

**CALOUNDRA RSL SUB BRANCH INCORPORATED
BY-LAWS**

1. ENTRY TO THE LOUNGE

- 1.01 All Members and guests must adhere to the licence requirement to conform to all aspects of the **CALM** "Patron Code of Conduct", (a copy is displayed at the main entrance). Members are required to show Sub Branch staff their membership card if requested.
- 1.02 Members' guests must arrange for the member to meet them in the Club and not just turn up at the door and knock to gain entry. The Member is to sign the guest in by using legible printing to identify the guest and including your Sub Branch number alongside your signature. The guest must leave the lounge area when the Member leaves. Members spouse/partner and financial members of the Women's Auxiliary are not "Guests" and are not required to sign in.
- 1.03 All visitors will be required to comply with the rules as set down by the Committee of the day.
- 1.04 The members' card may also be used by the spouse/partner of a member if they are leaving the Sub Branch to regain entry in the lounge.
- 1.05 Under no other circumstances is the card to be given or loaned to another person.
- 1.06 Children are also permitted into the lounge area. At no time is a child permitted to approach the bar.
- 1.07 Bad and offensive language will not be tolerated at any time.

2. SMOKING

- 2.01 Smoking is only permitted in the Designated Outside Smoking Area.

3. FOOD

- 3.01 Food purchased from within the club may be consumed within the Sub Branch.

4. DRINK SERVICE

- 4.01 The lounge is treated as a strictly stand alone operation and once the members are verified as a Sub Branch member or authorized guest no card needs to be produced and all occupants of the lounge will receive drinks at the reduced/concessional Sub Branch prices.
- 4.02 Members may not stand at the bar in front of the "No standing service area only" sign after being served.

5. IN HOUSE MUSIC AND SOUND

- 5.01 Sound may be permitted but only at a level so as not to inconvenience other members and guests.

6. RECIPROCAL RIGHTS

- 6.01 Reciprocal Sub Branch members or current serving personnel with appropriate ID may be allowed to use the facility.

7. SERVICE AND STAFF

- 7.01 Table service may only be provided at the discretion of the staff during the very quiet periods so long as it does not result in other members being made to wait for service.
- 7.02 No member has any rights to give direction to any employee in the operation of their duties.
- 7.03 If a member is not happy with the service there are formats and procedures in place for them to speak with the President of the Sub Branch.

8. TRADING HOURS

- 8.01 Trading hours will be set by the Sub Branch Committee of the day and displayed.
- 8.02 Outside of the displayed hours and in consultation with Management and the Sub Branch President or Committee Member present, closing time will be determined by having 6 or less patrons using the bar.

9. PROMOTIONS

- 9.01 Bar promotions may be implemented from time to time at the discretion of the Committee.

10. SUB BRANCH MEMBERS DRAW

- 10.1 The Sub Branch members draw will be held on Friday evenings at 1730hrs. Prizes for the draw will be \$100 for the first draw and \$30 for the numbers each side of the first draw. All prizes will be paid by club cash card. The member must be present for the draw.

11. STRICT DRESS REGULATIONS

- 11.1 Entrance into the Sub Branch Lounge will require all persons to be well presented at all times and to be dressed appropriately as per the regulations set by the Caloundra RSL Services Club and displayed in the Club Foyer.
- 11.2 If it is deemed that a member or guest is dressed inappropriately then they will be asked to leave.

12. FACILITIES

- 12.1 The use of facilities provided within the lounge from time to time will be for the exclusive use of the Sub Branch members.
- 12.2 There will be times when the Sub Branch lounge will be closed to ALL persons other than Sub Branch members.

13. SUB BRANCH COMPLIANCE

- 13.1 Whilst in the Sub Branch, all financial members of the Sub Branch are also financial members of the Caloundra RSL Services Club and therefore must comply with the code of conduct, rules and by-laws of the Caloundra RSL Services Club.

14. OUT OF POCKET EXPENSES

- 14.1 All Sub Branch Committee members:
 - (a) entitled to claim reimbursement for mileage to/from Sub Branch if going in to undertake Sub Branch activities (must complete log book not just Activity Book)
(Rate of 50 cents per klm (District rate)); and
 - (b) there is no entitlement to claim for meals even when a Committee member is there for an extended period which may include over a meal period. Non-alcoholic beverages may be purchased for themselves or their clients. Sub Branch Committee members will be issued with an 'Expense Card' with an acquittal process being undertaken by the Sub Branch Treasurer at the end of each month.

- 14.2 All Pension Advocates:
 - (a) entitled to claim reimbursement for mileage to/from Sub Branch if going in to undertake Pension Advocate activities (must complete log book not just Activity Book) (Rate of 50 cents per klm (District rate)); and
 - (b) there is no entitlement to claim for meals even when a Pension Advocate is there for an extended period which may include over a meal period. Pension Advocates are entitled to purchase Non-alcoholic beverages for themselves or their clients. Pension Advocates may purchase meals for their clients if the need exists. Pension Advocates will be issues with an 'Expense Card' with an acquittal process being undertaken by the Sub Branch Treasurer at end of each month.

- 14.3 Welfare Support Officers:
 - (a) entitled to claim reimbursement for mileage to/from Sub Branch if going in to undertake Welfare Support activities (eg: making phone calls or undertaking home/hospital/nursing home visits using the KIA Welfare vehicle) (must complete log book not just Activity Book) (Rate of 50 cents per klm (District Rate)); and

- (b) there is no entitlement to claim for meals/drinks even when there for an extended period which may include over a meal period (See below re: Provision of Non-alcoholic beverages to volunteers).

14.4 Military Display Volunteers:

- (a) entitled to claim for reimbursement for mileage to/from Sub Branch if going in to undertake Military Display duties (must complete log book not just Activity Book) (Rate of 50 cents per klm (District Rate)); and
- (b) there is no entitlement to claim for meals/drinks even when there for an extended period which may include over a meal period (See below re: Provision of Non-alcoholic beverages to volunteers).

14.5 Provision of Non-alcoholic beverages to volunteers:

- (a) committee members may provide Non-alcoholic beverages to their volunteer workers; and
- (b) committee members will be issued with an 'Expense Card' with an acquittal process being undertaken by Sub Branch Treasurer at end of each month.