

**RULES & BYE-LAWS  
FOR THE GOVERNMENT  
OF  
THE MALTA UNION CLUB**

**Last Updated : Rules – AGM 24<sup>th</sup> March 2023**

**Bye Laws - 15 November 2022 and 7<sup>th</sup> March 2023**

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## HISTORY

**The Malta Union Club** was founded in 1826 by certain officers and civilians who leased the top floor, less the ballroom, of the Auberge de Provence in Strada Reale, now Republic Street, Valletta. Membership was restricted to eighty resident Members plus a number of Honorary Members. A resident Member paid an entrance fee of £4 and a quarterly subscription of £1. Among the list of Honorary Members of that period one finds the names of Sir Walter Scott and Benjamin Disraeli.

In 1846 the number of full Members was increased to one hundred and fifty. The crowded environment of the Auberge de Provence led to the opening of a country branch at Msida, near "Casolani's Fishponds", wherever they might have been. It was not until 1851 that the Club acquired the first floor of the Auberge and in 1862 the ground floor so that by 1871 it was possible to increase the Membership to three hundred. On the 1st January 1903 the whole of the Auberge de Provence was taken over on a 99-year lease.

The branch in Msida was given up in 1874 and a branch in Sliema at 19, Ghar-il-Lembi Street, was opened. In 1889, we find the Sliema branch moving to Ghar-id-Dud, a much better site overlooking the Parade ground where a military band played once a week.

Ladies were not allowed into the Club until 1907, when a Ladies Room was sanctioned, though a separate side entrance was provided for ladies so that their room "would be quite cut off and would not in any way interfere with the comfort and privacy of members". Three years later, however, through the influence of H.R.H. the Duchess of Connaught, a ladies entrance was opened at the front of the Club.

The present Club site was taken over in 1919 by the purchase of the unexpired lease, running to the year 2000, from Miss Hughes-Hallet for £2,500 and the new Sliema Branch Club House was opened on 14th July, 1923 with a special dinner and dance. On 31st July 1955, the lease held on the Auberge de Provence in Valletta was surrendered to the Malta Government at its request for £20,400 and the Club was transferred to its Sliema Branch.

In 1931, the Club took over what was the united Services Ladies' Bathing Club at Qui-si-Sana. This then became the Ladies Bathing Club Section of the Union Club. A bye-law provided that a lady might invite a gentleman to bathe there. The problem of changing rooms for men was solved by the Marsa Club, which, having changing rooms and a beach for "Men Only" in the vicinity, offered its amenities for use by Malta Union Club Members, guests of the ladies next door. Thus started the long association still existing between the Malta Union Club and the Marsa Sports Club at the Tigne Bathing Beach, as it is known today.

At the Club's Annual General Meeting held on the 26th March 1992 the members approved an amendment to the Club's Rules whereby ladies, previously classified as 'subscribers', were given the right to become full members.

# **RULES OF THE MALTA UNION CLUB**

## **RULE I**

### **Object of Club.**

1. The Malta Union Club offers social and sporting activities for its Members.
2. The Committee of Management may, at any time, limit the total number of members or temporary members.
3. Gentlemen and Ladies, applying to become full members, must be 18 years of age or over and either be :
  - (a) *Bona fide* residents of Malta and non-residents who can establish their suitability as members of the Club

### **OR**

- (b) Members of the Diplomatic Corps.

## **RULE II**

### **Membership.**

1. (a) Persons desirous of joining the Club must apply on the appropriate form.  
  
(b) The Committee of Management may at its discretion and upon such terms as it may decide, invite and accept group membership provided the group is composed of at least ten (10) persons who are sponsored or share an activity in common. In such cases the relative entrance fee may be reduced or waived at the discretion of the Committee of Management.
2. Except where the Committee of Management is in doubt of a candidate's suitability, the name of the candidate will be posted on the notice board for at least seven (7) clear days prior to the election.
3. A book shall be kept in the Secretary's office for the registration of the names of the elected candidates.
4. (a) The acceptance of members into the club will be decided by the Committee of Management after an introductory meeting.  
  
(b) If a candidate or in the case of a couple (vide Rule XX), one of the Spouses, is unable to attend the introductory meeting with the Committee of Management, due to valid reasons, membership will be deferred. If applicant is unable to keep the second appointment, the applicant will be reconsidered and may be accepted provided that the applicant is known to at least 50% + one of the members of the

Committee of Management.

5. Any candidate who, within one calendar month from the date of election, fails to take up his membership due to non-payment of the entrance and subscription fees, will have his name removed from the list of elected members. If after the expiry of one calendar month, he still wishes to join the Club, he is to submit a fresh application.
6. A candidate excluded at an election may not re-apply until after the expiration of three years. Such a candidate may not in the meantime be admitted to the Club as a Guest.
7. A Member who has been requested to resign his membership or expelled will not be admitted within the precincts of the Club (Rule XVII Para 1 refers).
8. **Malta Resident Members Overseas**
  - (a) Members who live away from Malta for 12 months or more are to inform the Secretary in writing and he will enter their names in the appropriate Register. Normal subscription will not be charged during their absence.
  - (b) Members on this Register will pay a reduced subscription as specified in Appendix A para 2 (e).
9. **Overseas Members**

Persons resident abroad who wish to apply for membership must be proposed by a full member of the Club. After their provisional approval by the Committee of Management, members will pay the entrance fee specified in Appendix A. On subsequent visits to Malta, Overseas Members will be charged the fee applicable to temporary members as per Appendix A para 2 (e). On their first visit to Malta, Overseas Members must introduce themselves to the Club Secretary. If the Overseas Member's application is not endorsed by the Committee of Management, the entrance fee will be refunded.
10. **Life Membership**

Life Membership is not available.
11. **Temporary Membership**

A gentleman or lady desirous of making use of the Club may be proposed for temporary membership by two members (only one in the case of a relative as defined in Appendix A), one of whom will personally introduce the applicant to the Secretary. The Secretary is empowered to approve temporary membership for a period not exceeding one month. The Committee of Management may admit temporary membership for periods not exceeding six (6) months.
12. Temporary membership will not take effect until the first month's subscription has been paid or if membership is for a period of less than one month, the subscription due has been paid in full.
13. Temporary membership may be terminated at any time at the discretion of the Committee of Management without any reason being given.
14. A temporary member desiring to become a full member must be proposed, seconded and elected in accordance with these Rules.
15. Temporary members will not attend meetings and may not vote, propose or second candidates for election.
16. The spouse/children of a temporary member will be entitled to use the Club provided their names are registered with the Secretary.

17. **Resignation of Membership**

Irrespective of other provisions specified in these Rules, members wishing to resign from the Club will signify their intention in writing by recorded delivery addressed to the Secretary. Members failing to comply with this Rule are liable to pay any subsequent dues. Reference is made to Rule III, para 2 (d).

**RULE III**  
**Members Resident in Malta**

**1. Entrance Fees.**

- (a) Members shall pay the applicable entrance fee at once together with the subscription laid down in Appendix "A". If under 21 years of age no entrance fee is payable but see Clause 5 of this Rule. The Entrance Fee can be reduced/waived for Group Membership as agreed by the Committee of Management.
- (b) New members will not attend the Club except as guests until they have paid their entrance and subscription fees.
- (c) The entrance fee is not refundable.

**2. Subscriptions.**

- (a) Subscriptions are payable annually or half-yearly in advance and will be as shown in Appendix "A" until altered as provided by para 2 (h) of this Rule.
- (b) Subscriptions are to reach the Secretary's office by not later than 31st January and 31st July for those paying half-yearly subscriptions and 15<sup>th</sup> February for those paying annually.
- (c) Should any subscription including any other dues remain unsettled at the end of the half-year to which they refer or payments mentioned in these Rules remain unsettled beyond the time allowed for settlement, the Member concerned shall be reported to the Committee of Management which may post his name on the Club notice board as a defaulter or, if the Committee of Management so decides, suspend or remove such member from membership of the Club until the account is settled.
- (d) Members who fail to pay their annual subscription for a period of fourteen (14) months from the date it falls due shall be deemed to have resigned their membership in the Club.
- (e) Members between the ages of 18 and 21 years not in full employment or are still bona fide students will (up to the age of 25 years) pay a reduced subscription of 50% of the fee for Members quoted in Appendix "A".
- (f) Temporary Members for whom provision is made under Rule II paras 14-19 shall pay subscriptions as shown in Appendix "A".
- (g) Persons ceasing to be members of the Club by resignation or otherwise will not be entitled to any pro rata refund of subscriptions or entrance fees. Should they wish to re-join they must be re-proposed, seconded and approved by the Committee of Management. Such persons will not be requested to pay an entrance fee provided

that they have settled all arrears and apply for re-election within twelve (12) months from the date of their resignation.

- (h) Entrance fees and subscriptions for all Members may be changed at the Annual General Meeting or at an Extraordinary General Meeting. However, the Committee of Management may unilaterally increase subscriptions by not more than 5 per cent (5%) without convening a General Meeting.

## **RULE IV**

### **Honorary Membership**

- (a) Honorary membership will be extended to :
- The President of the Republic  
The Prime Minister  
The Metropolitan Archbishop  
The Leader of the Opposition  
Heads of Diplomatic Missions accredited to Malta  
Any other person at the discretion of the Committee of Management
- (b) The spouse / children of Honorary Members will be entitled to use the Club provided their names are registered with the Secretary.
- (c) Honorary Members will be considered as fully paid up members. Honorary Members are not eligible to serve on the Club Committee or any sub-committee for the period during which they are Honorary Members. They shall be re-eligible to serve however, in the year following which they cease for whatever reason to be Honorary Members and become fully paid up members.
- (d) The Secretary will keep a list of all Honorary Members.

## **RULE V**

### **Arrangements with Clubs Overseas**

- (a) The Committee of Management may enter into arrangements for reciprocal honorary membership with clubs overseas.
- (b) Reciprocal arrangements with other Clubs are set out in Appendix A, para 2 (f).

## **RULE VI**

### **Club Visitors**

1. Members may invite visitors and are to ensure their suitability to attend the Club.
2. The names of the visitors, together with that of the Member introducing them, must be inserted in the book kept for the purpose.
3. With the exception of visitors proceeding directly to the Bar / Cafeteria / Restaurant area and who are expected to exit directly afterwards in accordance with catering arrangements that may be in place from time to time (see clause 7 below), non-members are permitted to enter the Club premises solely if accompanied by and as the guests of paid-up members for a maximum of three (3) times in a year and this for the purpose of

- acquainting themselves with the Club and its facilities with a view to potentially applying for membership. The Committee of Management may, at its discretion, waive the application of this Rule.
4. Visitors are not permitted to park in the Club car park unless authorised for a specific reason by the Committee of Management or the Secretary
  5. No Member may invite as a visitor a person who has been suspended, expelled or asked to tender his resignation from the Malta Union Club.
  6. The Committee of Management, Secretary or a member may object to a non-member visiting the Club as a guest of an association or organisation holding a function at the Club. In such instances a Committee of Management member or the Secretary may ask the organiser to request the person/s to leave the premises.
  7. The Committee of Management and Secretary are authorised to allow non-members to use the Club's Bar/Cafeteria/Restaurant. The caterer is required to inform the Secretary about any organised event which will allow entrance to non-members in order that this event does not clash with Club functions. The price for food/drinks for non-members will differ from those offered to Club members and their guests. Visitors to the Club's catering are strictly limited to the second floor.

## **RULE VII**

### **1. Committee of Management**

- (a) The Committee of Management will be composed of not more than nine (9) and not less than six (6) members. Any full member of the Club with over one year's fully paid up membership as at the date of the Annual General Meeting will be eligible for election to the Committee of Management.
- (b) The Committee of Management will retire at the end of their term after transacting the ordinary business of the Annual General Meeting.
- (c) Elected members of the Committee of Management will serve for a continuous term of two (2) years. In exceptional circumstances where the AGM and possibly also new elections, cannot be held for reasons beyond the control of the Committee of Management (such as a pandemic or other situation where the members cannot attend or the Club is forcibly closed), (i) the current Committee of Management will continue to hold office until such time as it is feasible to call an AGM; (ii) the same COM, with full powers, will elect an *ad interim* Chairman and an *ad interim* Vice Chairman from amongst its members as per Rule VIII, clause 2; such appointments will remain in force until the AGM when a new Committee will take office.  
Since elected members of the COM will serve for a continuous two (2) years, the post of Chairman, vice Chairman and *ad interim* Chairman, as well as the allocated duties within COM, will be confirmed or otherwise annually.
- (d) A Committee of Management member is prohibited from receiving any gifts or commissions from suppliers and /or contractors.
- (e) All sub-committees and members thereof are also subject to (d) above.

### **2. Election of the Committee of Management**

- (a) Voting to elect a Committee of Management is to take place on any three (3) days of six (6) hours each inclusive of the day of the Annual General Meeting itself, times to be decided by the Electoral Commission; provided that voting closes fifteen (15) minutes after adjournment of the Annual General Meeting.
- (b) Votes will be counted by four or more tellers selected by the Electoral Commission from amongst those present at the Annual General Meeting.



Counting will begin immediately voting ends on the day of the Annual General Meeting. In the event an election is required to fill a vacant seat on the Committee of Management at any time during the year, counting will begin immediately after the end of the poll. In the event of a tie for the last seat on the Committee of Management, the rule as per clauses (d), (e) and (f) below will apply.

- (c) Twelve (12) clear days before voting is due to begin, the Secretary will post on the Club notice board on every floor the names of retiring members of the Committee of Management who have offered themselves for re-election as well as the names of other members duly proposed and seconded to contest the election.
- (d) Vacancies occurring during the Committee of Management's term of office shall be filled by candidates according to the result of the election. In the event of a tie an election shall be held as provided for by this Rule.
- (e) In the event that no member is eligible to fill a vacancy, an election will be called in conformity with the Rules applicable for the election of a whole committee. Twelve (12) clear days before the date of the election the Secretary will post on the Club notice boards on every floor the names of duly proposed and seconded candidates.
- (f) If the number of vacancies exceeds four (4), an election will be held as though for a full committee.

### **3. Voting Rules**

The following Rules will apply :

- (a) Members will vote in secret
- (b) Only fully paid up members of the Club are eligible to vote. Voting by proxy or postal vote will not be allowed.
- (c) Voting papers may only be given to members upon presentation of their membership card. All membership cards will be held solely by the Electoral Commission until voting has finished and the final result has been announced. The Electoral Commission will return all membership cards to the Secretary who must return them to each member. Membership cards may not be viewed, listed or scrutinised by any Committee of Management or other member at any time during this period.
- (d) Members may vote for each of any nine (9) candidates or less if so desired.
- (e) The election to fill vacancies will be held simultaneously.
- (f) Canvassing is strictly prohibited in all elections held at The Malta Union Club.

### **4. Meetings and Quorum**

- (a) The Committee of Management will meet at least once a month. Five (5) members shall form a quorum.
- (b) Members of the Committee of Management must declare their involvement in any matter in which they have a personal/financial interest in a company or firm involved in any issue connected with The Malta Union Club.

### **5. Boards and Commissions**

- (a) Commissions and Boards will be appointed by the Committee of Management for two (2) years (vide relevant ByeLaws).
- (b) Other committees and boards not covered by the ByeLaws will be appointed as required.

### **6. Bye-Laws**

The Committee of Management may make any ByeLaws considered necessary. ByeLaws will come into force from the date they are published on the notice boards. Those proposed for Tigne Bathing Beach Committee have to be ratified by the Joint Beach Committee before implementation.

## **7. Secretary**

- (a) The Committee of Management is authorised to appoint or remove a paid Secretary.
- (b) The salary and other benefits to be paid to the Secretary will be at the discretion of the Committee of Management.
- (c) Duties of the Secretary :

The Secretary will be responsible :

- (i) To the Committee of Management and to also act as Secretary to the Committee of Management.
  - (ii) For the day to day running of the Club and the coordination of the work of the various departments and amenities.
  - (iii) To prepare and present the monthly administrative report together with monthly management accounts as prepared by the Club's accountant by the 10<sup>th</sup> day of each month. The Secretary and the accountant are to submit any other reports as and when required by the Committee of Management.
  - (iv) To obtain Committee of Management approval for any expenditure exceeding Six Hundred Euro (€600-) and submit ideally at least three (3) quotations from known reputable firms together with applications for the purchase of Club requirements.
  - (v) For the administration and discipline of the Club's work force. He may take disciplinary measures against any Club employee but in the event of termination of employment must obtain Committee of Management approval. The Committee of Management is to be kept informed of all disciplinary measures concerning Club employees and be guided by the Club's Collective Agreement.
  - (vi) In the event of a change over in the allotment of duties to various Directors and Convenors, the Secretary must ensure a smooth transmission of information from one Director / Convenor to another. This is to ensure the continued smooth and efficient working of the Club.
- (d) In the event of there being no Secretary, the Committee of Management will appoint from among their number an honorary secretary to act under their direction.
  - (e) The Committee of Management may delegate the Secretary or one of its members to represent the Club in all cases of litigation.
  - (f) The Chairman, Vice-Chairman and Secretary will be the appointed signatories to contracts and notarial deeds which have been approved by the Committee of Management, provided that the intention of Rule XIII para 1 (a) is not breached. Any two (2) of the above signatories acting jointly may sign.
  - (g) The Secretary or his representative will attend all meetings of the Committee of Management and other meetings as may be required.

## **RULE VIII**

### **Composition of Committee.**

1. The Committee will be composed as follows :
  - (a) Chairman
  - (b) Vice-Chairman
  - (c) Members of the Committee of Management are to be appointed to represent the under mentioned departments. The said Member will be responsible to advise and help the Secretary on the policy as laid down by the Committee of Management for the department he has been appointed to supervise and together with the Secretary, is to plan and advise the Committee of Management on future requirements for the improvement of that particular department especially in the preparation and drawing up of the department financial budget.
  - (d) All members of the Committee of Management are expected to attend a minimum of 75% of convened Committee of Management meetings unless validly and exceptionally excused and accepted by the COM.

### **Departments :**

- (i) Finance
  - (ii) Membership, Rules and Bye-Laws
  - (iii) House (Activities)
  - (iv) Staff
  - (v) Editorial Board (editor from amongst COM and two (2) members who may be co-opted from outside the COM)
  - (vi) Premises and Maintenance
  - (vii) Marketing & Promotion
  - (viii) Website and Information Technology
  - (ix) Tigne Bathing Beach
- (e) The Committee of Management may at it's discretion appoint any sub-committee consisting of not more than three (3) fully paid up members to assist it in its work for the duration the Committee of Management deems fit.
  - (f) Each amenity will have an appointed member of the Committee of Management as its Convenor. The Convenor and sub-committee are responsible and answerable to the Committee of Management and are to be guided by ByeLaw 1.

### **Election of Chairman and Vice-Chairman**

2. (a) Elected COM members are to make themselves available for the first COM meeting which is to be held by not later than one week after the AGM.
  - (b) The Secretary will chair the meeting until such time as the Chairman is elected. On declaring the meeting open, the Secretary will call for nominations for Chairman. Once the nominations have been received and announced, a secret ballot will take place.
  - (c) The Secretary will count the votes and announce the member obtaining 50% plus one as Chairman. In the event of a tie or the voting does not produce a desired result on the first count, a second vote will be taken. If the result is still not conclusive, a third vote will be taken and the candidate obtaining the majority of votes will be declared Chairman.

- (d) **(i)** Once the Chairman has been elected he/she will take the Chair and preside over the meeting. The Chairman will call for nominations for Vice-Chairman. The procedure to be followed will be as in 2 (c) above.  
  
**(ii)** Similarly, a COM member will be elected to substitute the Chairman and Vice-Chairman in case of the unexpected absence of both at any one given time; he will remain in office until either the Chairman or Vice Chairman resumes duty.
- (e) In the event of the Chairman resigning, the Vice-Chairman will preside at the meeting for the election of a new Chairman. However the Vice-Chairman may elect not to preside at the meeting and will then hand over to the Secretary who will chair the meeting until a new Chairman is elected.
- (f) Should the full Committee resign prior to the Annual General Meeting, the Chairman and Vice-Chairman will remain in office in a caretaker capacity until elections are held.

### **Responsibilities of the Committee of Management**

- 3. In the absence of the Chairman, the Vice-Chairman will conduct Committee of Management meetings. In the absence of both, the Acting Chairmanship will be taken over by that COM member who is elected by the COM at it's first meeting following the Club's AGM as per 2 (f) above.
- 4.
  - (a) The Committee of Management shall be responsible for the general policy and direction of the Club as laid down in the Rules and the minutes of committee meetings. Decisions will be taken by majority vote. The Chairman shall not have a casting vote.
  - (b) Among other matters the Committee shall ensure that there is an inventory of all moveable property of the Club and that this inventory is kept up to date by the Secretary with physical inspections being held annually by the House and Maintenance Committee. Any deficiencies are to be reported to the Committee of Management. The auditors shall at all times have access to all relevant records.
- 5.
  - (a) The Finance Committee will advise the Committee of Management on all financial matters.
  - (b) The Club's accountant will maintain and keep an up to date register of the Club's fixed assets.
- 6. The Finance Committee will have full access to the Club's financial records without prejudice to the right of any other member of the Committee of Management to examine and if need be make representations regarding such records and the subject matter thereof.
- 7.
  - (a) Financial records of the Club will be examined by the Finance Committee who, from time to time, will report to the Committee of Management the financial position of the Club.
  - (b) The Finance Committee will ensure that financial statements are drawn up consisting of an Income and Expenditure Statement and a Statement of the Financial Position and other Financial Statements and reports as at 31<sup>st</sup> December of each year. A draft copy of the Audited Financial Statements and reports are to be presented to the Committee of Management for its approval by the 21<sup>st</sup> February of each year.
- 8. The Tigne Bathing Beach Committee representatives will be responsible for :

- (a) The Management of Tigne Beach together with the Marsa Sports Club representatives.
- (b) Budgeting expenditure each year for the approval of the Committee of Management.

## **RULE IX**

### **Drinks / Food**

- 1. (a) Members may not introduce any beverages or food into the Club without the prior permission of the Committee of Management.
- (c) Members will ensure that all payments are made against the issue of a fiscal receipt according to law

### **Tipping**

- 2. (a) Gratuity payments to members of the Club's staff will be made through the official Staff Fund Book, which is open throughout the year.
- (b) Tips to contracted caterer's staff are allowed.

### **Complaints**

- 3. (a) Employees of the Club may be reprimanded only by the Secretary or, in his absence, by members of the Committee of Management who will subsequently advise the Secretary.
- (b) Any complaint concerning any matter must be made in writing to the Secretary. The members of the Committee of Management may, at their discretion, accept verbal complaints which will be brought to the attention of the Committee of Management.

### **Suggestions**

- 4. Suggestions concerning the Club may be made in writing to any member of the Committee of Management or to the Secretary or in the Suggestions Book located in the reception area. Members of the Committee of Management may, at their discretion, also accept verbal suggestions.

### **Card Games and Board Games**

- 5. Card Games and Board Games should preferably be played in the rooms designated for this purpose. At the Secretary's discretion or a member of the Committee of Management, other areas may also be used.
- 6. No games of hazard will be played at the Club.

## **RULE X.**

### **Opening Hours.**

- 1. The Club will be open daily for the use of Members between 8.30 am and 11pm except on Sundays and Public Holidays when it closes at 9.30 p.m. On special occasions the Club will close at 1.30 a.m., which may be extended to 2 a.m. at the Secretary's discretion. After closing time no Member is permitted to enter or remain in the Club or its precincts for any reason whatsoever. The above times may be changed when so authorised by the Committee of Management.

2. The Club does not accept any liability for the loss, damage or safety of property belonging to members or their guests, within the confines of the Club premises or grounds.
3. The Club will be closed on Good Friday, Christmas Day and on such other days as the Committee of Management may decide, subject to reasonable notice being given.

## **RULE XI**

### **Annual General Meeting.**

1. The Annual General Meeting of the Members of the Club will be held between the 14th and 31st March of each year at a time and date to be fixed by the Committee of Management for the purpose of: -
  - (a) Reading and Passing of Minutes of Previous Meeting.
  - (b) Receiving the Chairman's Report.
  - (c) Approving the Audited Financial Statements and Reports of the Club for the previous financial year.
  - (d) Appointing Auditors for the ensuing year.
  - (e) Discussing any proposals, which may require the decision of a General Meeting and of which due notice had been given, as hereinafter provided (see para 6 below).
  - (f) Any other matter.
  - (g) Receiving the resignation of the Committee of Management if applicable.
  - (h) Electing a new Committee of Management if applicable.
  - (i) Appointing Tellers for the forthcoming election if applicable.
2. Notice of the date fixed for the Annual General Meeting will be exhibited on the Club Notice Board fifteen (15) clear days prior to the holding of the Annual General Meeting and may also be advertised in the local press.

### **Quorum**

3. To constitute a quorum at an Annual General Meeting there must be at least thirty (30) members present. Provided that if the requisite number of members is not present fifteen (15) minutes after the time fixed for the meeting, the meeting shall be transacted irrespective of the number of members present and every decision arrived at shall be binding on all members of the Club as though a full quorum of members had been present and voted at the meeting.

### **Chairman.**

4. At the Annual General Meeting the Chair will be taken by the Chairman of the Committee of Management or in his absence by the Vice Chairman. In their absence a Member of the Committee of Management duly elected by the said Committee will chair the meeting.

### **Attendance Register**

5. All fully paid up members of the Club may attend the meeting upon presentation of their membership card and by signing the attendance register.

#### **Resolutions.**

6. Notice of any resolution to be proposed at the Annual General Meeting, signed by the proposer, will be given to the Secretary in writing at least twelve (12) clear days before the Annual General Meeting; it will be posted on the club notice board. No amendment to such resolution will be submitted to the Meeting unless notified in writing to the Secretary in sufficient time to be posted in the Club at least five (5) clear days prior to the Meeting.
7. At a General Meeting any resolution or motion will be read to the meeting immediately before a vote is taken. Amendments to proposed resolutions will be read, discussed and voted on prior to the proposed resolution, commencing with the last amendment received.
8. Resolutions passed by a General Meeting will be posted in the Club for a period of not less than seven (7) days from the day following the General Meeting.

#### **Confidential Resolutions.**

9. Should the subject of a resolution be considered by the Committee of Management to be of such a confidential nature that it is inexpedient to post it on the notice board, a notice will be posted to the effect that there is a confidential resolution to be moved at the Meeting which may be seen by fully paid up Members on application to the Secretary.

#### **Financial Statements and Annual reports**

10. The Audited Financial Statements and Reports are to be displayed on the Club notice board/s for at least fifteen (15) clear days before the Annual General Meeting, copies of which may be obtained from the Club receptionist. Members are required to give notice in writing on any points they wish to raise in connection with these Financial Statements and Reports at least forty eight (48) hours before the Annual General Meeting.

#### **Voting.**

11. Voting on any resolution or amendment will be by show of hands unless ten (10) Members request a secret vote.
12. Any Resolution, including any new Rule or alteration to an existing Rule, brought before the Annual General Meeting will be decided by a majority vote.
13. When a motion has been put to the vote at a General Meeting, it will not be permissible for any Member or Members, other than the Committee of Management, to call an Extraordinary General Meeting on the same motion, or any subject bearing upon it, within a period of three (3) months.
14. (a) Any Member wishing to discuss any subject under "Any Other Matters" must inform the Secretary at least five (5) clear days prior to the holding of the Annual General Meeting and must indicate the subject he wishes to discuss.

- (b) The Chairman is responsible to allocate the time equally amongst the subjects to be discussed under “Any Other Matters”. However the time allocated to ‘Any Other Matter’ will not exceed one (1) hour.
- (c) Any subject brought before the Annual General Meeting under “Any Other Matter” may not be put to the vote but must be minuted and brought to the attention of the Committee of Management after the nomination meeting to appoint the Chairman and Vice-Chairman and Directors has taken place.

## **RULE XII**

### **Extraordinary General Meeting.**

1. (a) The Committee of Management may call an Extraordinary General Meeting of the Club by giving notice specifying the purpose of the meeting. No other business will be discussed at the meeting.
- (b) On the receipt of a written request of twenty-five (25) paid up members, none being Members of the Committee of Management, the Committee of Management will convene an Extraordinary General Meeting within one calendar month of receipt of the request. The written request must be accompanied by the resolution.

### **Resolutions.**

2. (a) Notice of any resolution to be proposed at the Extraordinary General Meeting, signed by the proposer, shall be given to the Secretary in writing at least twelve (12) clear days before the Extraordinary General Meeting and will be posted the Club notice board. No amendment to such resolution will be submitted to the Meeting unless handed to the Secretary during office hours in sufficient time to be posted in the club at least five (5) clear days prior to the meeting. At an extraordinary General Meeting any resolution or motion will be read to the meeting immediately before a vote is taken.
- (b) Amendments to proposed resolutions are read, discussed and voted on prior to the proposed resolution, commencing with the last amendment received.
- (c) Resolutions passed by an Extraordinary General Meeting will be posted in the Club for a period of not less than seven (7) days from the day following the Extraordinary General Meeting.

### **Notice.**

3. All notices of Extraordinary General Meetings issued by the Committee of Management must be signed by the Secretary, circulated to all Members and posted in a conspicuous place in the Club at least fourteen (14) days prior to the day of the Meeting.

### **Quorum.**

4. To constitute a quorum at an Extraordinary General Meeting at least fifty (50) Members are to be present except as provided for in Rule XIII Clause 5. In the absence of a quorum fifteen (15) minutes after the advised time, the meeting will be postponed for a period not exceeding ten (10) days. If fifteen (15) minutes after the scheduled start of the reconvened meeting the required quorum is not reached, the meeting will take place with the number of members present.

### **Chairman.**



5. The Chair shall be taken by the Chairman of the Committee of Management, or in his absence by the Vice Chairman and in their absence by a Member of the Committee duly elected by the Committee, but if five (5) Members object, then a Chairman shall be elected, by a majority vote, from those present.

**Attendance Register.**

6. All fully paid up members of the Club may attend the meeting on production of their membership card and by signing the attendance register.

**Voting.**

7. Voting on any resolution or amendment will be by show of hands unless ten (10) Members request a secret vote.
8. Any resolution brought before an Extraordinary General Meeting will be decided by a majority vote, except as provided for in Clause 9 below and Rule XIII para 4.
9. No new Rules or alteration of an existing Rule will be made without a majority of two thirds.
10. When a motion has been put to the vote at an Extraordinary General Meeting it will not be permissible for any member or members, other than the Committee of Management, to call an Extraordinary General Meeting on the same motion, or on any other subject bearing upon it, within a period of three (3) months.

**RULE XIII**

**Development, Disposal, Sale or Transfer of Club Premises.**

1. (a) Any resolution relating to the lease of the entire Club premises may only be proposed at an Extraordinary General Meeting convened specifically for this purpose. However the Committee of Management may authorise the lease of parts of the Club premises or periods not exceeding five (5) years provided such a lease does not directly encroach on any of the amenities.  
  
(b) In the event of the Club being wound up the Committee of Management will likewise convene an Extraordinary General Meeting to decide on the method of disposal of the Club's assets.
2. Notice specifying the object of such a Meeting must be posted on the Club Notice Board at least fifteen (15) days prior to the day of the Meeting. A circular specifying the object of the Meeting must be sent to each Member resident in the Maltese islands.
3. Any Member wishing to propose an amendment to the resolution must notify the Secretary of such proposed amendment in sufficient time to enable him to post this on the notice board seven (7) days before the meeting. Amendments to proposed resolutions are read, discussed and voted on prior to the proposed resolution, commencing with the last amendment received.
4. Any resolution or amendment thereto will be decided by a two-thirds majority vote.
5. Any Meeting held under this Rule shall have a quorum of two hundred and fifty (250) Members. In the absence of a quorum fifteen (15) minutes after the time fixed for the meeting, it will be postponed for a period not exceeding ten (10) days. If fifteen (15) minutes after the scheduled start of the reconvened meeting the required quorum is again not reached, the meeting will be cancelled. The Committee of management may, in accordance with Rule XII

clause 4, call a meeting on the same motion or any related subject within a period of three to six months. In such an event, if there is again no quorum fifteen (15) minutes after the scheduled start of the meeting, the motion is to be shelved for a minimum period of one year.

#### **RULE XIV - ELECTORAL COMMISSION**

1. (a) An Electoral Commission shall be appointed by the Committee of Management for a period of two years. It shall consist of three Electoral Commissioners and two Reserve Commissioners. At the expiry of this period the Commission may be re-appointed for further periods of two years.
- (b) The Committee of Management shall nominate the Chief Electoral Commissioner from among the three Commissioners appointed.
- (c) The Committee of Management will set the polling days for the holding of elections which days will be in accordance with the provisions of Rule VII, para 2 (a). The function of the Commission is to be solely responsible for the conduct, control, security, polling hours, efficiency and smooth running of the voting and counting procedures whenever an election or any form of voting is required. An amenity AGM or EGM does not require the presence of the Electoral Commission.
- (d) The Commission shall select Tellers from amongst the members present at the Annual General Meeting. For extraordinary elections not held as part of Annual General Meetings, the Electoral Commission may only select Tellers who are members of the Club and counting will commence as soon as voting finishes.
- (e) The Commission shall have access to official records of the Club in order to verify the entitlement of the member to vote. A member can only vote provided he is fully paid up at the time of an election, AGM or EGM.
- (f) The Club Secretary or his representative shall give all assistance required by the Commission in the execution of its duties and also in any secretarial work the Commission may so require.

2. Duties and responsibilities of the Electoral Commission are as follows :-

(a) **Before the Poll**

- i. To have control of all ballot papers printed.
- ii. At an election, to include on the ballot paper the names of those candidates contesting the election in alphabetical order by surname with a box opposite each name.

(b) **During the Poll**

- i. To issue ballot papers against a valid membership card.
- ii. To supervise the ballot box(es) in the room allocated and to ensure that all voting takes place immediately on the issue of a ballot paper. No ballot papers may be taken out of the room where the ballot is being held.
- iii. To set the polling hours, as per Rule VIII and to be in attendance when voting is in progress.
- iv. To secure the ballot box(es), unissued ballot papers etc at the end of each voting session until they are finally opened for counting.

**(c) After the Poll**

- i. To agree a system of counting, checking or double checking all votes with the Tellers.
  - ii. To make decisions on the validity of any doubtful ballot papers especially where the voter's intention is clear and unequivocal.
  - iii. To decide on the necessity of any recount.
  - iv. To declare the result of the ballot including a record of votes cast for each and every candidate.
  - v. To preserve until a subsequent election all used ballot papers in sealed packets labelled with the relevant details.
  - vi. To ensure that candidates and/or members can visibly monitor the counting of votes.
  - viii. As soon as all votes have been recorded, the commissioners will post on the window a notice (facing outwards) stating the following :-
    1. The number of doubtful / invalid ballot papers
    2. The time (30 minutes) during which candidates or in their absence their appointed representative, may scrutinise the ballot papers.
3. Decisions of the Electoral Commission are final.

**RULE XV**

**Removal of Property**

1. Any Member who takes away from the Club any newspaper or periodical, book, pamphlet or other article, the property of the club, without the permission of the Secretary, may be expelled from the Club.

**Damaged Property.**

2. Any Member who damages or destroys any article or fixture, the property of the Club, shall at the discretion of the Committee of Management pay a sum not exceeding the current replacement value or cost of repair of such article or fixture; the Committee of Management may also impose a fine according to the circumstances.
3. The current replacement value or cost of repair only may be charged for any article or fixture broken or damaged accidentally.
4. The replacement value of any article damaged or destroyed shall be decided by the Committee of Management, whose decision is final.

**RULE XVI**

**Animals.**

1. No animals will be admitted into any part of the Club buildings though an exception will be made in the case of guide dogs accompanying visually and/or aurally impaired persons.
2. Any Member contravening this Rule may be disciplined in accordance with ByeLaw VII.

**RULE XVII**

**Conduct of Members.**

1. If the conduct of any Member either inside or outside the Club is, in the opinion of the Committee of Management, injurious to the character and

interest of the Club, the Committee may request such a member/s to resign or award any punishment it deems fit including suspension of three (3) months and over. If the aforesaid Member does not comply with such requests he may be expelled. However, in the opinion of the Committee of Management, the case is not sufficiently serious it may suspend a Member for a period not exceeding three (3) months. Suspensions will not affect his liability to pay any subscription due.

2. The spouse of a member who has been requested to resign his membership or has been expelled will continue as a member in his own right by paying the single membership fee as and when it becomes due. Rule II Para 8 will not apply in this case.

### **RULE XVIII - ARBITRATION**

1. An Arbitration Board may be appointed by the Committee of Management for a period of up to two (2) years. Alternatively the COM may opt to appoint an arbiter who is considered agreeable to both parties. In the event of arbitration being accepted by the parties, the arbiters' decision will be final and binding on the COM. The Arbiter shall be entitled to all the assistance applicable to the Disciplinary Board as below.
2. The Arbitration Board, if constituted, shall be composed of three fully paid up members and two substitute paid up members. The Committee of Management shall nominate the Chairman of this Board from among the three members appointed.
3.
  - a. Only the Committee of Management is empowered to refer cases to the Arbitration Board or an Arbiter. It may do so either of its own accord or upon the recommendation of the Secretary.
  - b. Any cases involving members of the Committee of Management or co-opted members must always immediately be either referred to the Arbitration Board or an Arbiter acceptable to those concerned.
  - c. Disciplinary cases concerning the Club Secretary and Club employees will be dealt with by the Committee of Management. In those cases where a staff member belongs to a trade union, that staff member may be assisted by a union official.
4. The Arbitration Board / Arbiter shall hear all cases of a disciplinary nature referred to it by the Committee of Management and shall submit its findings together with the proposed disciplinary action to be taken within one month of the case being referred to it. If the Board finds this time-frame insufficient it may be granted an extension of not more than fifteen (15) days.
5.
  - a. The Arbitration Board / Arbiter may summon witnesses to appear before it to give evidence if in its opinion these witnesses may help in the enquiries. In the examination of cases before it, the Board may regulate its own procedures based on a fair hearing.
  - b. The secretary shall summon in writing those witnesses required by the Arbitration Board / Arbiter or who in the opinion of the Committee of Management may be able to shed light on the case before the Arbitration Board giving the date and time and place they are required to appear.
  - c. The member whose case has been referred to the Arbitration Board / Arbiter is to inform the Board or Committee of Management in writing of any witnesses he may wish to call, which request shall be acceded to.
  - d. Witnesses who decline to appear before the Board /Arbiter or who do not co-operate with the Arbitration Board will be reported to the Committee of Management who may discipline the member concerned.

- e. The decision of the Arbitration Board / Arbiter will be final. The findings of the Board and the Committee's ratification shall be recorded in the Committee of Management's Minutes. A file shall be kept by the Secretary containing the complete records of any disciplinary action or acquittal.
6. A member appearing before the Arbitration Board may be assisted by another Club member during the hearing of his case.

#### **RULE XIX**

##### **Acceptance of Rules.**

1. As the payment of entrance fees and subscription entitles members to the various privileges of the Club, such payment will be an acknowledgment on their part that they are bound by the Rules and Bye-laws of the Club as amended from time to time.
2. No Member is absolved from the effect of these Rules and Bye-Laws on any allegation of not having received them.
3. The above also applies to Temporary Members.

#### **RULE XX**

##### **Interpretation**

In these Rules the abbreviation of COM will refer to the Committee of Management. The words 'he' and 'him' will also be interpreted as meaning 'she' and 'hers'. Also the words 'Chairman' and Vice-Chairman' will be similarly interpreted. The word 'spouse' will refer to both male and female and the words 'spouse' and 'married couple' will be interpreted as 'partner/co-habitee' provided that both show the same address on their ID cards. Thus legally separated couples or couples 'de facto' separated may be treated as single members by decision of the COM. Other arrangements between couples may be treated on their merits by the Committee of Management.

#### **RULE XXI**

##### **Revision of Rules and Bye-Laws**

The Committee is responsible to revise the Rules and Bye-Laws for the governance of the Malta Union Club at least once every 3/5 years and any changes to the Rules should be approved by an AGM / EGM. The Committee is to ensure that Rules and Bye-Laws are consistent with the laws of Malta. The Club secretary is responsible for updating and amending the Rules as and when approved, quoting the authority and initialling each amendment. Normal AGM / EGM Minutes will be held which will record the approved amendments.

# **BYE-LAWS OF THE MALTA UNION CLUB**

(in these bye-laws the words 'he', 'him', and 'his' may also be interpreted as meaning 'she', 'her', and 'hers' respectively)

Regulations specifically applicable to the various club amenities are kept in separate files in the Secretary's office and are also displayed on the Notice Boards or other appropriate places within the club premises. Those applicable to Tigne Beach are also kept in the Secretary's office.

## **BYE-LAW I – General**

1. The Committee of Management shall appoint a Convenor from amongst the elected Members of the Committee of Management for the following Amenities:

- Billiards and Snooker
- Boççi (Petanque)
- Bridge & Buraco
- Other Card Games
- Skittles
- Squash
- Darts
- Tennis
- Table Tennis
- Board Games
- Library
- Exercise Classes

2. The Convenor shall be appointed for the same duration as the Committee of Management. A member of the Committee of Management should preferably not sit on an Amenity Sub-Committee except when so agreed by the Committee of Management.
3.
  - a) The Convenor is to ensure that three, five or seven members from the amenity who are regular attendees are selected to form a sub-committee by calling a meeting after being appointed a Convenor by the Committee of Management by calling for nominations. If the number of nominees exceeds the required number, voting will take place. If no sufficient nominations are received, the Convenor will nominate members to sit on the sub-committee. The sub-committee shall be responsible to organize and run the various social and competitive events as well as to promote the amenity amongst club members. The sub-committee shall be responsible also for the updating of the amenity's inventory as well as for collecting the various fees for social and competitive events organised. These fees are to be deposited on the same day either with the receptionist or with the Secretariat and a receipt given by the staff member as per clause 8 (b). The sub-committee shall liaise with the Convenor and keep him informed on all matters affecting the running of the amenity.
  - b) The Convenor is answerable to the Committee of Management and the sub-committee is answerable to the Convenor.

- c) The sub-committee will sit for a period of one year. This term of office will continue to be renewed annually at the amenity's Annual General Meeting provided that the members of the sub-committee enjoy the support and approval of the members present at the amenity's Annual General Meeting.
4. The Convenor/Sub-Committee will convene a meeting at least once a year, or as required or at the request of a minimum ten (10) members to discuss matters concerning the running of that amenity or to move a "vote of no confidence" in the sub-committee or a member of that Committee. Minutes of meetings held are to be kept, copies of which are to be submitted to the Committee of Management through the Secretary by the Convenor.
5. The Sub-Committee in conjunction with the Convenor, will look after the smooth running of the Amenities/Games, viz:-
  - a) to ensure that the necessary fees are collected.
  - b) to promote harmony within the amenity.
  - c) to ensure that the Rules and Bye-Laws are complied with.
6. No sub-committee (amenity/games) may join a recognised Association unless it obtains the approval of the Committee of Management. If approval is granted it shall be the Malta Union Club that applies for the affiliation and carries out all the necessary associated administrative work.
7.
  - a) Where discord arises between an amenity sub-committee and its members the matter will be referred to the Convenor. If no solution can be reached, it will be passed on to the Committee of Management by the Convenor.
  - b) When the Convenor or a member of the sub-committee either in his capacity or as a competitor in an event/competition is in dispute with another member of the amenity, the matter will be referred by the Convenor to the Committee of Management who may appoint one (1) arbiter acceptable to both parties or a panel of three (3) arbiters to hear and decide the case. Such decision shall be final.
8. Money Allocated to Amenities
  - (a) All amenity finances will be controlled by the Club Secretariat, who will inform respective Convenors / Sub-Committees of the amenities' financial position as and when required.
  - (b) All collected revenue is to be deposited with the Club Receptionist or the Secretariat on the day of play, against the issue of a receipt.
  - (c) All finance requirements except as in (d) below, for the purchase of equipment and trophies are to be submitted by the sub-committee (through the Convenor) to the Committee of Management for approval. Payment for all purchases approved will be effected by the Secretary once the necessary invoices etc. have been submitted to him. All expenses will be debited in full to the account of the amenity concerned.
  - (d) The Secretary may authorise expenditure of up to €120.00 (One Hundred and Twenty Euro) for each amenity, without referring to the Committee of Management subject to the Convenor being informed.
  - (e) The Committee of Management may revise any of the amenity fees.
    - (i) When competitions are held, the entrance fee less the amenity fee for each competition will be wholly allocated towards the amenities' accumulated competition fund.
    - (ii) Additional prize money of the net annual takings of the particular amenity may exceptionally also be made available by the COM upon a request by the amenity sub-committee through the Convenor provided that it is confirmed that the Rules and Bye-Laws have been adhered to and that all instructions have been observed.

- (iii) Net annual surplus refers to the income of the amenity calculated during the Club financial year.
  - (iv) Prize money and/or any additional top-up from funds generated during a financial year and available for that particular amenity cannot be carried forward from year to year. It must be utilised by the end of the following financial year.
  - (v) Additional sums allocated to the amenity should not exceed 5% of the amenity net takings. A percentage of net takings of the amenity of less than €2000- (Two Thousand Euro) may be allocated additional funds by the COM of 15% of said takings provided it does not exceed €10- (Ten Euro) per person, whichever is the least.
  - (f) All fees must be paid prior to the commencement of any competition.
  - (g) Donations by way of sponsorships will be handed over to the Secretariat who will credit in full the account of that amenity competition fund. Donations of a non-financial nature will be referred to the Secretary. The Convenor is to inform the Secretary on the type of sponsorship given, name of sponsor and other relevant particulars.
9. In the event that an amenity does not hold any competition/tournaments during the year and provided the amenity makes a surplus, the Committee of Management at its discretion, may subsidise a social event at the Club for that amenity. Any subsidy is not to exceed 10% of that year's amenity surplus.
  10. All Amenity sub-committees are to inform the Secretary of all events being held in the amenity, whether competitive or social. Any fund raising event or social activity, which may be held by an amenity and which require the use of other parts of the Club, must first be cleared with the Club Secretary. All proceeds are to be handed over to the Secretariat and credited to the account of the Amenity in question. A receipt is to be obtained.
  11. All amenities will carry out their discipline in the areas allocated and are not to make use of any other location without the prior approval of the Secretary if available or a member of the Committee of Management.
  12. All notices which have to be sent to Members and/ or pinned on the club's General Notice Board are to be passed on to the Club Secretary for necessary action. Competition fixtures, results and "Rules of the Game" may be affixed to Amenity Notice Boards and a copy submitted to the Secretary for Club record purposes.
  13. No advertising of any kind is allowed anywhere in the Club without the prior approval of the Committee of Management.
  14. The Regulations of any discipline will be those recognised by the various International and Local Associations and Federations, where possible, as well as any other regulation which the amenity deems necessary. No regulation may be introduced by any specific amenity which may be in conflict with the approved general Rules and Bye-Laws of the club; and any such Regulations will always remain subject to confirmation by the Committee of Management.
  15. Members ceasing to belong to the Club, and guests, may not take part in club competitions.
  16. Times, dress, bookings etc. for the various amenities will be as laid down in the respective amenity Regulations subject to Bye-Law V.
  17. Play in all amenities should end half an hour prior to the Club's official closing times.



### **BYE-LAW II - RESTAURANT AND BAR.**

1. All restaurant and bar prices will be those on the club tariff list as approved by the Committee of Management from time to time. All such tariffs are to be displayed in the Bar and Restaurant area.
2. Advance table reservations for Club Functions should be made through the Club Receptionist or directly through the caterer as directed by the COM for each function. Cancellation fees may be applicable.
3. A table booked for a particular time will only be reserved for 15 minutes, after which time it may be given to the next applicant, provided that all other tables are booked.
4. The charge for Dinner Dance/Club functions will be as determined by the Committee of Management for that particular function.
5. On Club Dance Nights Members may not bring their children or guests who are under the age of 16.
6. (a) Times for meals will be as follows;  
Lunches - from 12.30 p.m. (last orders at 2p.m.)  
Dinners - from 7.00 p.m. (last orders at 10 p.m.) excluding Sundays and Mondays.  
Snacks - up to 10 p.m. except on Sundays and Club Functions.
- (b) The main bar is open from 10 a.m. to 11.00 p.m. - on Club Function Nights to 1 a.m.
- (c) Timings may be changed as authorised from time to time by the Committee of Management.
7. Lunches/dinners may only be served in the Main restaurant or in other specially designated areas by the Committee of Management.
8. In the case of private functions Paras 1 to 7 may not apply.

### **BYE-LAW III - TV.**

1. The remote control is to be in the sole charge of the Club duty Receptionist.
2. A programme cannot be changed except with the consent of the person/s watching at the time.
3. During all Club Functions the TV will be switched on at the sole discretion of the Secretary.
4. Under no circumstances is the TV set to be tampered with.
5. It is not permitted to tune any of the TV sets to private television stations that are associated with political parties.

#### **BYE-LAW IV - ADMISSION OF JUNIORS**

1. (i) Unaccompanied juniors below the age of 15 are not allowed in the Club except that they shall have the right of way through the Club for the purpose of sports activities.  
  
(ii) Adult non-members accompanying juniors into the Club for sports activities may stay on to watch such activities provided that they and any other siblings shall wait within duly marked areas designated for their stay.  
  
(iii) Persons at (i) and (ii) above, enter and stay on the Club premises at their own risk and the Committee of Management will not be held responsible for their wellbeing or for any injury sustained on the premises. This even if the persons conducting sports activities may be themselves members of the Club.
2. Members and Temporary Members bringing juniors into the Club will be held responsible for their behaviour and any damage they may cause and must keep them under their direct control at all times.

#### **BYE-LAW V - DRESS.**

1. Members may wear any respectable dress when in the Club premises but the Committee of Management will decide on the appropriate dress to be worn on special occasions

#### **BYE-LAW VI - CAR PARK.**

1. The Car Park is for the exclusive use of Members and others as may be approved by the Secretary or the Committee of Management.
2. **Car Park Control System.**
  - (a) Members using the Car Park after February 15th each year must affix their current car stickers on the windscreen of their registered vehicle/s. These are obtainable from the Secretary's office at a charge as laid down by the Committee of Management on presentation of the relative official registration certificates and will only be issued to those who are then paid-up members. A maximum of two access cards will be issued to a married couple provided they have two motor vehicles registered in their names.  
A member may apply for a car sticker in respect of a vehicle which is provided to him by a company or is long-leased by presenting a letter from the vehicle's registered owner certifying that the member is the authorised driver.
  - (b) An access card can be purchased by a member who has a vehicle registered in his name. Any member may be issued with a second sticker against a fee as specified by the Committee of Management in respect of a second vehicle also registered in his name.
  - (c) Access Cards remain the property of the club.
  - (d) Any change in details of a Member's vehicle e.g. change of vehicle or registration, must be immediately notified to the Secretary.

- (e) Any special cases that are not covered by the above bye-laws are to be presented to the Committee of Management for consideration on their own merits.
  - (f) An access card held by any Member who fails to maintain his subscription fully will be rendered inoperative by the Club Secretary (with a period of grace from January 1<sup>st</sup> to February 15<sup>th</sup> of each year).
  - (g) Access cards will be rendered inoperative when a holder who pays his subscription half-yearly falls 31 days in arrears.
3. Members who lose their access card may be issued with a replacement against a payment of €15.00.
  4. Access cards must be returned to the Secretary's office when the vehicle concerned is sold or when a person ceases to be a Member of the Club or no longer wishes to use the car park. No refunds will be made in respect of returned access cards or cards otherwise rendered inoperative.
  5. Access cards and car stickers are not transferable and their improper use will be subject to disciplinary action and other measures.
  6.
    - (a) Temporary or Overseas Members may be issued with a temporary permit and an access card upon payment of €25.00 of which €15.00 will be refunded on return of the Card.
    - (a) Honorary Members as per Rule V may be issued with a sticker/access card free on request.
    - (b) Malta Members Overseas visiting Malta can choose between paying the fee applicable for a full annual allotment or pay €20- for 100 hours during each visit.
  7. The Car Park will not be opened outside the club's normal opening hours unless authorized by the Secretary.
  8. Overnight parking is permitted. It will be debited at the rates stipulated by the Committee of Management from time to time between 11 p.m. and 9am.
  9.
    - (a) Effective 1<sup>st</sup> February 2020 – Additional hours (top-ups) in tranches of 100 hours will cost €60- each. During December of each year only, tranches of 50 hours each at half the appropriate rate may be purchased.
    - (b) Access card hours : Effective 1<sup>st</sup> January 2023, the number of hours allocated annually to each card will amount to 800 hours at a cost of €100 yearly.
    - (c) Members may opt to use the garage facility on an unlimited hours basis at an additional fee of €600- (Six Hundred Euro) under normal conditions. This facility is not available for commercial vehicles and except for the first year may not be paid pro-rata but is payable in one lump sum along with normal membership/parking fees.
  10. Parking is only allowed within the lines painted on the ground and as indicated on the walls of the Car Park.
  11. Club Staff (or the Car Park Attendant when on duty) are authorised to refuse entry to any vehicle not displaying a valid car sticker. They are further authorised to paste notices on vehicles illegally or incorrectly parked, drawing attention to this fact. Such vehicles may also be clamped, in which case the offender shall pay the relevant fee/s.
  12. The Club does not accept any liability for the loss, damage or safety of vehicles and property left in the Car Park.

#### **BYE LAW VII - PRIVATE HIRE OF CLUB ROOMS/AREAS.**

1. (a) Use of Club rooms may, at the discretion of the Committee of Management, be reserved by Members for private functions and a charge may be levied. The Committee of Management shall always retain the right to apply suitable charges depending on the nature of the use requested including when such requests are made by non-members or commercial organisations. Paras 1, 2 and 3 will also apply in the latter cases.
- (b) The period during which the above reservation is in force may not exceed one day unless authorised by the Committee of Management.
2. Members wishing to reserve Club rooms shall apply to the Secretary on the appropriate form at least three days in advance.
3. No Member may bring waiters, food or wines into the Club for private functions, except by permission of the Secretary or a member of the COM.

#### **BYE LAW VIII – SMOKING ON CLUB PREMISES**

1. Smoking, in line with current legislation, is not allowed in any part of the Club. Smoking is only allowed on the outside passageways / balconies as designated by the Committee of Management
2. The Secretary and / or Committee of Management Members may request / order a member and / or guest upon breaking this regulation to leave the premises. The member concerned may also face further disciplinary action as may be decided upon by the Committee of Management or Disciplinary / Arbitration Board.

#### **BYE-LAW IX – CORPORATE MEMBERSHIP**

The Committee may, at its discretion, invite or consider Corporate Membership provided that not less than ten (10) applications are approved in the first instance. In such cases the relative entrance fee may be reduced or waived at the discretion of the Committee of Management.

The word “Corporate” shall apply to any entity, association, organisation or company that is recognised by the Committee of Management as being eligible for such membership.

Corporate Membership is not available to Clubs, including political, band or sports clubs.

Once Corporate Membership has been established as in (i), any other person/s forming part of the same entity may apply for membership under the same terms.

#### **BYE-LAW X – DATA PROTECTION**

Data protection laws and regulations are to be respected at all times by all members whilst on Club premises.

### **BYE-LAW XI – COACHING**

1. Coaching within the various Club amenities is to be encouraged since it is deemed to be a way of introducing new members to the Club.
2. All coaches must be approved as such by the Committee of Management and must be full members of the Club unless deemed otherwise by the Committee.
3. Charges/fees paid by the coaches to the Club are to be established and revised from time to time by the Committee of Management.
4. All agreements with coaches must be in written form and approved by the Committee of Management and reviewable on a yearly basis.
5. It is understood that non-members being coached at the Club will not be subject to the restriction limiting attendance to five times per annum, provided that they are only attending coaching sessions.
6. Non-members who, for any reason whatsoever, are authorised to use the Club for a particular purpose will not have automatic access to the Club's amenities unless specifically so allowed by the Committee of Management.

**Appendix 'A'**  
**Schedule of Entrance Fees, Subscriptions and other Fees**

**1. Entrance Fees**

|                            | <u>Amount</u> | <u>Remarks</u> |
|----------------------------|---------------|----------------|
| (a) Married Couples        | €50.00        | Payable once   |
| (b) Single Members         | €25.00        | Payable once   |
| (c) Persons under 21 years | exempt        |                |

**2. Subscriptions**

|   |                     |   |
|---|---------------------|---|
| (a) Married Couples   | €230                | Regulated in accordance with Rule III para 2                                |
| (b) Single Members (including widows/widowers)  | €130.00 p.a.        | Regulated in accordance with Rule III para 2                                |
| (c) Junior Members  | Half of 2 (b) above | Regulated in accordance with Rule III, 2 (e)                                |
| <b>(d) Temporary Members:</b>   |                     |   |
| (i) if related to members<br>(see Note 1)   | €7.00               | per person per month  |
| (ii) others   | €17.00              | per person per week   |
| <b>(e) Overseas Members:</b>  |                     |   |
| Registration fee per person   | € 25.00             | Payable once  |
| While visiting  |                     | Pro rata of current subscription fees<br>One month or less : €10 per person |
| <b>(f) (i) Non-Resident Members of Reciprocal Clubs</b> may use the club without payment up to a maximum of one month in any one year. Thereafter the fees applicable to Temporary Members set out in Para 2 (d) above shall apply. |                     |   |
| (ii) Reciprocal Honorary membership may be offered to the Chairman and Secretary, ex-officio, of other clubs, both local and overseas.  |                     |   |
| <b>(g)</b> Subscriptions shall not be levied from persons who are eighty five (85) years of age and have been members of the Club for an uninterrupted period of 50 years.  |                     |   |

**Note 1:** This includes parents, brothers and sisters, sons and daughters of members.

## **APPENDIX 'B' - SCHEDULE OF AMENITY CHARGES**

### **1. SKITTLES:**

Social: €1.00 per person per game  
€5.00 per guest per game  
Tournament: €0.75 per person per session.  
Additional charges (participation fees): €1.50 per person for a  
Knock-out competition and €2.50 per person for the League.

### **2. TENNIS:**

Court fees: €5.00 per session;  
€6.00 additional for each non-member  
€5.00 additional when floodlights are used.

### **3. BILLIARDS:**

€0.20 cents per table for 5 minutes.  
€6.00 extra per guest.

### **4. DARTS & BOĆCI**

Social: €1.00 per member per session  
€5.00 per guest per session  
Tournament: €0.50 per member per session  
Additional charges (participation fees): €1.50 per member for a  
Knockout Competition and €2.50 per member for the League.

### **5. BRIDGE:**

€4.00 per member per session.  
€8.50 per guest per session / €11- if a couple  
Bridge Tournament €4.00

### **6. BURACO**

€2.00 per member per session  
€6.00 per guest per session

### **7. CARDS:**

€2.00 per member per session  
€6.00 per guest per session

### **8. SQUASH**

Court fees: €4.00 per session  
€6.00 per guest additional to court fee

### **9. BOARD GAMES**

€1.00 per member per session  
€4.00 per guest per session

## **10. TABLE TENNIS**

€1.00 per two members per session. Guests pay €2- extra.

*Note: The Committee of Management may from time to time revise these charges - see Bye-law I Para 8 (e)*