

MORETON BAY BOAT CLUB

A.C.N. 009 922 132



BY-LAWS

BY-LAW No: 1 – GENERAL RULES OF THE MORETON BAY BOAT CLUB

- 1.1 All members, visitors and guests, upon entry to Moreton Bay Boat Club (MBBC) premises are bound by the MBBC Constitution & By-Laws, rules and regulations.
- 1.2 In accordance with the Liquor Licensing Act requirements, all Members must produce their membership cards upon entry to the Club and upon demand from a staff or Board member, or as directed to obtain eligible concessions within the Club.
- 1.3 Membership cards are not transferable, and members found lending their membership card to another person e.g. to obtain concessions they are not entitled to, may be suspended at the discretion of the Board.
- 1.4 Members introducing guests or visitors must enter their visitors or guests name in the appropriate register book and are responsible for their conduct whilst on MBBC premises.
- 1.5 An electronic key card or tear drop is available to MBBC Full and Associate Members on payment of a refundable deposit as determined by the Board.
- 1.6 Visitors and guests shall remain on the premises only as long as their introducing member.
- 1.7 The Board and Management, reserve the right to refuse admission of any person to MBBC premises.
- 1.8 No one shall take away from the MBBC premises any article or property of the MBBC without the official permission from management.
- 1.9 Meetings of any description are not to be arranged or held on MBBC premises without official permission from management.
- 1.10 Animals (other than Seeing Eye dogs) are not permitted in the clubhouse, Restaurant or deck area.
- 1.11 Any act of an illegal nature is not to be carried out on MBBC premises.
- 1.12 In accordance with Liquor Licensing Act requirements, intoxicated persons are not permitted on MBBC Club premises and will be refused service.
- 1.13 In accordance with Liquor Licensing Act requirements, Members intoxicated on MBBC Club premises will be refused service and requested to vacate MBBC premises. Continual abuse of this by-law may result in a suspension and/or further action by the Board.
- 1.14 Members, guests or visitors are not to reprimand any servant of the Club. Complaints against any servant of the Club are to be submitted in writing to the Board.
- 1.15 Members, visitors or guests involved in any altercation, abusive language or other misdemeanours may be instructed to vacate the Club premises at the discretion of staff/Board members and shall not be permitted entry on Club premises until a determination is made on the incident by the Board. If required staff/Board members may request police assistance to

remove such person/s from Club premises. The Board at its review of an incident may impose such penalties on members as is permissible under MBBC By-Law No: 3 – Disciplinary Procedures.

- 1.16 A person, who has their application for membership rejected by the Board or is currently suspended or has been expelled from the Club, will not be admitted as a visitor or guest.
- 1.17 Members, visitors and guests must adhere to the Clubs dress regulations at all times.
- 1.18 Members, visitors and guests must adhere to the Clubs policy regarding children at all times.
- 1.19 Children are not permitted to attend Club Cabaret shows/functions unless specifically allowed as indicated.
- 1.20 "How to vote" tickets are not to be distributed within the Club premises.
- 1.21 Any matter connected with the management of the Club not provided for in these By-Laws shall be dealt with by the Board whose decision shall be final and binding.

BY-LAW No: 2 – MORETON BAY BOAT CLUB MARINA RULES & REGULATIONS

2.1 General

- 2.1.1 Moreton Bay Boat Club (MBBC) Office hours are from 9:00am to 4:00pm Monday to Friday. Enquires out of these hours are to be made through the MBBC bar staff.
- 2.1.2 Persons using the MBBC Marina are bound by the MBBC Constitution and By-Laws, Department of Transport rules and relevant Commonwealth and State Laws.
- 2.1.3 Persons holding a MBBC Marina Sub Lease are required to pay an Occupancy fee as determined by the Board. Occupancy fees consist of seabed lease, maintenance charges, contribution to sinking fund and water and electricity costs.

2.2 Berthing Arrangements

- 2.2.1 A bond of \$200 will apply to bone-fide visitors berthing in excess of 48 hours on Club Pontoons or in the MBBC Marina.
- 2.2.2 Permanent and semi-permanent stay-aboard (as defined below) must be approved by the MBBC Board of Directors. A weekly *stay-aboard* fee applies.
- 2.2.3 A stay-aboard is defined as any MBBC boat owner/berth holder who resides on their vessel on the MBBC Marina for seventy-two (72) or more consecutive hours in any more than two (2) successive weeks. Upon meeting this definition, *stay-aboard* fees will apply, payable in advance.
- 2.2.4 A Rental/*stay-aboard* application form and Full membership application form must be completed, signed by all parties and approved by the MBBC Board prior to the vessel taking up tenancy in the MBBC Marina.
- 2.2.5 All boats entering the MBBC Marina must be registered, be clearly identifiable and have current public liability insurance, details of which must be made available for office records. All vessels must comply with the lease schedule as to length overall requirements and maximum beam.

2.3 Breakdown Berth

- 2.3.1 For genuine boat breakdowns, the use of the Breakdown Berth located at the end of 'A' finger will be provided free of charge for the first two nights. This should allow sufficient time to organise repairs and move to the work pontoon or allocated berth.
- 2.3.2 Persons exceeding the two free nights will be charged \$40.00 per night for non-members and \$10 per night for members.

2.4 MBBC Marina - General

- 2.4.1 A boat within the MBBC Marina shall be subject to the direction of the MBBC Board.
- 2.4.2 A boat may be moved or re allocated to another berth at the discretion of the MBBC Board.
- 2.4.3 For all boats moored in MBBC Marina, owners are required to provide a set of access and ignition keys to the MBBC Office. Boats will only be accessed in an emergency.
- 2.4.4 The use of sails to berth a boat in the MBBC Marina is prohibited.
- 2.4.5 The speed limit within the Scarborough Harbour is six (6) knots. Within the MBBC Marina the speed limit is four (4) knots. The 'no wash' rule applies to both these speed limits.

2.5 Pollution Control

- 2.5.1 It is an offence under the Marina Act to pollute any Marina and surrounding waterways and failure to observe this ruling can attract heavy fines. Marine toilets with overboard discharge should not be used under any condition.
- 2.5.2 Normal rubbish is to be disposed of in the industrial bin provided in the secure car park.
- 2.5.3 All other items with potential environmental problems such as oil, fuel, paint, batteries and other chemicals must be disposed of under the direction of the MBBC Board.
- 2.5.4 Refuelling of vessels in the MBBC Marina is not permitted at any time.

2.6 Security

- 2.6.1 Access for members and their guests to the Marina is through a security gate. Unauthorised entry is not permitted.
- 2.6.2 Boats are to be secured with mooring lines of adequate size and must be maintained in good condition.
- 2.6.3 Eligible Members only, cars, motorbikes and bicycles can be parked in the secure car park. Bicycles, which must not be ridden on the MBBC Marina and walkways, may be stored on your boat, provided walkway access is not impeded.
- 2.6.4 Children are to be supervised at all times by an adult, who will be responsible for their safety and behaviour whilst on the MBBC Marina.

2.7 Fire

- 2.7.1 Boat crews should familiarise themselves with the location and method of operation of firefighting equipment on the MBBC Marina.

2.7.2 Fire hoses are not to be used for any purpose other than for fighting fire. Please observe the Fire Procedures at the MBBC Marina entrance gate. Failure to observe this rule can incur heavy penalties.

2.8 Length Overall

2.8.1 Any vessel in the marina must be so moored as to not extend beyond the boundaries of the prescribed LOA of the respective berth.

2.8.2 All vessels must comply with the lease schedule as to length overall requirements and maximum beam.

2.9 Commercial Activity

2.9.1 Advertising, canvassing or conducting any commercial activity within the MBBC Marina is prohibited.

2.10 Clubhouse Toilets

2.9.1 If it is absolutely necessary to empty porta-pottys into the toilets, please ensure you do not leave the toilets in an unhygienic state.

2.11 Laundry Facility

2.11.1 Laundry users are to ensure they empty machines as soon as the cycle is finished. Leave the laundry clean and tidy. Report any maintenance problems to the MBBC office.

2.12 Power and Water

2.12.1 Connection to the electrical power outlets must only be made with a current tested 15amp extension lead. Electrical interference from your vessel is to be kept to a minimum. Water is provided for domestic use only. The use of excessive water may attract an additional charge.

2.13 Maintenance of Boats

2.13.1 Major repairs, spray painting or refitting of boats is not permitted within the MBBC Marina. Minor work may be permitted however this is at the discretion of the MBBC Board. Boat owners are responsible for any damage their activities may cause to neighbouring vessels.

2.13.2 All vessels shall be maintained in such condition that they do not reflect unfavourably on the general appearance of the MBBC Marina. Walkways are to be kept clean and free of all objects including dinghies and equipment. It is the responsibility of occupiers to keep their berth clean and tidy at all times.

2.13.3 Trolleys are provided for berth occupiers. Trolleys must be returned to the secure area immediately after use and are to be left empty of rubbish.

2.13.4 Contractors may only enter the MBBC Marina or work on boats with the approval of the MBBC office. They must be covered by public liability insurance and/or professional indemnity insurance, a copy of which must be presented to the MBBC office prior to commencement of work.

2.14 Insurance

2.14.1 Boats using the MBBC Marina are to be appropriately insured.

- a) The minimum requirement is for all boats to have public liability/third party insurance.
- b) Regular requests for presentation of insurance papers will be carried out.
- c) Uninsured vessels will not be allowed to remain in the MBBC Marina.
- d) A Certificate of Currency showing your public liability coverage must be provided to the MBBC office.
- e) This certificate must reflect the liability as well as dates of coverage, policy number and vessel name.
- f) The liability cover must be no less than \$10M.

2.15 Parking

2.15.1 A membership sticker will be issued to each Full and Life Member. Associate Members may also be issued with a sticker.

2.15.2 Only one vehicle per berth is permitted in the secure car park at any one time and a current membership sticker must be clearly visible.

2.15.3 Vehicles not displaying the current membership sticker may be towed away at the owner's expense.

2.16 Noise

2.16.1 Noise should be kept to a minimum.

2.16.2 Please use discretion when playing radios and musical instruments.

2.16.3 Stop noisy wind generators from running and keep loose halyards tied back to prevent noise nuisance.

2.16.4 Common sense will avoid problems and possible confrontations.

2.17 Pets

2.17.1 Pets are permitted on the Marina however any complaints received will be considered by the Board and may result in the pet/s having to be accommodated elsewhere.

2.17.2 Dogs are to be on a leash whilst on the MBBC Marina and members must take their dogs off the premises to defecate.

2.18 Membership

2.18.1 Persons intending to rent a berth for a period longer than four (4) weeks in any three (3) month period must become a Full Member of the Moreton Bay Boat Club. Monthly membership is available.

2.19 Non-Observance of Rules and Regulations

2.19.1 Non-compliance of these conditions or being in arrears beyond 28 days in the payment of any monies may cause cancellation of any agreement to use the facilities of the Moreton Bay Boat Club and MBBC Marina and may also result in disciplinary action being taken by the MBBC Board of Directors or the Department of Transport.

BY-LAW No: 3 – DISCIPLINARY PROCEDURES

3.1 Removal of Persons from the Premises

- 3.1.1 Any person infringing the Moreton Bay Boat Club (MBBC) Constitution or By-Laws, or whose conduct is in the opinion of the Board of Directors or their agent, not in the interests of the MBBC or of the Members, may be immediately suspended and asked to vacate MBBC premises and/or removed from the MBBC or from the vicinity of the MBBC or of any premises used by or being the property of the MBBC. The Board or their agent may obtain such assistance, including assistance from members of the Police Force, and may use such force as may be necessary to effect that person's removal.
- 3.1.2 Any Member removed pursuant to this By-Law shall have their membership suspended and such suspension shall remain in force until the Disciplinary Sub Committee expediently deals with the matter and the Board ratifies or varies the decision and the Member is notified in writing of the Board's decision.
- 3.1.3 A Member whilst so suspended shall be excluded from the MBBC and any premises used by or being the property of the MBBC, as determined by the Board.

3.2 Natural Justice

- 3.2.1 The MBBC is to deal fairly and reasonably with all disciplinary matters concerning Members, guests and visitors.
- 3.2.2 The rules of natural justice that are to apply in disciplinary procedures concern the rights of a Member:
- (a) To be provided with adequate notice and description of the allegations made against them;
 - (b) To answer the allegations; and
 - (c) To a fair and unbiased hearing to determine the allegations.

3.3 Disciplinary Sub Committee

- 3.3.1 The MBBC Board member or agent will report all misconduct matters occurring on the premises of the MBBC and involving members, guests and/or visitors to the Secretary. The Secretary will inform the MBBC Board of Directors, who will decide if the matter is appropriate for the Disciplinary Sub Committee to deal with and decide which Board members will make up the Disciplinary Sub Committee to hear the matter. Board members, who were involved/witness of the incident, or through a conflict of interest, are not to be allocated as members of the Disciplinary Sub Committee.
- 3.3.2 The Disciplinary Sub Committee is directly responsible to the MBBC Board of Directors.
- 3.3.3 The Disciplinary Sub Committee will comprise of four (4) members of the MBBC Board as follows:
- a) either the Commodore, Vice Commodore or Rear Commodore will act as Chairman;
 - b) the Minute Secretary is to record minutes of the meeting;
 - c) any other two (2) Board Members.

3.4 MBBC Members

- 3.4.1 The MBBC Secretary will make the necessary arrangements to notify the Member in writing of the charges and/or allegations and the date and time the matter will be heard, giving the Member at least fourteen (14) days to present to the Disciplinary Sub Committee for the hearing. The Member and the MBBC will be allowed witnesses either by written statement or appearance at the hearing.
- 3.4.2 The MBBC Secretary is to arrange for the preparation of all reports (typed) for the Disciplinary Sub Committee and notify the Sub Committee members of the time and date of the hearing and provide them with all relevant information regarding the incidents.

3.5 Non MBBC Members

- 3.5.1 Non MBBC Members include guests of Members and visitors. Visitors can be either on a reciprocal Club basis or a person as defined by the Liquor Act.
- 3.5.2 The MBBC Secretary is to prepare all reports (typed) of information regarding incidents involving non MBBC Members, for the Disciplinary Sub Committee.
- 3.5.3 MBBC Members are responsible for guests that they sign into the MBBC and as such, the guest can only remain within the premises, whilst the MBBC Member who signed them in also remains on the premises.
- 3.5.4 Disciplinary procedures against a MBBC Member's guest are to be the same as for a MBBC Member if an address can be obtained. If an address cannot be obtained the Disciplinary Sub Committee should make a determination and the Member informed of the decision. The Disciplinary Sub Committee should determine if action is required against the MBBC Member and if so, this By-Law is to apply.
- 3.5.5 If disciplinary action is required against a visitor of a reciprocal Club, the Disciplinary Sub Committee is to determine the appropriate action to be taken and the reciprocal Club will be informed of the decision and action taken by the MBBC.
- 3.5.6 If the person is a visitor as defined by the Liquor Licensing Act and not a visitor of a reciprocal Club, the Disciplinary Sub Committee is to determine the appropriate action and the visitor informed by letter forwarded to the visitors' address given on the visitor's register.

3.6 Procedure at the Disciplinary Sub Committee Hearing

- 3.6.1 If the MBBC Member or Non MBBC Member does not attend the hearing, after having been sent adequate notice, the matter may be dealt with by the Disciplinary Sub Committee in the absence of the Member/Non-Member. The MBBC Secretary is to inform the Member or Non-Member in writing of the Disciplinary Sub Committee's decision and any necessary requirements or further rights. All decisions of the Disciplinary Sub Committees are to be ratified at the next Board meeting.

- 3.6.2 If the Member/Non-Member attends the Disciplinary Sub Committee hearing, the hearing should proceed as follows:
- (a) Minutes of the hearing are to be kept and the proceedings may be recorded;
 - (b) The Disciplinary Sub Committee is introduced to the accused by the Chairman and informs the accused that the hearing will or will not to be recorded;
 - (c) The charges and/or allegations and evidence are presented to the accused who is asked to confirm that they understand the charges and/or allegations;
 - (d) The accused is asked to submit a defence. No time limit will be imposed on the accused and the accused and MBBC may produce evidence and/or witnesses at the hearing, to support their case;
 - (e) Witnesses brought to the hearing by either the MBBC or the accused and can be cross-examined by the other party. This cross-examination is not formal and must be kept simple and relevant;
 - (f) Once the accused has concluded a defence, the accused is asked by the Chairman to leave the room whilst the Disciplinary Sub Committee considers its decision;
- 3.6.3 Once the accused and witnesses have completed their defence, the Disciplinary Sub Committee is to deliberate on the evidence presented at the hearing and reach a decision of either:
- (a) Dismissing the allegations; or
 - (b) Impose a reprimand or a severe reprimand; and/or
 - (c) Suspend the Member for a period of time that is determined by the Disciplinary Sub Committee; or
 - (d) Termination of membership for the remainder of the year; or
 - (e) Expulsion from the MBBC.
- 3.6.4 Upon reaching a decision by a majority of the Disciplinary Sub Committee, the Chairman is to ask the accused to return to the Sub Committee's meeting where the Chairman is to inform the accused of the Disciplinary Sub Committee's decision and that;
- (a) This decision will be made as a recommendation to the Board for their determination at the next Board meeting; and
 - (b) The accused will be notified by the Secretary of the Board's decision by mail; and
 - (c) Any current suspensions will remain in place until notified otherwise by the Secretary.
- 3.6.5 If the Disciplinary Sub Committee makes the recommended decision to suspend, terminate membership or expel, this is to apply immediately, and the accused is to be asked to return their membership card immediately. Members' computerized access/teardrop card is to be decoded accordingly.
- 3.6.6 The Disciplinary Sub Committee Chairmen is to present all Disciplinary cases and recommended decisions to the next Board of Directors meeting. The Board of Directors is to ratify or amend the Disciplinary Sub Committee's recommended decisions.

3.7 Notification of Suspension, Termination or Expulsion

- 3.7.1 The Secretary shall forthwith forward to a Member suspended, terminated or expelled by the Disciplinary Sub Committee, a notice in writing of such suspension, termination or expulsion.

3.8 Rejection of an Application for Membership

- 3.8.1 If an application for membership has been rejected, the applicant will be accorded a right to appeal in accordance with the MBBC Constitution, clause 2.5, Appeals against Rejection of Membership and is to be notified in writing by the Secretary of the right of appeal.

3.9 Disputes and Mediation

- 3.9.1 Members of the MBBC, (who are not members of the staff) shall not discipline employees of the MBBC. If a Member has any cause of complaint against an employee, they shall bring the claim in writing before the Board.
- 3.9.2 Any employee that has a grievance with a MBBC Member or management, that has not been resolved through their Section Supervisor, may place the grievance in writing addressed to the Board.
- 3.9.3 On receipt of the grievance the Secretary or person nominated by the Secretary, is to act as mediator and report findings back to the Board at its next meeting. The Board will determine the appropriate action required if necessary.

3.10 Return of MBBC Property

- 3.10.1 Any Member whose membership has been suspended, terminated or expelled under this By-Law shall forthwith deliver up to the Secretary/Office staff, the MBBC membership card and any property of the MBBC in the member's possession.

BY-LAW No: 4 – TENURE OF THE MORETON BAY BOAT CLUB BOARD OF DIRECTORS

4.1 Introduction

4.1.1 The Moreton Bay Boat Club (MBBC) Board of Directors is responsible for the corporate governance of the MBBC. Governance is about managing the MBBC affairs in such a way, that the MBBC remains operationally and financially viable in the short and long term. Corporate governance is achieved in several ways, including proactive compliance with legislation, assessing and managing exposure to risks, putting in place policies and procedures to promote accountability, transparency and ethics in the decision-making process, ensuring Board stability, development and meeting wider community expectations. As MBBC is a non-profit, member-driven community-oriented organization, corporate governance in the MBBC is entrenched in the concept of 'stewardship', that is responsible management in all facets of the MBBC, in the best interests of current and future members.

4.2 Policy

4.2.1 The tenure of the MBBC Board of Directors will be for a period of two (2) years, as elected by members of MBBC (as provided in the MBBC Constitution) at an Annual General Meeting, (AGM) with approximately one half of the Board to be elected annually as stipulated below. This will provide continuity of the Board and allow the Board to implement and follow through on Board developed policies and procedures.

4.2.2 All newly elected directors will be obliged to complete a corporate governance program, Responsible Service of Alcohol (RSA) certificate and any other program as determined by the Board.

4.3 Implementation

4.3.1 MBBC will have a two-year elected rotating term for the Board, in the following way:

- a). At the AGM on the year the two-year term is approved all Board positions will be elected. This will be designated year zero (0);
- b). At the AGM on the next year, designated year one (1), the following positions will be elected:
 - i). Vice Commodore;
 - ii). Rear Commodore;
 - ii). Treasurer;
 - iii). Designated Director one; and
 - iv). Designated Director two.
- c). At the AGM on the next year, designated year two (2), the following positions will be elected:
 - i). Commodore;
 - ii). Secretary;
 - iii). Designated Director three; and

- iv) Designated Director four.
- d). The rotational system will then continue as for years one and two above.
- e). Sitting Board members will be eligible for re-election at the end of their term.
- f). Present members of the Board may stand for vacant positions, however if they do, their present position will then become vacant upon their nomination, effective from the commencement of the AGM.
- g). If a present member of the Board does decide to stand for another position, they must notify the Board not later than the Board meeting before the AGM of their intention, so that their present position can be added to the list for that year's elections.
- h). If a position becomes vacant during the tenure period, the position may be filled by the Board in accordance with the MBBC Constitution. When the position is filled the newly elected incumbent will continue in that position until the next AGM where election into that position will be only for the remainder of the tenure period.
- i). The flag positions of Commodore, Vice Commodore can only be filled by a person who has previously held a position on the Board of Directors continuously for a full elected term.
- j). Directors designated numbers are to be identified after the first ballot in year zero and will be filled at that time only by the drawing of lots by the Returning Officer at the Annual General Meeting of year zero.

4.4 Code of Conduct and Corporate Governance.

- 4.4.1 The MBBC Board adopts the Code of Conduct and Corporate Governance policies in their entirety and agrees to abide by the Code of Conduct and sign the Declaration of Acceptance following election or re-election to the MBBC Board of Directors.

BY-LAW No: 5 – MORETON BAY BOAT CLUB DRESS REGULATIONS

5.1 General Dress Rules

- 5.1.1 The general rules of what is **not acceptable at any time** on Moreton Bay Boat Club premises include:
- a) Bare feet (including children);
 - b) Bare chest;
 - c) Singlets and Tank tops;
 - d) Swimwear/wetsuits;
 - e) Football jerseys;
 - f) Headwear in the Clubhouse, except for;
 - i) deck area;
 - ii) fashion hats worn by females; and
 - iii) religious and medical requirements;
 - g) Objectionable prints;
 - h) Torn clothing;
 - i) Dirty and/or greasy clothes;

5.2 Permitted in the Clubhouse until 7pm

- 5.2.1 Casual attire, “T” shirts and reasonable work clothes are acceptable in the MBBC bar, gaming and Club deck area, up until 7pm.
- 5.2.2 Smart casual attire is required in the restaurant and lounge areas at **all** times.

5.3 Permitted in the Clubhouse after 7pm

- 5.3.1 Smart casual dress with footwear (diving boots), in all areas of the Club, at the discretion of the door person or management, whose decision will be binding and final. Quality style shirts without collars are acceptable.
- 5.3.2 Fancy dress and/or costume for official functions are allowable, provided they are in line with the theme of the function, at the discretion of the door person, or management whose decision will be binding and final.
- 5.3.3 Each day, the senior duty bar staff, will be responsible for the notification of patrons, 10 minutes before 7pm, that, **“dress regulations come into force as of 7pm, patrons not suitably attired are to vacate the Club premises”**, or words to that effect. Patrons not suitably attired after 7pm are not to be served and will be asked to leave the Club.

BY-LAW No: 6 - CLUB PONTOONS

6.1 Full and Life Members

- 6.1.1 Use of pontoons are permitted for a maximum of four hours, for rigging of boats prior to racing/tournaments, waiting between races, utilising clubhouse facilities, setting off passengers/crew, awaiting race or fishing results or minor repairs etc, free of charge.
- a) outside the above four hours and overnight stay for non-marina boats during race/tournament, or for boats where the intention is for setting off on an early morning departure, or for boats requiring minor repairs and cannot be moved, or during inclement weather, or in other extenuating circumstances, at the discretion of management. A fee as determined by the Board, payable in advance, for a maximum of five (5) consecutive nights.
 - b) If a request to stay for any other reason other than the above and there is no suitable MBBC Marina berth available, a charge at the current rate for MBBC Marina casual rentals will apply.
- 6.1.2 All major mechanical repairs, welding, sanding, painting and scraping of hulls etc. are not to be carried out on the club pontoons and/or in the MBBC Marina and must be carried out in another suitable facility. Minor repairs can only be carried out on number three pontoon, with prior approval from management and bookings made through the office, during office hours.

6.2 Bona-fide visitors

- 6.2.1 Pontoon use is permitted for a maximum of four hours, for minor emergency repairs or as a bona-fide visitor to the club, utilising clubhouse/restaurant (not as a member of an official club function), for a total of three visits only, free of charge.
- 6.2.2 For major emergency repairs, arrangements must be made, to transfer the boat to a facility that has the appropriate equipment etc.
- 6.2.3 Overnight stay for emergencies only or where there are no suitable marina berths available or in extenuating circumstances at the discretion of management, payment in advance at the current rate for MBBC Marina casual rentals will apply.
- 6.2.4 All other circumstances only with the Board of Directors official approval on application in writing addressed to the Secretary.

6.3 Booking of Pontoons

- 6.3.1 Booking of Pontoons will ensure preference.

BY-LAW No: 7 – MBBC SECTIONS

7.0 Moreton Bay Boat Club Sections:

- 7.0.1 Sailing;
- 7.0.2 Diving & Spearfishing;
- 7.0.3 Cowan Cowan;
- 7.0.4 Cruising & Interclub Cruising;
- 7.0.5 Fishing.

7.1 Moreton Bay Boat Club Approved Affiliated Organisations:

- 7.1.1 Redcliffe Sport & Game Fish (*MBBC's Fishing Section*).

7.1 General

- 7.1.1 All MBBC Sections and approved Affiliated Organisations are bound by the MBBC Constitution and By-Laws. MBBC Sections may have their own rules and regulations for the running of the Section, however these rules and regulations are not to be inconsistent with the MBBC Constitution and By-Laws.
- 7.1.2 All MBBC Sections and approved Affiliated Organisations of the MBBC, who are boat owners or control a sea vessel that participates in activities that utilise MBBC facilities, must be Full Members of the MBBC to be able to utilise the MBBC facilities.
- 7.1.3 Rules and regulations set by the Section committees cannot be implemented until ratified by the Board of Management of the Moreton Bay Boat Club.
- 7.1.4 Sections must meet regularly, and accurate minutes are to be kept of these meetings. A copy of all minutes is to be provided to the MBBC Board. The Sports Co-Ordinator and Director delegated to your section must be informed of meeting dates at least 7 days in advance. Meetings should be held at the Club and must be booked in advanced.
- 7.1.5. All correspondence must be on MBBC Club's Letter head and approved by Section Delegate or MBBC Secretary or MBBC Manager prior to being sent. This is to ensure all regulations in relations to ASIC are adhered to.
- 7.1.6 As the Moreton Bay Boat Club is the controlling body of all sections and is controlled by Government bodies. The MBBC is subject to audits from many organisations such as OLGR, ASIC and ATO the following procedures must be strictly adhered to:
 - (a) All monies must be receipted through the Moreton Bay Boat Club. A section may request a \$200 float for the use for petty cash items.
 - (b) This float must be balanced and reconciled with the Accounts department of the Moreton Bay Boat Club by the 7th of each month for the prior month. Receipts, invoices, and dockets must be produced to verify any transaction.
 - (c) Petty cash is to be utilized for small items of income and expenditure (must not be used for memberships fees or event nomination fees.
 - (d) All membership and nomination fees must be paid in to reception. These fees can be collected at an organised sign on day but must be receipted on an approved Moreton Bay Boat Club Receipt Book.
 - (e) Expenses over \$150 must have approval by Section director or Manager prior to purchasing. This can be an instant approval by simply an email or bringing the request into reception.
 - (f) Bank accounts or term deposits cannot be opened at any financial institution without approval of the Board of Management. In the instance that approval is given it will be compulsory that all transactions must be signed by 2 authorized signatories and at least one of those must be the Treasurer, Commodore or Manager of the MBBC.

(g) A budget must be prepared each year for the coming financial year. This budget must be presented to the Board of Management for approval. The Treasurer and Manager will be available to work with the committee to assist in developing this budget.

(h) Section membership fees must be ratified by the Board of Management. Section membership fees will be due on 1st June each year same as MBBC Membership fees.

7.1.6 All MBBC Sections are bound by the MBBC Constitution and By-Laws at all times. As per MBBC Constitution article 2.2.1.

7.1.6 A business plan shall be developed and maintained on a yearly basis to include all sporting sections and affiliated Clubs.

7.1.7 The Club's Sporting Co-Ordinator will:

Attend monthly meetings when available

Assist with the promotion of your section

Will ensure that policies and procedures are implemented and maintained for each section

Will assist with Grant writing

Will assist in the development and growth of your section

Will assist with Administration of your section. Training new committee's of their duties and responsibilities.

Assist with organisation of fund raising events

Assist with developing junior and youth programs

7.1.18 All assets purchased by MBBC will remain the property of the MBBC. Any funds raised/received by a section is to be used for that section and any property will be the property of MBBC. Asset registers will be maintained by the MBBC. A register must be kept and all equipment must be signed in and out when leaving club premises. Insurance and registration papers for vehicle must be presented before towing trailers with any equipment. The register will be kept at Reception. 24 hours notice must be given to the Manager or Board delegate prior to any equipment leaving the MBBC premises.

7.1.19 in the case of MBBC no longer operating as a Club the Assets of the section will be donated to a Club of similar.

7.1.20 Visiting Clubs or groups are permitted to use facilities as guests of the MBBC. All groups must be accompanied by Club Members whilst on Club Premises. Management should be notified of any visiting groups in advance for insurance purposes.

7.1.21 Storage of private equipment in the Carpark can only be done by a Full Financial member of the Club and the Board nominated fee must be paid in advance like Handstand and Marina Fees.

7.1.22 Any equipment borrowed by a section of the MBBC must be organised in conjunction with your board delegate and Club Management. This ensures insurance cover and liability cover.

7.1.23 The MBBC will provide facilities free of charge to Sporting sections for presentation dinners, fund raising events, sign on days etc.

7.1.24 Moreton Bay Boat Club shall maintain the leased area of Cowan Base as per lease documents. A business plan shall be developed and maintained on a yearly basis. The Club shall be responsible for work carried out to maintain area including huts in accordance with the Heritage status and ensure that the huts are not neglected or deteriorate. A budget for works shall be implemented each 12 months for expenditure to achieve this.

7.2 Sections Raffles

7.2.1 MBBC Sections and affiliated Clubs will be granted permission to raise money for their Section, through the organised Club raffles,

- a) Requests must be through your board delegate or the Manager.
 - b) Proceeds (after payment for prizes) from that raffle will go to the Section . At the completion of each raffle a raffle reconciliation sheet (as per OLGR regulations) must be completed and given to reception with the proceeds from the raffle.
 - c) Under OLGR regulations raffle prizes must be at least 20% of raffle proceeds.
 - d) All sections and affiliated Clubs must conduct Friday Raffles as per Raffle Roster.
 - e) Proceeds from Friday Night Raffles goes to the Club's Sports Fund which is used throughout the year to assist sections and affiliated clubs in running events. Sections may request assistance through this fund by putting a request in writing to the Board of Management.
- 7.2.2 Monies raised by Sections through the organised Sections raffles, are to be used for the improvement of the Section, e.g. purchase of equipment or provide trophies for tournament/races etc. At no time are Sections to use money raised through Club raffles to pay for any Section organised party e.g. Christmas parties. Sections may subsidize tickets for presentation dinners or a yearly function up to 20%.
- 7.2.3 Sections or affiliated Clubs who fail to provide delegates for the rostered Friday raffle duty, will not be able to access funds from the Club Sport's Fund for events and may be in jeopardy of not receiving sponsorship for events.

BY-LAW No: 8 – CHILDREN

8.1 General

- 8.1.1 It is a requirement that parents remain totally responsible for their children whilst they are on Club premises. At all times children must be with a responsible adult whilst on Club premises.
- 8.1.2 Adults must not have children accompanying them in the bar area and will be refused service whilst the child, (except for babies in a pram or being carried by an adult) remains in the bar area.

8.2 Children in the Clubhouse and Deck area

- 8.2.1 At no time are children:
 - a) permitted to run, hurry or make loud noise in the Clubhouse and deck areas;
 - b) permitted near the bar;
 - c) permitted in the poker machine area;
 - d) to be barefooted in the MBBC Clubhouse and deck areas;
 - e) to play in the Club unsupervised;
 - f) under the age of ten (10) permitted on the dance floor during entertainment; and
 - g) under the age of ten (10) allowed to remain in the Clubhouse and deck area after 9:00pm, except in the Restaurant and Function Room.

8.3 Responsibilities

- 8.2.3 Management will be responsible for notifying patrons at 8:45pm that **“it is now 8:45pm and patrons are reminded that children under the age of ten (10) are not permitted in the Club after 9:00pm.”** or words to that effect.
- 8.2.4 It is the duty of staff (including catering) and management to ensure that this By-Law is enforced. Club members should report any breaches of the above to a management or on duty staff.
- 8.2.5 Breaches of the above may result in action being taken by the Board, on the parents concerned.

BY-LAW No: 9 SECURE PARKING AREA

9.1 General

- 9.1.1 The Moreton Bay Boat Club (MBBC) secure parking area, is reserved for vehicles and boats of MBBC Full, Life and Associate Members **only**. MBBC Full, Life and Associate Members utilising the secure park must display a **current** MBBC member sticker on the vehicle.

9.2 Restrictions

- 9.2.1 Members are not to:
- a) park or leave vehicles/boats/trailers for periods of time exceeding five (5) days without prior approval of management;
 - b) allow or bring non-Member cars/boats into the secure parking area;
 - c) lend electronic keys to non-Members so that they can utilise the facilities;
 - d) park in wrong areas e.g. against ramp or hardstand gateways blocking entry/exit from these areas, park vehicle only in designated vehicle and trailer area or park vehicle and trailer in designated vehicle only areas or park in non-designated parking areas;
 - e) leave vehicles with or without trailers unattended on ramps; and
 - f) reverse park against fence.
- 9.2.2 Offenders of the above shall be dealt with by the Board, which could result in the Members electronic key being decoded, vehicle towed away and/or suspension of membership.
- 9.2.3 Club members should report any breaches of the above to management.

BY-LAW No: 10 – MEMBERS INFORMATION SESSIONS

10.1 General

- 10.1.1 Members information sessions are not a constitutional/legal requirement. They are provided by the Board as an avenue for information sharing between the Board, Club sections and all Members of the Moreton Bay Boat Club.
- 10.1.2 Members cannot move/pass a motion/resolution but may request the Board to investigate or follow up on items presented at the sessions. The Board should follow up on requested items by the next available session.
- 10.1.3 The sessions are to be held on an as needed basis.