

The Women's Club

BY-LAWS

ADOPTED (AS AMENDED) BY THE BOARD ON 30TH MAY 2022

BOARD OF DIRECTORS

1. The names of the members of the Board of Directors of The Women's Club (TWC) shall be prominently displayed within the Club premises.

MEETINGS

2. A notice of any motion which a member wishes to propose at a General Meeting must be sent in writing, together with the names of the proposer and seconder, to the Secretary, for posting at the Club at least two full calendar months before the date of the General Meeting.

NOTICE BOARD

3. The Secretary (or her delegate) is authorised to post notices on the Club noticeboard.
4. A member may not place any notice, image, advertisement or letter on the Club notice board without the prior permission of the Secretary, or her delegate, or the Board of Directors.

MEMBERSHIP & SUBSCRIPTIONS

5. A candidate for membership must be sponsored by three members, who must have a personal knowledge of the candidate. Nominations for ordinary members shall be posted at the Club and on the website for 30 days before approval, in order that any members objecting to the candidate may have an opportunity of making known their objections. All such objections must be stated clearly to the Board.
6. Members who intend to be absent from New South Wales for no fewer than six months of the year may retain their membership upon the same condition as country members. Country members are members who permanently reside outside postcodes 1000-2249 and 2745-2770.
7. The annual subscription, as determined by the Board from year to year, is payable by members either on or before 1 July each year, or, for members joining after 2020, on or before the anniversary of their joining date.
8. Members whose subscriptions remain unpaid at the expiration of 90 days after the due date shall be held to have resigned their membership.
9. Members whose membership has lapsed may be reinstated at the discretion of the Board.

10. No use shall be made of the Club by a newly approved member until her entrance fee and subscription have been paid. A new member is expected to make herself acquainted with the Constitution, By-laws and Code of Conduct of the Club.

11. The privileges of honorary and visiting membership may be granted by the Board of Directors as follows:

- a) The Board of Directors may confer honorary membership upon any woman of distinction.
- b) Honorary membership shall be for a period of one month, but the Board may extend the term in any particular case at its discretion.
- c) The Board may confer visiting membership on any person and on any terms as the Board thinks fit.
- d) Guests of honorary or visiting members using accommodation will pay charges at the affiliate rate.
- e) Honorary and visiting members do not have voting rights.
- f) Visiting members, for the purposes of this by-law are:
 - i) members visiting from Clubs recognised by the Board as being affiliated with TWC, and who have provided the Club with a letter of introduction from that Affiliated Club; and
 - ii) any other person upon whom the Board wishes to confer visiting membership.

12. The Board may admit to membership any member of staff or former member of staff who has provided the club with no less than 30 consecutive years of service and may waive any fees in relation to the membership of that member as the Board thinks fit.

CONDUCT WITHIN THE CLUB

13. Smoking is not permitted in any part of the Club premises at any time.

14. No member shall sell tickets or seek subscriptions to any charity or cause from members of the Club on the Club premises.

15. No member may use another member's address, telephone or email details for any purpose unless the contact is being made for purposes in connection with a Club event or circle, or the contact details are used with the recipient's express permission.

16. No circular with the Club address shall be sent soliciting subscriptions or donations from members unless authorised by the Board of Directors.

17. A member may not offer items for sale at the club without the express prior written permission of the Board.

18. Members must abide by The Women's Club Social Media Policy at all times.

19. Members must abide by The Women's Club Members Code of Conduct at all times.

20. Mobile telephones should be placed on silent in the public rooms of the Club. Members may not conduct telephone conversations in the public rooms of the Club unless they can do so without causing any disturbance whatsoever to other members, guests and staff. A disturbance is always caused when a phone is used in speaker mode. Telephone calls should be conducted in the telephone booth, in the foyer.

21. The use of mobile telephones and social media applications within the club should not compromise the enjoyment of the club by others.

COMPLAINTS and FEEDBACK

22. Any member who wishes to make a complaint regarding a fellow-member of the Club, or a guest, or to provide feedback on a matter concerning the club, shall put same in writing to the Board of Directors at board@thewomensclub.com.au

23. Any member who wishes to make a complaint about a member of TWC staff may do so orally to the CEO if the matter is immediate, or otherwise in writing to the CEO. In the event the CEO is unavailable the complaint may be made to a Director of TWC if the matter is immediate, or otherwise to board@thewomensclub.com.au

24. Members may not directly reprimand fellow members, guests or staff.

STAFF

25. No member or guest may give direction to a member of the Club staff, or to a contractor, regarding the performance of their duties or otherwise, unless expressly asked to do so by the CEO.

26. Members may not bully, harass or intimidate Club staff.

27. Any complaint about Club staff shall be made in accordance with By Law 22.

GUESTS

28. Members may introduce other women, men and children as guests to the Club. Guests must be met in the foyer and members must sign their guests in by entering the guest's name in the sign-in book, which is kept in the foyer.

29. Children are admitted only under adult supervision. The member of whom the child is a guest is wholly responsible for the conduct, behaviour, safety and security of the child.

CIRCLES

30. The permission of the Board of Directors must be obtained before any committee or circle can be formed within the Club. In applying for such permission the draft terms of reference of the proposed committee must be submitted to the Board for its approval.

31. The committee of each circle shall be responsible for meeting its financial obligations.

32. Any proposed alteration to the rules of a circle must be approved by the Board of Directors before becoming effective.

CLUB PROPERTY

33. A member may not remove any property belonging to the Club, other than library books, which must be entered appropriately in the borrowers' register.

34. A member who does not return a borrowed library book is liable for the cost of purchasing a replacement book, plus a \$50 administration fee, and this charge will be added to the member's account.

35. Gifts and bequests of books are accepted at the discretion of the Board or the Librarian. Books accepted under this By Law may be disposed of at a later date at the discretion of the Board or the Librarian.

36. The Board may, in its absolute discretion, accept or reject any gift offered or bequeathed to the club.

37. All gifts to the Club that are accepted become the property of the Club.

38. Members breaking or damaging any property of the club will be required to pay for the repair or replacement of that property, plus a \$50 administration fee, and this charge will be added to the member's account.

MISCELLANEOUS

39. Members consuming their own wine, either in the dining room at lunch or dinner service, or during a scheduled Club event, shall incur a corkage charge of \$15 per bottle.

40. The Board appoints a Librarian to manage the club's Library for a term at the Board's discretion.

41. The Board shall have the right to refuse residence in the Club to any member requiring attention other than ordinary attention.

42. The Board of Directors as a body shall have power to use the Club rooms for meetings, training sessions, instruction sessions or other gatherings and may let rooms to a member for these and other purposes.