rule will be informal and will not be counted. The returning officer's (the Company Secretary or their duly appointed delegate), decision as to whether a vote has been validly cast is final.
- 20.10 After the close of the ballot, the returning officer will count all votes properly cast. Once the returning officer (the Company Secretary or their duly appointed delegate), has counted all votes properly cast, they must advise the Board of the matters specified in clause 8.4(b) of the Club's Constitution.
- 20.11 The returning officer (the Company Secretary or their duly appointed delegate), will declare the result of the ballot at the annual general meeting.
- 20.12 If insufficient nominations are received for the number required to be elected, then the Board may fill those positions which have not been filled with persons who shall, unless otherwise disqualified or vacating the position in accordance with the Constitution, hold office until the next succeeding general meeting.

These By-laws were made by a resolution of the Board on 26 June 2019.

Superseded and approved by the Board on 17 December 2020.

Superseded and approved by the Board on 5 January 2022.

Superseded and approved by the Board on 23 February 2023.

Superseded and approved by the Board on 18 November 2025.