**Logo, company name

Description automatically generated**

**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 their Sub Branch number alongside their signature. The guest must leave the lounge area when the member leaves. Members’ spouse/partners 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 Board of the day.

1.04 Under no other circumstances is the card to be given or lent to another person.

1.05 Children are also permitted into the lounge area. At no time is a child permitted to approach the bar.

1.06 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.

**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 Board of the day and displayed.

8.02 Outside of the displayed hours and in consultation with Management and the Sub Branch President or Board 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 Board.

**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. If $100 winner is not present or the number is vacant, the $30 for the numbers each side will still be awarded, however the $100 will be drawn again.

**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 In addition to the Services Club regulations it is not appropriate to wear thongs or crocs as footwear, unless a medical certificate can be produced.

11.3 Short or excessively short shorts are also not permitted.

11.4 Hats are not permitted to be worn unless proof of medical reasons or religious convictions, or for a social function requiring headwear (eg Christmas, Melbourne Cup etc).

11.5 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 Board members:

(a) entitled to claim reimbursement for mileage to/from Sub Branch if going in to undertake Sub Branch activities (must complete claim for mileage allowance form not just Activity Book) (Rate of 50 cents per klm); and

(b) there is no entitlement to claim for meals even when a Board 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 Board 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 Compensation and Wellness Advocates:

(a) entitled to claim reimbursement for mileage to/from Sub Branch if going in to undertake Compensation or Wellness Advocacy activities (must complete claim for mileage allowance form not just Activity Book) (Rate of 50 cents per klm); and

(b) there is no entitlement to claim for meals even when a Compensation or Wellness Advocacy is there for an extended period which may include over a meal period. Compensation and Wellness Advocates are entitled to purchase Non-alcoholic beverages for themselves or their clients. Compensation and Wellness Advocates may purchase meals for their clients if the need exists. Compensation and Wellness Advocates will be issued with an ‘Expense Card’ with an acquittal process being undertaken by the Sub Branch Treasurer at end of each month.

14.3 Wellness Support Officers:

(a) entitled to claim reimbursement for mileage to/from Sub Branch if going in to undertake Wellness Support activities (eg: making phone calls or undertaking home/hospital/nursing home visits) (must complete claim for mileage allowance form not just Activity Book) (Rate of 50 cents per klm); 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 claim for mileage allowance form not just Activity Book) (Rate of 50 cents per klm); 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) board members may provide Non-alcoholic beverages to their volunteer workers; and

(b) board members will be issued with an ‘Expense Card’ with an acquittal process being undertaken by Sub Branch Treasurer at end of each month.

By-Laws adopted 8th February 2023