

---

# REGULATIONS

---

1. Reprint: August 1984
2. Reprint: October 1990
3. Reprint: June 1997
4. Reprint: March 2009
5. Reprint: April 2010
6. Reprint: June 2012
7. Reprint: October 2012
8. Reprint: September 2014
9. Reprint: March 2016
10. Reprint: August 2017
11. Reprint: February 2018



## **REGULATIONS**

# CONTENTS

REGULATIONS	DESCRIPTION	PAGE
	<b>GENERAL</b>	
1.	Definition and Interpretation	1
2.	Opening Hours	1
3.	Conduct and Decorum	1
	• Use of Premises and Facilities	1
	• Gambling	1
	• Parcels, Letters and Posters	2
	• Members' Property	2
	• Society's Property	2
	• Animals and Pets	2
	• Consumption of Outside Food and Beverage	2
	• Dealing with Society's Employees	3
	• Use of Carparks	3-4
	4.Dress Code	4-5
5.	Guests	5-6
6.	Children	6-7
7.	Domestic Helpers	7
8.	Food and Beverage	7-9
9.	Banquet	9
10.	Membership Cards	9-10
11.	Members' Accounts	10-12
12.	Reinstatement of Membership	12
13.	Absent Status	12
14.	Spouse Membership	12-13
15.	Junior Membership	13-14
16.	Life Member (Transferred) and Senior Member (Transferred)	14
17.	Transfer of Membership	15
18.	Transfer of Membership Upon Death of Member	15-16
19.	Staff and Undergraduates of NUS and Non-members	16
20.	Suggestions and Complaints	16
21.	Disciplinary Proceedings	16-19
22.	Non-Liability of Society	19
23.	Sub-Committees	19-20

<b>REGULATIONS</b>	<b>DESCRIPTION</b>	<b>PAGE</b>
<b>RECREATION FACILITIES &amp; USAGE</b>		
24.	Children's Playroom	20-21
25.	Fruit Machine Rooms	21-22
26.	Reading Room	22-23
27.	Steam Rooms	23
28.	Towels and Lockers	23-24
29.	Internet Access	24
<b>GAMES REGULATIONS</b>		
30.	General	24
31.	Sports and Recreation and Cultural Sub-Committee	24-25
32.	Sports and Cultural Sections	25
33.	Formation of Fee-Paying Section	25
34.	Section Committee	26
35.	Election of Section Committee	26-27
36.	Powers of the Section Committee	27-28
37.	Section Members	28
38.	Section Subscription Fees	28-29
39.	Tournaments	29
40.	Section Tours	29-30
41.	Annual General Meeting	30-32
42.	Voting Rights	32
<b>GAMES FACILITIES &amp; USAGE</b>		
43.	Hiring of Facilities	32
44.	Lessons / Training	32
45.	Billiard and Pool Room	32-35
46.	Activity Room	35-37
47.	Fitness Centre	37-38
48.	Squash Courts	38-40
49.	Swimming Pool	41-42
50.	Tennis Courts	42-44
51.	Multi-Purpose Hall (Badminton Courts and Table Tennis)	44-46
52.	General Areas	46
<b>SCHEDULE I</b>		<b>47-48</b>

## **SECTION I – GENERAL**

### **I. DEFINITION AND INTERPRETATION**

In the Regulations, the following terms shall have the following meanings unless the context otherwise requires:

“the Society” shall mean “The National University of Singapore Society”.

“the Committee” shall mean the “Management Committee” for the time being and its authorised nominees or authorised employees of the Society.

“members” shall mean all classes of members and shall, if appropriate for the purposes of observance of these regulations, include their spouses, children, guests and other persons under their charge.

### **2. OPENING HOURS**

The Society’s premises and facilities shall be open during such hours and subject to such conditions as the Committee may from time to time decide (See Schedule I).

### **3. CONDUCT AND DECORUM**

#### **3.1 Use of Premises and Facilities**

Members and their guests shall, at all times, use the Society’s premises and facilities in such manner so as not to interfere with the reasonable comfort of, or be a nuisance to other members of the Society and so as not to damage or possibly damage the Society’s property. They shall duly observe all reasonable requests made by the Committee in that behalf. The Committee shall be the sole arbiter as to the reasonableness of such a request.

#### **3.2 Gambling**

- a. Gambling shall not be permitted within the Society’s premises unless authorised by the Committee and approved by relevant authorities.
- b. No playing of cards shall be permitted within the Society’s premises without the prior approval of the Committee.

### **3.3 Parcels, Letters and Posters**

- a. Letters and parcels addressed to or sent by members are received or sent at such members' own risk and the Society shall not be liable or responsible for such letters or parcels. Unclaimed letters and parcels may be retained for a period of one calendar month only, after which they may be returned to the relevant authority or be disposed of as the Committee deems fit.
- b. No posters, placards, advertisements or any such material shall be permitted to be displayed anywhere inside or outside the Society's premises without the prior permission of the Committee.

### **3.4 Members' Property**

- a. The Society shall not be responsible for any loss or theft of any article or property of any member whether left in any locker or elsewhere in the Society's premises.
- b. Members shall not be permitted to entrust any articles or property to the care of the Society's employees.

### **3.5 Society's Property**

No property of the Society shall be removed from the Society's premises without proper authorisation. There shall also be no unauthorised tampering of the Society's equipment. Members removing or damaging the Society's property shall pay the Society the cost of making good the same. The cost shall be assessed by the Committee, whose decision shall be final.

### **3.6 Animals and Pets**

No animals or pets, with the exception of guide dogs for the visually impaired, shall be brought into or be permitted anywhere in the Society's premises.

### **3.7 Consumption of Outside Food and Beverage**

Except as authorised by the Committee, only food and beverage purchased from the Society may be consumed within the Society's premises. The Committee may restrict the consumption of food and beverage in any particular area of the Society's premises.

### **3.8 Dealing with Society's Employees**

- a. No member shall give any gratuity to any of the Society's employees, unless it is through giving to a fund officially authorised by the Committee.
- b. No member shall induce or attempt to induce any of the Society's employees to leave the Society's service for whatever reason.
- c. No member shall personally reprimand any Society employee. A member may report unsatisfactory conduct of any employee to the Committee.
- d. Any harassment of the Society's employees by any member or member of the public either by words, actions or electronic modes of communication, may subject the member to disciplinary action by the Committee, or the member or member of the public may be reported to the police, where appropriate.

### **3.9 Use of Carparks**

Vehicles are parked at any of the carparks at the car owners' sole risk. The carparks' lessor/landlord and/or NUSS or the Management shall not be held responsible or liable in any way whatsoever for any loss or damage to any of the motor vehicles or any other property placed or parked in any of the carparks due to any cause whatsoever, including without limitation, theft, damage or other misdemeanor to vehicles while parked in the carparks.

NUSS, the lessor/landlord of the carparks and their agents reserve the right to amend the General Rules and Regulations of Carparks as and when necessary without any prior notice.

#### **KRGH**

- a. Unless authorised by the Committee, no vehicle shall be parked at any time within the Society's precincts.
- b. Vehicles shall only be parked in authorised parking areas allocated by the National University of Singapore for use by members. Unauthorised or illegally parked vehicles will be wheel-clamped. An administrative fee may be imposed that may be determined by the Committee from time to time.



## SCGH

Members' usage of the carpark is subject to the terms and conditions as laid out by the Landlord.

### 4. DRESS CODE

- 4.1 Members shall be appropriately attired at all times whilst on the Society's premises in accordance with Regulations 4.4 to 4.8 below.
- 4.2 The Committee or authorised employees will determine what is acceptable or unacceptable in any particular situation not covered by the specific requirements set out hereafter.
- 4.3 The dress code for the Society's premises shall be **smart casual** as defined in Regulation 4.4 below, unless otherwise stated.

- 4.4 A **smart casual** dress code is defined as:

Ladies ~ Dress, blouse, collared T-shirt, skirt, pants with proper shoes or covered sandals;

Gentlemen ~ A collared shirt with sleeves or sweaters with collar, proper trousers and covered shoes.

- 4.5 For the following areas in the Society's premises, a **casual** dress code as defined in Regulation 4.6 below is permitted at the stated times:

	<b>Smart Casual</b>	<b>Casual</b>
Monday to Friday	All Guild Houses except Café on the Ridge	Café on the Ridge
Saturday, Sunday & Public Holiday	All Guild Houses	All Guild Houses

- 4.6 A **casual dress** code is defined as:

Ladies ~ Blouse, T-shirt, bermudas or three-quarter pants and sandals;

Gentlemen ~ Shirt or T-shirt, bermudas or three-quarter pants and sandals.

- 4.7 No slippers shall be worn anywhere in the Guild Houses except:
- Around the swimming pool area; and
  - At Cafe on the Ridge (on Saturdays, Sundays and Public Holidays only).
- 4.8 Use of swimwear must be confined to the swimming pool and the adjoining outdoor area.
- 4.9 Specific dress code requirements for sports and games facilities including the Fitness Centre as determined by the Sports and Recreation Sub-Committee must be adhered to.

## 5. GUESTS

- 5.1 The following categories of persons are considered as guests:
- Spouse of a member who is not a Spouse Member;
  - Family members of a member who are 12 years old and above and are not Junior Members;
  - Spouse of a deceased member;
  - Domestic helpers(s) employed by a member; and
  - Other categories of persons as approved by the Committee from time to time.

The following category of persons may not be introduced as guests to the Society:

- Members who are placed on default status;
- Former members (including those who have been deleted) who remain indebted to the society; and
- Such other persons as may, from time to time, be excluded by the Management Committee.

The member signing in any of the above persons as guest shall, upon being informed of the exclusion status of such persons, immediately cause such persons to leave the Society's premises.

- 5.2 Guests may not be introduced for more than eight (8) times in one calendar month and for up to two (2) times a week, unless otherwise sanctioned by the Committee. Any Management Staff or Duty Manager is empowered to request clarification and enforce this by requesting the guest to leave the premises as necessary.
- 5.3 Guests shall not be entitled to the privileges of a member, and guest fees and restrictions shall be imposed where applicable.

- 5.4 Members shall sign in their guests in the Guest Book provided for the purpose. Members shall be present with their guests and guests shall identify themselves to the Committee when requested to do so. Members must be in the Society's premises throughout the duration of the presence of their guests.
- 5.5 Members introducing guests to the Society shall be solely responsible for ensuring the observance by such guests of the Society's Constitution and Regulations. Members shall be fully responsible for the conduct and behaviour of their guests and shall be liable to the Society in respect of any damage or injury caused by any of their guests and shall keep the Society, the Committee, its employees and agents fully indemnified in respect of any action, claim, or demand arising by reason of any of the guests' act or default.
- 5.6 Guests shall not be permitted to use any sports facilities of the Society except in accordance with these Regulations and at such times and on such conditions as may be approved by the Committee.
- 5.7 Guests shall only make purchases from the Society through the following payment modes: NETS or credit cards (Visa and MasterCard only).
- 5.8 The Committee may, at its sole discretion, request members and/or their guests or children who are found breaching any of the provisions of the Society's Constitution or Regulations or other rules of the Society, to refrain from such behaviour or leave the Society's premises.
- 5.9 Guests are not allowed in the Fruit Machine Rooms at all times.
- 5.10 The Committee may at any time withdraw any of all facilities of the Society from any guest without giving any reasons whatsoever.

## **6. CHILDREN**

- 6.1 Members shall be fully responsible for the conduct and behaviour of their children and other children visiting the Society in their charge and shall be liable to the Society in respect of any damage or injury howsoever caused by the children, and shall keep the Society, the Committee, its

employees and agents fully indemnified in respect of any action, claim or demand arising by reason of the act or default of any of the children.

- 6.2 Children below 12 years old must be accompanied and supervised by a member or parent at all times.
- 6.3 The Committee may, at its sole discretion, request members and/or their guests or children who are found breaching any of the provisions of the Society's Constitution or Regulations or other rules of the Society, to refrain from such behaviour or leave the Society's premises.
- 6.4 Persons below 18 years old are not permitted to enter:
  - The Bars – except to consume food and beverages but not alcoholic drinks
  - The Karaoke Rooms – except for private rooms, where the Government stipulations regarding the sale of tobacco and alcohol to minors is prohibited
  - The Billiard Room

## **7. DOMESTIC HELPERS**

- 7.1 Domestic helpers may be brought to the Society's premises for the purpose of care-giving to the elderly, the infirmed and young children.
- 7.2 Domestic helpers are permitted within the Society's premises only when a member or the spouse member is also present.
- 7.3 The Committee, may from time to time, regulate or restrict the use of premises and facilities by domestic helpers.

## **8. FOOD AND BEVERAGE**

- 8.1 The Committee may, from time to time, amend the rates, the times and the manner in which food, drinks and tobacco shall be supplied by the Society.
- 8.2 Mobile phones should not be used in such manner as to disturb the peace of members or to cause unreasonable inconvenience to the other members.

- 8.3 Reservation of private dining rooms in the restaurants is permitted, subject to such terms and conditions as may be determined by the Committee from time to time.
- 8.4 Members shall abide by the following regulations when patronising any of the Society's karaoke outlets:
- Members are allowed to sign in a maximum of five (5) guests per visit;
  - Members with more than five (5) guests are required to book a private room at the prevailing rental rate;
  - A person may be introduced as a guest for up to two (2) times a week;
  - Members should sign in their guests in the guest book provided and should be present in the Society's premises. Members shall be fully responsible for the conduct and behaviour of their guests;
  - Members must pay a guest fee of \$8.00 per guest. A complimentary drink from a list of housepour beverages will be offered to each guest;
  - Guests have no song entitlement but may use the accompanying member's song entitlement;
  - Members are required to purchase a beverage for themselves before song selection. Members having a bottle or buying a new bottle need not buy an additional beverage for themselves;
  - Members and guests are not permitted to adjust the lounge lighting or sound systems behind the counter;
  - Members shall return the microphones to the Sound System Counter after each use;
  - Persons below the age of 18 are only permitted in the private rooms but are not allowed to use the lounge area;
  - Only food and drinks served in the karaoke lounge are permitted to be consumed;
  - Members and their guests are reminded that under no circumstances should a staff of the Society be subject to harassment. There are proper channels to communicate feedback on operational issues; and

- The Duty Manager has been authorised to ask any member and their guest to leave the karaoke lounge or the Society's premises in the event any of the rules are flouted. The member may also face disciplinary action.
- Booking of Private Rooms:
  - Kent Ridge Guild House:  
Members may rent the private karaoke rooms at the Guild Houses during operational hours. Rental is subject to such terms & conditions as may be determined by the Committee from time to time. The Committee reserves the right to assign staff to inspect the condition of the furniture and equipment in the private rooms before members settle their bill and leave the outlet. Members are liable for misuse, mishandling and damage to the furniture and equipment in the rooms.
  - Suntec City Guild House:  
Private booking may be made only on weekdays before 4 PM (terms and conditions apply i.e. hourly rates).

## **9. BANQUET**

- 9.1 Members and guests are permitted to use parts of the Society's premises for private functions on such terms and conditions that may be determined by the Committee from time to time. A fee may be imposed upon hirers.
- 9.2 All food and beverage requirements for private functions must be purchased from the Society.

## **10. MEMBERSHIP CARDS**

- 10.1 The Society shall issue a membership card to each member. Membership cards belong to the Society and shall be returned to the Society upon termination of membership or when requested to do so by the Committee.
- 10.2 Membership cards are not transferable and may only be used by the person whose name appears on the card.
- 10.3 Members shall carry their membership cards at all times while in the Society's premises and shall show their membership cards

when requested to do so by any member of the Committee or authorised employee. Members who fail to produce their membership cards will be asked to leave the Society's premises immediately.

- 10.4 Members who lose their membership cards shall report the loss to the Society immediately and apply for the issue of a replacement card for which the member shall be charged such sum as may be decided by the Committee from time to time. The prevailing rate will be posted on the NUSS website. Until a report of loss is made, the member shall remain liable to pay in respect of any expenses incurred on the member's membership card. Pending issue of a replacement card, the member shall be issued a temporary card for use.
- 10.5 A member holding the NUSS DBS Platinum card shall not be issued with any NUSS membership card unless upon that member's request. The member shall be charged such sum as may be decided by the Committee from time to time. The prevailing rate will be posted on the NUSS website.
- 10.6 Any member found using a card in a fraudulent or dishonest manner or having unauthorised use of a card, shall be handed over to the police and/or be subject to legal action by the Society. The member shall be liable for all legal and court fees and disbursements due to the actions taken by the Society and shall make good any losses and damages incurred by the Society. Any member who is found to act fraudulently or dishonestly shall be subject to disciplinary action by the Society.

## **II. MEMBERS' ACCOUNTS**

- 11.1 Members shall make payment by signing for charges incurred with their names and membership numbers stated clearly on all bills.
- 11.2 Members will receive a statement of accounts in the following month in respect of all amounts due. If any member upon receiving a statement considers that there is an error in the statement, the member should notify the Accounts Department within fourteen (14) working days of the date of the statement of accounts.
- 11.3 The due date for settlement of current charges is one (1) month

from the date of the statement of accounts. Overdue amounts exceeding 30 days must be settled immediately. A late penalty including interest charged on this outstanding amount may be imposed by the Society and this shall be determined by the Committee from time to time.

- 11.4 Receipts will not be issued for cheque payments received from members but a statement of amount paid will be shown on the next statement of accounts sent to a member.
- 11.5 When payment is not made by the due date, a first reminder will be sent giving the member fourteen (14) days within which to settle the outstanding account. A member shall be placed on default status if payment is not received within the period stipulated in the first reminder.
- 11.6 A member who is placed on default status will not be entitled to any of the privileges of membership until full payment has been received. Any member placed on default status may not be signed in as a guest.
- 11.7 A member who does not settle his monthly accounts within the period stipulated in the first reminder, will be levied an administration charge of \$50 plus the prevailing Goods and Services Tax (GST) or such other sum as determined by the Committee from time to time for each subsequent reminder that is issued.
- 11.8 A member whose name is posted on the Defaulters' List on more than one occasion during a calendar year will be required to maintain a higher credit deposit with the Society as follows:
  - On Defaulters' List twice – credit deposit of \$300
  - On Defaulters' List three times – credit deposit of \$600
  - On Defaulters' List four or more times – credit deposit of \$1,000The increase in credit deposit will be billed to the member's account in the month in which the default status is posted. The duration of the imposition of the above credit deposit and the amount of credit imposed shall be determined by the Committee from time to time.
- 11.9 Members who have defaulted in payment exceeding sixty (60) days may have their membership terminated, and all deposits and fees forfeited. Members who have had their membership terminated due to default or due to disciplinary actions taken by



the Committee shall remain liable for all outstanding dues and shall pay them promptly and in full.

11.10 Members shall be liable for all legal and procedural costs incurred in the recovery of outstanding dues to the Society.

## **12. REINSTATEMENT OF MEMBERSHIP**

A person whose application for reinstatement to the Register of Members is approved by the Committee will be required to:

- Settle in full all outstanding dues (if any);
- Pay an administrative charge of \$200 plus prevailing GST or such other sum as may be determined by the Committee from time to time;
- Pay an entrance fee at one-twelfth (1/12) of the prevailing rate of entrance fee (plus GST) for every month that has elapsed from the date of resignation/deletion to the date of reinstatement or the full rate of entrance fee whichever is lower; and
- In the case of a deleted member who is granted reinstatement, maintain a higher credit deposit of \$1,000 with the Society.

## **13. ABSENT STATUS**

13.1 An Absent Member shall be required to pay 20% of the prevailing subscription fee for the full period of absence or any other sum which may be determined by the Committee from time to time.

13.2 Life Members on Absent Status shall not be required to pay the absent fee for the full period of absence.

## **14. SPOUSE MEMBERSHIP**

14.1 Admission of Spouse Members shall be subject to furnishing relevant documents including the member's marriage certificate.

14.2 Spouse Members shall not be entitled to any of the rights or privileges of members of the Society, except those approved by the Committee.

14.3 Spouse Members shall pay a monthly subscription to be determined by the Committee from time to time. Spouse Members shall not be liable to pay any entrance fee or make a deposit with the Society.

- 14.4 Spouse Members shall sign on the account of their spouses who are members and these members shall be liable to pay all expenses incurred by their Spouse Members.
- 14.5 A Spouse Member seeking reinstatement will be required to pay a reinstatement fee of \$20 plus prevailing GST or such other sum that may be determined by the Committee from time to time.

## **15. JUNIOR MEMBERSHIP**

- 15.1 Junior Membership shall be subject to the Rules and Regulations as decided by the Committee from time to time as it may deem fit. *(Refer to NUSS website for eligibility, terms and conditions and charges for Junior Membership).*
- 15.2 A member of the Society may apply for the member's child to be a Junior Member under Category A, if the child's age is above 12 and below 26 years old at the time of application.
- 15.3 Any NUS undergraduate or any student pursuing any recognised graduate coursework programme in NUS may apply for Junior Membership under Category B. This scheme is however not applicable for foreign students who are on overseas exchange or attachment programme with NUS.
- 15.4 Junior members are not entitled to any of the rights or privileges of members of the Society except those approved by the Committee.
- 15.5 Category A Junior Members
- Shall pay a monthly subscription to be determined by the Committee from time to time and shall not be liable to pay an entrance fee or to make any deposit with the Society unless the Committee decides to do so.
  - Shall sign on the account of the member's parent(s), and these parent members shall be liable to pay all expenses incurred by their Junior Members.
  - Junior Members (Category A2) who are pre-matriculated students of the National University of Singapore can join as Junior Members (Category B) upon commencement of the

undergraduate degree course. All applications shall be supported by the letter of acceptance from the National University of Singapore and a letter of undertaking that the offer will be accepted.

#### 15.6 Category B Junior Members

- Shall be required to make a deposit with the Society.
- Shall sign on the member's account and shall be liable to pay all expenses incurred with the Society and shall link the member's account to GIRO (General Interbank Recurring Order).
- Foreigners must pay all expenses incurred with the Society by credit cards or NETS.

### **16. LIFE MEMBER (TRANSFERRED) AND SENIOR MEMBER (TRANSFERRED)**

#### 16.1 Life Members or Senior Members who have transferred their membership to:

- An Immediate Family Member
  - Life Member: Spouse to spouse, parent to child, child to parent, sibling to sibling, member to niece/nephew or member to grandchild.
  - Senior Member: Spouse to spouse, parent to child or child to parent.
- A Third Party

are reclassified as a Life Member (Transferred) or a Senior Member (Transferred) with privileges determined by the Committee from time to time.

#### 16.2 Life Member (Transferred) and Senior Member (Transferred) are not permitted to:

- a. be officers of or members of the Committee unless co-opted by the Committee;
- b. vote, or to move or second resolutions; or
- c. nominate members for elections to the Committee.

## **17. TRANSFER OF MEMBERSHIP**

- 17.1 Members who wish to transfer from spouse to spouse, parent to child or child to parent will pay a reduced transfer fee of \$200, plus prevailing GST or such other sum which may be determined by the Committee from time to time. This is, however, subject to the condition that the membership has previously not been transferred by way of payment of a Discounted Transfer Fee or, where the membership has previously been transferred by way or payment of the full transfer fee.
- 17.2 Life Members who wish to transfer from spouse to spouse, parent to child, child to parent, sibling to sibling, member to niece/nephew or member to grandchild will pay a reduced transfer fee of \$200, plus prevailing GST or such other sum which may be determined by the Committee from time to time. This is, however, subject to the condition that the membership has previously not been transferred by way of payment of a Discounted Transfer Fee or, where the membership has previously been transferred by way or payment of the full transfer fee.
- 17.3 Life Members will retain their membership after the transfer and reclassified as a Life Member (Transferred) with privileges as set out under Article 16 of the Regulations.

## **18. TRANSFER OF MEMBERSHIP UPON DEATH OF MEMBER**

- 18.1 The Executor/Administrator of the estate of the deceased member may apply to the Committee to transfer or withdraw the membership upon submission of a copy of the Will, Grant of Probate or Letters of Administration. Where there is no Grant of Probate or Letters of Administration, the membership of the deceased shall not be transferred unless approved by the Committee.
- 18.2 The Executor/Administrator may transfer the membership of the deceased to the beneficiary under the Will provided that the beneficiary satisfies the requirements of an Ordinary or Associate Member and upon payment of the transfer fee.
- 18.3 If the beneficiary does not satisfy the requirements of an Ordinary or Associate Member, approval must be obtained from the

Committee to transfer the membership to a third party who satisfies the requirements of an Ordinary or Associate Member and upon payment of the transfer fee.

## **19. STAFF AND UNDERGRADUATES OF NUS AND NON-MEMBERS**

The Committee may allow staff and undergraduates of the National University of Singapore and such other categories or persons to use specific areas of the Society's premises from time to time, and such permission may at any time be revoked by the Committee at its sole discretion.

## **20. SUGGESTIONS AND COMPLAINTS**

Suggestions and complaints shall be made in writing to the Honorary Secretary.

## **21. DISCIPLINARY PROCEEDINGS**

### **21.1 Complaints against Members**

21.1.1 Any complaint against a member shall -

- i) be made in writing; and
- ii) be signed by the person making the complaint

21.1.2 Upon receipt of such complaint, the complaint shall be forwarded to the Honorary Secretary who shall hand it over to the Disciplinary Sub-Committee ("DSC") for investigation.

21.1.3 In the event such complaint involves parties in an unresolved dispute, the President, or in his absence, the Vice President or the Honorary Secretary (in that order) shall be empowered to require any person, member or otherwise, deemed a party to the complaint, to abstain from visiting the Society's premises until the said complaint has been resolved.

21.1.4 For the purposes of ascertaining whether a disciplinary offence is disclosed, the Chairman of the DSC -

- i) may appoint a Mediator to conduct a mediation session into the complaint; or
- ii) shall immediately refer the complaint to be investigated by the DSC.

21.1.4 Any member who lodges a complaint commits to testifying before the DSC and/or the Committee. If a complaint is dismissed by the DSC on the grounds that there is insufficient evidence against the defendant due to the complainants' neglect, refusal or failure to testify, the DSC may impose an administrative fee not exceeding \$500.00 against the complainant.

## 21.2 Disciplinary Charges

21.2.1 Every charge shall describe the offence in such manner as to identify the act or omission complained of.

21.2.2 Subject to paragraph (20.2.3), where there are 2 or more distinct offences, a separate charge shall be framed in respect of each offence and a separate finding shall be made on each charge.

21.2.3 Where more than one offence is committed in the course of the same transaction, only one charge shall be framed in respect of the most serious offence disclosed.

21.2.4 More than one member may be dealt with together for the same or different offences if committed in the course of the same transaction.

21.2.5 The charge may be amended or altered at any time before the finding, but the member concerned shall be informed of the amended or altered charge and shall be given full opportunity to cross-examine or give or call evidence to meet such new charge.

21.2.6 A member charged with an offence may be punished for having attempted to commit, or having abetted the commission of such offence.

## 21.3 Procedure at Disciplinary Hearing

21.3.1 Every disciplinary hearing under these Regulations shall be conducted by members of the DSC.

21.3.2 The charge shall be read out and, if necessary, explained to the member charged and he shall then be called

upon to plead to the charge.

- 21.3.3 If the member concerned pleads guilty -
- i) the DSC shall record briefly the facts in support of the charge and shall explain them to the member;
  - ii) the member shall then be invited to make any statement he wishes in extenuation of the offence, and such statement shall be recorded, or if he has nothing to say, such fact shall be recorded; and
  - iii) the DSC may then accept plea, record a finding of guilt and impose the appropriate punishment under Article 22(6) of the Constitution of NUSS in respect of the offence.
- 21.3.4 If the member concerned does not plead guilty or refuses to plead -
- i) the DSC shall examine the witnesses in support of the charge and their evidence shall be recorded;
  - ii) the member concerned shall be invited to cross-examine the witnesses and examine any documentary evidence;
  - iii) a witness may be re-examined on matters arising out of any cross-examination;
  - iv) if, after hearing the witnesses in support of the charge, the DSC finds that no case has been made out against the member concerned, he shall dismiss the case, but otherwise he shall call on the member concerned for his defence;
  - v) if called on for his defence -
    - a) the member concerned may give evidence or submit a written statement, and may call witnesses, or he may remain silent;
    - b) if the member concerned gives evidence, he may be cross-examined, but not as to character or offences not charged, and he may make any explanatory statement on any point arising out of his cross-examination; and
    - c) his witnesses may be cross-examined, including cross-examination as to credibility, and he may re-examine them;
  - vi) the DSC shall, on the evidence, record a finding of guilty or not guilty; and
  - vii) if the DSC finds the member concerned guilty

- a) the member concerned shall be invited to make any statement he wishes in extenuation of the offence;
- b) such statement shall be recorded, or if he has nothing to say, such fact shall be recorded; and
- c) the procedure set out in paragraph (20.3.3) (iii) shall then be applied in respect of the recommendation for punishment.

21.3.5 The DSC shall at all times satisfy itself that the member concerned understands the nature and effect of the proceedings and has a proper opportunity to defend himself.

21.3.6 The DSC may for sufficient reasons adjourn any disciplinary hearing from time to time.

#### 21.4 Powers to Review

- 21.4.1 The Management Committee (“MC”) may, on appeal under Article 23 of the NUSS Constitution by the member against any finding or disciplinary punishment or both under these Regulations -
- i) confirm, vary or reverse the decision of the DSC or order a re-hearing of the disciplinary proceedings; and
  - ii) confirm the punishment, or if the MC is of the view that the punishment is inadequate or excessive, substitute the punishment with any other punishment authorized under the NUSS Constitution.

## 22. NON-LIABILITY OF SOCIETY

The Society, the Committee, its employees or agents shall not be liable or responsible for any injury howsoever caused to members, their guests or children or for any theft or loss of or damage to any property of such persons.

## 23. SUB-COMMITTEES

23.1 The Committee shall constitute various Sub-Committees and ad-hoc taskforces from time to time as it deems necessary.



- 23.2 Sub-Committees shall comprise a Chairperson, a Deputy Chairperson and other members as nominated by the Chairperson and approved by the Committee.
- 23.3 The terms of reference of the Sub-Committees shall be approved by the Committee and reviewed from time to time as deemed necessary by the Committee.
- 23.4 The Sub-Committees shall meet on a monthly, bi-monthly or quarterly basis and shall report to the Committee. Minutes of meetings shall be kept by the respective Sub-Committees.

## **RECREATION FACILITIES AND USAGE**

### **24. CHILDREN'S PLAYROOM**

- 24.1 The Children's Playroom shall be open to members' children who are below 10 years old.
- 24.2 The following are not permitted:
- Smoking
  - Sleeping
  - Littering
  - Footwear and wet clothing
  - Consumption of food and beverages
  - Vandalism of toys and furniture
  - Bringing in of own toys and other playing objects
  - Unseemly behaviour
  - Dressing and undressing of children, which should be done in the changing room
- 24.3 Under no circumstances should equipment and furniture be removed from the playroom by the users.
- 24.4 Users should take due care to keep the playroom tidy and clean.
- 24.5 Any damage to the Playroom and items found therein shall be reported to the Duty Manager expeditiously.
- 24.6 Adults and children diagnosed with any contagious diseases or illnesses are prohibited from entering the Playroom.

24.7 The Committee or authorised employees may, at their sole discretion, request users who are found breaching any of the rules, to cease or desist from such breach or to leave the playroom.

## **25. FRUIT MACHINE ROOMS**

25.1 The Fruit Machine Rooms shall be open to members (21 years old and above) only. Members are required to register in the registration book provided when entering the Fruit Machine Rooms.

25.2 Any player mishandling any of the machines shall be asked to leave the Fruit Machine Rooms immediately. Any member damaging the Fruit Machines or fittings shall be required to pay the cost of repair or replacement. The amount of the cost shall be assessed and determined by the Committee, whose decision shall be final.

25.3 The Committee reserves the right to declare any machine out of order without giving any reason whatsoever.

25.4 Bonus payment shall only be paid to members with membership cards, which shall be presented upon request, failing which the said claim shall be forfeited.

25.5 Members shall request their bonus claims within five minutes after the machine has been reset. Such claims cannot be made after the said time.

25.6 Payment for bonus claims \$5,000 and above will be made by cheque within five (5) working days.

25.7 Dress code requirements as set out in Regulations 4 apply.

25.8 No member shall reserve any machine for play. A member playing more than one machine shall give up one of the machines to another member who wishes to play at the machine irrespective of whether other machines are available.

25.9 Only light snacks (finger food) and beverages shall be consumed by players in the Fruit Machine Rooms. Non-playing members are not entitled to the free snacks and beverages, and may be levied a charge for the food and beverages consumed.

- 25.10 Members shall not enter the Duty Manager's office and cashier's counter area.
- 25.11 The use of the Fruit Machine Rooms shall be in accordance with the Regulations which may be subject to change from time to time as directed by the Committee.

## **26. READING ROOM**

- 26.1 The Reading Room is open to members, their guests and children. The minimum age to enter the Reading Room shall be determined by the Committee. The use of the room may, at the discretion of the Committee, be restricted to members only.
- 26.2 Users of the room should at all times conduct themselves with decorum and refrain from behaviour which would cause a nuisance to other users of the room.
- 26.3 Dress code requirements as set out in Regulation 4 apply.
- 26.4 Users must observe silence in the room and mobile phones and other electronic devices should be put on silent mode.
- 26.5 The following activities are not permitted:
- Smoking
  - Sleeping
  - Littering
  - Consumption of food and beverages
  - Vandalism of newspapers, periodicals, books and furniture
  - Talking and noisy behaviour of any kind
  - Unseemly behaviour
- 26.6 Under no circumstances should newspapers, magazines/periodicals, books and furniture be removed from the room.
- 26.7 Users should take due care to keep the room tidy and clean. They should return reading materials to their respective places.
- 26.8 The Committee may charge a fee to be determined from time to time for borrowing facilities at the Reading Room.
- 26.9 Computers may be provided in the Reading Room. Their usage is subject to terms and usage charges to be determined by the Committee.

26.10 The Committee or authorised employees may, at their sole discretion, request users who are found breaching any of the rules to refrain from such behaviour or leave the room.

## **27. STEAM ROOMS**

- 27.1 Persons under 16 years old must be accompanied by an adult.
- 27.2 Members are required to wear at least a wrapped towel in the steam rooms.
- 27.3 No glassware, breakable items and jewellery shall be brought in by members to the steam rooms.
- 27.4 Members and their guests using the steam rooms do so at their own risk and the Society shall not be liable for injuries or accidents caused by the misuse of the steam facilities.

## **28. TOWELS AND LOCKERS**

- 28.1 Towels and locker keys may be obtained from the NUSS staff attending to these items, and at locations as the Committee may from time to time decide.
- 28.2 Members are required to produce their membership cards to the attendant when signing out towels or locker keys.
- 28.3 Members are required to sign in their guests and pay the appropriate charges for use of the towels. Members shall be held liable for their guests' loss of towels and locker keys.
- 28.4 Each member is allowed to use one locker and such number of towels per day as the Committee may from time to time decide. A fee for the usage of towels exceeding the permitted number may be imposed. Members are required to register and sign for the towels and/or lockers at the issuing counters of the Guild Houses.
- 28.5 Members must sign the towel/locker register upon returning the towel/locker keys. Members who fail to do so shall pay a fine of \$10 or such amount as the Committee may from time to time decide.
- 28.6 A member shall return the towel/locker keys latest by 10pm on

the same day of issue, failing which the member shall be liable to pay a fine of \$20 per day as long as the towel/locker keys remain unreturned, or such amount as may be determined by the Committee from time to time.

- 28.7 A member shall be solely responsible for the towels/locker keys and shall pay a fine of \$50 or such amount as the Committee may from time to time decide should the member lose the said items.

## **29. INTERNET ACCESS**

Internet access may be provided at specific areas of the Society's premises for members' use. This usage may be subject to terms and charges as may be determined by the Committee from time to time.

## **GAMES REGULATIONS**

### **30. GENERAL**

#### **30.1 Application**

- a. The Games Regulations and Regulations 28 to 48 shall apply to all games sections in addition to the Regulations governing each Section. In the event of any inconsistency between the Games Regulations and the Regulations 28 to 48, then the latter shall prevail.
- b. Participation in all sports is open to any member of the Society although a Section Committee may restrict the use of facilities to Sections members only during such times as may be approved by the Chairperson of the Sports and Recreation Sub-Committee.

### **31. SPORTS AND RECREATION AND CULTURAL SUB-COMMITTEE**

- 31.1 The Sports and Recreation Sub-Committee and Cultural Sub-Committee shall each consist of the respective Chairperson (hereinafter referred to as "Chairperson"), the Deputy Chairperson, elected Convenors and such other members as the Sub-Committee may decide from time to time.
- 31.2 The Sports and Recreation Sub-Committee and Cultural Sub-Committee shall each hold regular meetings to review matters arising out of the sporting and cultural activities of the Society.

- 31.3 The Chairperson shall have the final approval for the activities and events proposed by the various Sections whereby the Society's resources will be used, or when the activities are conducted in the name of the Society.
- 31.4 The Chairperson is responsible for placing before the Committee all matters pertaining to the various sports and cultural activities of the Society which require the Committee's approval.

## **32. SPORTS AND CULTURAL SECTIONS**

- 32.1 The following Sports Section is non fee-paying:  
Running.

The following Cultural Sections are non fee-paying:  
Music and Arts Connections.

- 32.2 The following Sports Sections are fee-paying:  
Badminton, Balut, Billiards, Bowling, Bridge, Darts, Golf, Squash, Soccer, Table Tennis and Tennis.

The following Cultural Sections are fee-paying:  
Choir, DanceSports and DramaWorks.

- 32.3 The Committee may from time to time decide to change the fee-paying status of the Sections or to include other sports and cultural sections. All Sports Sections shall comply with the Regulations.

## **33. FORMATION OF FEE-PAYING SECTION**

- 33.1 The procedures to form a fee-paying section or convert a non fee-paying section to a fee-paying section are as follows:
- a. An Annual General Meeting (AGM) shall be called to elect a Convenor, determine the amount of section fees to be charged and when this shall be payable, as well as approve the schedule of proposed activities for the Section.
  - b. A report outlining the approvals obtained at the AGM shall be submitted to the Committee for approval before the Section becomes a fee-paying section.

## **34. SECTION COMMITTEE**

- 34.1 The affairs of each of the Sections shall be managed by a Section Committee or Convenor and in the Convenor's absence, the Deputy Convenor, who may with the approval of the Committee, make such rules which are not inconsistent with the Constitution and these Regulations.
- 34.2 The Convenor shall appoint the Deputy Convenor, the Secretary and/or the Treasurer and such other members subject to the Sub-Committee's approval.
- 34.3 A Section Committee shall have the power to fill vacancies other than the office of the Convenor.
- 34.4 In the event of a vacancy in the office of the Convenor, the Deputy Convenor will assume the duties of the Convenor until such time as the vacancy of the Convenor is filled. In the event that there is neither such office bearers, a Section Committee shall, as soon as convenient, convene a General Meeting of the Section to fill the vacancy.
- 34.5 In the event there is no Section Committee, the Sub-Committees shall appoint a suitable member to convene a particular section. The member appointed to fill such vacancy shall hold office for the duration of the term of the Section Committee that is being replaced.
- 34.6 A Section Committee shall hold the office until the conclusion of the next AGM.
- 34.7 The Convenor shall be elected at the Section AGM whereupon he/she shall immediately assume office subject to subsequent ratification by the Committee.

## **35. ELECTION OF SECTION CONVENOR**

- 35.1 Candidate shall be proposed and seconded on the prescribed forms and such forms must be signed by the Candidate for election as signifying that candidate's willingness and eligibility to accept office but the Section Committee may in special circumstances waive this requirement, with the approval of the Sub-Committee Chairperson. Nominations must be received by the Secretariat not less than 5 clear days before the date of the Section AGM and the names of those nominated shall be posted on the Notice Board not less than 3 clear days before the date of the Section AGM.

35.2 No person shall be eligible for election to a Convenership unless the person has been a Life, Ordinary, Associate Member for at least one year preceding the date of the election. Spouse Members who meet the membership admission criteria to be an Ordinary or Associate member shall also be eligible for election to a Convenership.

### **36. POWERS OF THE SECTION COMMITTEE**

36.1 A Section Committee shall have the powers set out in the succeeding clauses, but all matters affecting revenue and expenditure of section funds shall be subject to review and control by the Sub-Committee.

36.2 The Sports and Recreation and the Cultural Sub-Committee shall have the power to revoke any resolution passed by any of its respective Section Committees.

36.3 A Section Committee shall ensure that Section Members and guests of the Section observe these Regulations and shall have the power to withdraw privileges of membership of the section from any Section Member for a period not exceeding one month for breach or non-observance of any of these Regulations.

36.4 The power to withdraw privileges shall not be exercised without affording the Section Member concerned a reasonable opportunity of being heard by the Sub-Committee.

36.5 Any Section Member aggrieved by a decision of a Section Committee may appeal to the Committee through the said Chairperson within one month of being notified of the Section Committee's decision.

36.6 All Section functions shall be held in the Society unless prior approval by the Committee to hold them elsewhere has been obtained.

36.7 Fundraising in the name of the Society or Section shall not be undertaken unless prior approval of the Committee has been obtained.

36.8 Donations to the Society or Section fund shall in all cases be paid to the Society.

36.9 Purchases by Sections, whether from Society or Section funds, shall be made by the Committee on a written authorisation or



requisition of the Convenor or other person appointed by the Section Committee.

- 36.10 All items/equipment, which the Sections require, shall be purchased through the Secretariat. Under no circumstances shall any member of the Section Committee purchase items/equipment on behalf of the Society.
- 36.11 Where personal items need to be purchased by a member of the Section Committee, the Secretariat should be given notice prior to the purchase. The bills and invoices in respect of such purchase shall then be passed to the Secretariat for payment. (Convenors are responsible for the proper documentation and storage of items not kept in the Society's premises as these will be subject to an annual audit.)
- 36.12 No Section Committee or any member shall, without the consent of the Committee, enter into any contract or arrangement whatsoever with any party on its own behalf or on behalf of the Society.
- 36.13 All matters requiring reference to the Committee by a Section shall be referred through the said Chairperson.

### **37. SECTION MEMBERS**

- 37.1 A member of the Society shall, upon registering on the prescribed application form, be a member of the Section.
- 37.2 A Section Member shall continue to be a member until the member resigns from the Section in writing or ceases to be a member of the Society.
- 37.3 A Section Member shall at all times observe the Society's Constitution, these Regulations and any rules made by the Section Committee, and in relation to any sporting and cultural activity, or other functions organised by the Section. He or she shall at all times uphold the dignity and prestige of the Society.

### **38. SECTION SUBSCRIPTION FEES**

- 38.1 A fee-paying Section Member shall pay a subscription fee of an amount to be determined by the Section as provided under these Regulations.

- 38.2 A fee-paying section may, by resolution in a General Meeting, vary the subscription fee and determine when the same shall be payable.
- 38.3 A Section Committee may require that a Section Member playing in any match organised by the Section share the cost of providing refreshments after the match. Such share shall be determined by the Section Committee at its sole discretion.
- 38.4 Subscriptions and the Section Members' share of cost for providing refreshments shall be charged to the members' account with the Society. The Section Committee shall determine when these charges, which are non-refundable, shall be made.

### **39. TOURNAMENTS**

- 39.1 Subject to Regulation 30.3, tournaments or competitions may be held at such times and under such conditions as the Section Committee concerned with concurrence of the Committee may decide, provided that the said Chairperson shall be informed as soon as possible of the date and conditions of such fixtures.
- 39.2 Participation in external tournaments only be open to members of the Society.
- 39.3 Members who, at the time of draw for the tournament or competition, have defaulted on payment to the Society shall not be eligible to participate.

### **40. SECTION TOURS**

- 40.1 In any tour undertaken, the Section Committee concerned shall appoint a Tour Director, a Captain and a Treasurer. Such appointees shall be subjected to the approval of the Committee.
- 40.2 Sections going on overseas tours shall submit detailed estimates of income and expenditure to the Committee.
- 40.3 The Society may provide certain subsidies to the Sections with respect to overseas tours on such terms as determined by the Committee from time to time.
- 40.4 Only overseas tours and exchanges expenses shall be authorised and signed for by the Tour Director and the Treasurer. The Sub-

Committee Chairperson must be kept duly informed of such expenditures.

- 40.5 Sections requiring advances in cash either in local or foreign currency to defray expenses during the tour shall submit estimates of expenditure to cover such advances. Such estimates shall be countersigned by the Tour Director and either the Captain or the Treasurer. Disbursements of such advances shall only be made with prior approval of the Committee.
- 40.6 Sections shall submit a detailed Tour Report with details of places visited, games played and gifts and souvenirs presented or received.
- 40.7 Where souvenirs taken from the Society are not presented to the host team officials, they shall be returned to the Society.
- 40.8 All expenditure incurred shall be supported by receipts or vouchers. Where receipts are not available, a voucher stating the expenditure shall be certified by the Tour Director and either the Captain or the Treasurer.
- 40.9 The final statement of tour expenses must be substantiated by the Tour Director and either the Captain or the Treasurer.
- 40.10 A Tour Report with the final Income and Expenditure Statement must be submitted to the Committee within one month from the date of return from the tour.

#### **41. ANNUAL GENERAL MEETING**

- 41.1 A General Meeting of a section, to be called the Annual General Meeting (AGM), shall be held in the Society's premises each year between 1 December and 31 January of the following year, unless approved by the Committee.
- 41.2 The business of the AGM shall be to elect a Section Convenor, to receive the report and accounts of the preceding year and to transact any other business relating to the section. The annual accounts of the Section shall only be confirmed after audit has been conducted by the auditors appointed by the Society.
- 41.3 Other General Meetings may be called by a Section Committee

and a Section Committee shall also call a General Meeting on the requisition of not less than 20% of the Section Members having the right to vote stating the nature of the business relating to the section.

- 41.4 If a Section Committee fails to call a General Meeting within fourteen (14) days of receiving requisition, the said Chairperson may call a General Meeting.
- 41.5 No business shall be transacted at any General Meeting unless a quorum of members is present at the time the meeting proceeds to business. Twenty percent of the Section Members or 35 Section Members (whichever is lower) having the right to vote present in person shall form a quorum.
- 41.6 If within 30 minutes of the time appointed for the meeting, a quorum is not present, the meeting, if called by the requisition of members, shall be dissolved. In any other cases, it shall stand adjourned to such day and time as the Section Committee may determine.
- 41.7 Not less than 14 days' notice of any General Meeting and three (3) days' notice of an adjourned General Meeting must be given.
- 41.8 The Convenor of a Section shall be the Chairperson at all General Meetings (other than the General Meeting called by the said Chairperson), or if the Convenor is not present within 15 minutes of the time appointed for the meeting or is unwilling to act, the Section Committee may appoint one of their members to be the Chairperson and if no Section Committee member is present or is willing to act, the General Meeting may elect any section member having the right to vote to be the Chairperson.
- 41.9 The said Chairperson or any member of the Society appointed by the said Chairperson shall be the Chairperson at all General Meetings called by the said Chairperson.
- 41.10 The said Chairperson, may and if directed by the General Meeting shall, adjourn the meeting to consult with the Sports and Recreation Sub-Committee or the Committee or for any other purpose concerning the business of the meeting.
- 41.11 A member of the Secretariat is required to be present during

the Section AGM and minutes of the meeting is to be taken by the said Secretariat staff.

- 41.12 Conveners shall be given an appointment letter stating the length of term and responsibilities. This is to be signed by the sitting Chairperson of the Sub-Committee.

## **42. VOTING RIGHTS**

- 42.1 Only official Section Members who have been in the Section for at least 6 months shall be entitled to one vote at any General Meeting of the Section.
- 42.2 A vote shall be given in person.
- 42.3 In the event of a tie of votes, the Chairperson shall have a second or casting vote.

## **GAMES FACILITIES AND USAGE**

### **43. HIRING OF FACILITIES**

Members may hire the Society's facilities with the approval of the said Chairperson and the hiring charges shall be decided by the Committee.

### **44. LESSONS / TRAINING**

Lessons or training in the Society's facilities are not permitted unless such sessions are conducted by the approved coach(es), instructor(s) or person(s) authorised by the Sports and Recreation Sub-Committee.

### **45. BILLIARD AND POOL ROOM**

- 45.1 The Billiard and Pool Room shall be used for the games of pool, billiards and snooker and other related games approved by the Sports and Recreation Sub-Committee. These games shall be played according to the rules of Cuesports Singapore.
- 45.2 Persons under 16 years old are not permitted in the Room, unless approved by the Billiards Section Committee on a case by case basis.
- 45.3 A "session" shall mean a game played over a period not exceeding 120 minutes.

- 45.4 A member may book a table personally at the Reception Counter, by telephone or online. A member is allowed to make bookings up to seven (7) days in advance. Such booking shall be made by entering the names and membership numbers of the members concerned or in the case of a guest the word “guest” in the Booking Register at the Reception Counter or in such other place as the Committee may from time to time decide. A member failing to do so shall be liable to pay a fine of \$10 or such amount as the Committee may from time to time decide.
- 45.5 No member shall place a booking for and on behalf of other members. The member who has booked the table shall pay the facility charge, the appropriate guest fee when the member has played with guests, and any penalty charged imposed. Such fees shall be the prevailing charges as determined by the Society from time to time.
- 45.6 A member is entitled to two (2) bookings of no more than two (2) hours each per week. Unless and until the member utilises the member’s four (4) hours booking, the member is not entitled to any other booking.
- 45.7 Bookings are not transferable. Members shall be issued with a booking ticket on the day of play. A member failing to collect the booking ticket at the time the booking commences or within a grace period of 15 minutes, shall forfeit that booking. A member whose booking is forfeited shall be liable to pay a fine of \$10 or such amount as the Committee may from time to time decide. The table may, at the discretion of the registering staff, be open to another member for the remaining period.
- 45.8 A member who arrives after the permitted grace period, but within the booking period, may be allowed to play on the table if the table has not already been granted to another member; in which case, the member shall not be imposed with a fine as mentioned above.
- 45.9 The same two players shall not book the table for their sole use for consecutive sessions. However, if after the session the table is not booked by any other member, the playing member may extend the booking into the next session by registering through the stipulated procedures. Such extensions shall be made at the sole discretion of the registering staff.

- 45.10 A member playing with a guest or guests must inform the registering staff the number of guests at the time of booking or just prior to the commencement of the game. Members failing to do so may be liable to pay a fine and/or disciplinary action.
- 45.11 No member shall play alone or with a marker whilst other members are waiting to play. However, if a member has made genuine attempts to find another member to play with, that member shall be allowed to play alone or with a member.
- 45.12 The table shall be available for the use of members in the sequence in which their names appear on the booking schedule, but if members with bookings join in the play, their names shall be deleted from the list.
- 45.13 Players shall not climb or sit on the tables and must have at least one foot on the ground while cueing. Food and drinks are to be consumed at arm's length from the tables. No food and drinks are allowed to be placed on the tables.
- 45.14 The dress code for users of the Room must conform to reasonable standards of propriety and cleanliness. Sleeveless shirts, collarless T-shirts, T-shirts with advertisements, bermudas, shorts, slippers and sandals are not considered proper attire. However, club T-shirts and those from well-known apparel brands are allowed. Persons not conforming to the above will be asked to leave the Room.
- 45.15 Members signing for the use of billiard equipment shall be held responsible for any damage or loss discovered while playing or thereafter. After use, all equipment must be placed in their original place and balls must be neatly packed in their tray and stored in the locked drawer.
- 45.16 A notice for the cancellation of table bookings shall be given to the Society by 6pm prior to the day of the booking. Failure to give appropriate notice shall render the player concerned liable to pay a fine of \$10 or such amount as the Committee may from time to time decide. Bookings made on the day of play shall be taken as confirmed and any cancellation thereafter shall incur a penalty charge.

- 45.17 A member who has booked and played on the billiard/pool table shall pay the facility charge and the appropriate guest fee when the member has played with a guest. Such fees shall be the prevailing charges as determined by the Committee from time to time.
- 45.18 The Section Committee may, with the concurrence of the said Chairperson, nominate certain times as “guest periods” and no guests shall be permitted to play at any time other than the nominated guest periods without the prior permission of the Convenor, the Captain or the Committee.
- 45.19 The Billiards Section Committee, with the approval of the Sub-Committee Chairman, may
- a. reserve the tables for competitions, tournaments, invitational social matches, Section Nights and practices;
  - b. have the power to decide the entry fee, if any, and the rules governing any event organised by the Section Committee.
- 45.20 A member who has breached these regulations on more than one occasion may be barred from the Room for a period, the duration of which shall be at the discretion of the Committee.

## **46. ACTIVITY ROOM**

- 46.1 The Activity Room is to be utilised for Section Nights or Society organised activities.
- 46.2 Card games other than Bridge and Mahjong are not permitted in the Activity Room unless approved by the Committee.
- 46.3 Board games and other games may be permitted, subject to the approval of the Committee.
- 46.4 The Committee reserves the right to reserve the room for certain purposes, after giving adequate notice to members.
- 46.5 Booking of Activity Room:
- a. The Activity Room may be booked by members subject to such terms and conditions as may be determined by the Committee from time to time.



- b. The member who book the room must be present in the room for the duration of the activity/event.
  - c. A booking shall be for a single block of three (3) hours at a rate as prescribed by the Committee.
  - d. A member may book the Room personally at the Gym Counter or online. A member is allowed to make a booking up to seven (7) days in advance.
  - e. Bookings are not transferable. Members shall be issued with a booking slip on the day of booking. A member failing to collect the booking slip within 15 minutes of the scheduled time of the booking shall forfeit that booking. A member whose booking is forfeited shall be liable to pay a no show fee of 50% of the prevailing charges or such amount as the Committee may from time to time decide. The Counter Staff may then make available the slot to another member for the remaining period.
  - f. A member who arrives after the permitted 15 minute grace period but within the booking period may be allowed to have the use of the Activity Room if the Room has not been granted to another member; in which case, the member shall not have to pay the no show fee mentioned above.
  - g. Members wishing to cancel a booking shall notify the Society by 6pm prior to the day of the booking. Failure to give appropriate notice shall render the member concerned liable to pay a fine of 50% of the prevailing charges or such amount as the Committee may decide from time to time. Bookings made on the day of use shall be taken as confirmed and any cancellation thereafter shall incur a penalty charge.
- 46.6 Members, their guests and children should at all times conduct themselves with decorum and refrain from behaviour which would cause a nuisance to other users of the room.
- 46.7 The following activities are not permitted in the room:
- Gambling
  - Smoking

- Sleeping
  - Littering
  - Unseemly behaviour
- 46.8 Users should take due care to keep the room tidy and clean. Users are to refrain from making changes to the settings of any musical equipment. However if resetting is needed, then Users must set it back to default or original setting immediately after use.
- 46.9 The Committee and authorised employees may, at their sole discretion, request members and/or their guests or children who are found breaching any of the rules to refrain from such behaviour or leave the room.

## **47. FITNESS CENTRE**

- 47.1 All members using the Fitness Centre shall ensure that they have undergone a thorough physical examination and have their physician's approval for the appropriate exercise regime. Any exercise undertaken shall be at the member's own risk.
- 47.2 The Society, the Committee, its employees, its agents or representatives shall not be liable for any damage, loss, injury or death howsoever caused.
- 47.3 Children below the age of 16 are not allowed to utilise the Fitness Centre.
- 47.4 Persons under the influence of alcohol shall not be permitted into the Fitness Centre.
- 47.5 Users are reminded to return all equipment to their respective places after use. Under no circumstances shall any exercise equipment be removed from the Fitness Centre.
- 47.6 A member who is responsible for the loss/damage of the equipment in the Fitness centre shall bear the cost.
- 47.7 No person is allowed to tamper with the electrical switches and gadgets in the Fitness Centre.
- 47.8 The Committee may allow booking of the Aerobic Rooms, provided the member concerned writes to the Society officially

stating the purpose of the booking on the Booking of Facility Form available at the Reception Counter.

- 47.9 No food is allowed to be consumed in the Fitness Centre. Smoking is not permitted.
- 47.10 Users of the Fitness Centre must be properly attired. Suitable attire are shorts, T-shirts or tank tops without lewd or offensive messages, sweat suits, leotards, tights, aerobic shoes, tennis shoes and other suitable attire as the Committee may from time to time decide.
- 47.11 The Committee or authorised employees may, at their sole discretion, request members or members' children who are found breaching any of the rules to refrain from such behaviour or leave the Fitness Centre.
- 47.12 All users of the Fitness Centre shall comply with such additional rules as may be imposed by the Committee from time to time to regulate the use of the Fitness Centre.
- 47.13 Guests are allowed to use the Fitness Centre during off-peak period with a fee of \$10.70 inclusive of GST. The Committee may from time to time revise the charges for guest fee.
- 47.14 A member is only allowed to sign in one (1) guest per day.

#### **48. SQUASH COURTS**

- 48.1 Squash shall be played according to the rules of the Singapore Squash Rackets Association.
- 48.2 A single court booking shall be for a duration of 120 minutes.
- 48.3 The squash court shall be booked by members only and the member who books a court must play.
- 48.4 A member may book a court personally at the Reception Counter, by telephone or online. A member is allowed to make bookings up to seven (7) days in advance. Such bookings shall be made by entering the names and membership numbers of the members concerned, or in the case of guest the word "guest", in the Booking Register at the Reception Counter or such other place as the Committee may from time to time decide. Members failing to do so shall be liable to pay a fine of \$10 or such amount as the Committee may from time to time decide.

- 48.5 A member is entitled to two (2) bookings of no more than two (2) hours each per week. Unless and until the member utilises the member's four (4) hours booking, the member is not entitled to any other booking.
- 48.6 Bookings are not transferable. Members shall be issued with a booking ticket on the day of play. A member failing to collect the booking ticket at the time the booking commences or within the grace period of 15 minutes, shall forfeit that booking. A member whose booking is forfeited shall be liable to pay a fine of \$10 or such amount as the Committee may from time to time decide. The court may then, at the discretion of the registering staff, be opened to another member for the remaining period.
- 48.7 A member who arrives after the permitted grace period, but within the booking period, may be allowed to have the court if the court has not already been granted to another member; in which case, the member shall not be imposed with a fine as mentioned above.
- 48.8 The same two players shall not book the courts for their sole use for consecutive sessions. However, if after the session the court is not booked by any other member, the playing member may extend the booking into the next session by registering through the stipulated procedures. Such extensions shall be made at the sole discretion of the registering staff.
- 48.9 A notice for the cancellation of court bookings shall be given to the Society by 6pm prior to the day of the booking. Failure to give appropriate notice shall render the player concerned liable to pay a fine of \$10 or such amount as the Committee may from time to time decide. Bookings made on the day of play shall be taken as confirmed and any cancellation thereafter shall incur a penalty charge.
- 48.10 A member who has booked and played in the Squash Court shall pay the facility charge and the appropriate guest fee when the member has played with a guest. Such fees shall be the prevailing charges as determined by the Society from time to time.
- 48.11 The Section Committee may, with the concurrence of the said Chairperson, nominate certain times as "guest periods" and no guests shall be permitted to play at any time other than the

nominated guest periods without the prior permission of the Convenor, the Captain or the Committee.

- 48.12 The Squash Section Committee, with the approval of the Sub-Committee Chairman, may
  - a. reserve the courts for competitions, tournaments, invitational social matches, Section Nights and practices;
  - b. have the power to decide the entry fee, if any, and the rules governing any event organised by the Section Committee.
- 48.13 The required dress code for squash shall conform to reasonable standards of propriety and cleanliness. Shoes shall have non-marking soles.
- 48.14 The following are not considered proper squash attire:  
Sleeveless shirts, sandals, slippers, spiked shoes, leather shoes, sneakers and bare feet.
- 48.15 Players not conforming to the above will be asked to leave the court. A member who has breached these Regulations on more than one occasion may be barred from the courts for a period, the duration of which shall be at the discretion of the Committee.
- 48.16 Only non-marking squash balls are allowed in the courts.

## **49. SWIMMING POOL**

- 49.1 Bathers must take a shower and use the footbath before entering the pools.
- 49.2 No persons suffering from any infection or contagious disease shall use the swimming pool.
- 49.3 Nothing whatsoever is to be taken or thrown into any pool, except such articles as may be permitted or approved by the Committee. Inflatable rings, toys, balls, quoits, face masks (except eye goggles), flippers and other floating appliances are not permitted except during periods of training classes, whereupon kick boards may be used in the areas reserved for such training under supervision of the coach, parents or person authorised by the Sports and Recreation Committee. Notwithstanding the foregoing, floats may be used in the Children Pool provided such floating devices have been approved by the Sports and Recreation Sub-Committee.

- 49.4 No person is allowed to swim or sunbathe unless wearing a swimming costume of a design that conforms to a reasonable standard of propriety.
- 49.5 Members and guests are not permitted to:
- a. smoke in or within six feet of the edge of the swimming pool;
  - b. bring or consume food or refreshments in or near the edge of the swimming pool;
  - c. bring food or drinks to the poolside other than those supplied by the Society.
- 49.6 The Society, the Committee, its employees or agents shall not be responsible for any accident or death of any person or for any damage or loss of personal belongings or property left in the Society's premises. Whilst lockers may be provided in the Changing Rooms and may be rented by members, the Society shall not be responsible for their safekeeping.
- 49.7 Bathers in swimming costumes shall be restricted only to the swimming pool and surrounding area and shall not enter any of the air-conditioned areas of the Society's premises.
- 49.8 Members are advised in their own interest to leave the swimming pool during heavy rain and thunderstorms and shall also do so as and when requested by the Duty Manager.
- 49.9 Children of members are permitted in the swimming pool and surrounding areas. Children under 16 years shall be accompanied by an adult, who shall maintain strict supervision and control over the children. Dressing and undressing of children shall be done in the changing rooms allocated to the respective sexes. Children below five (5) years old may use the ladies' changing room or the outdoor shower.
- 49.10 No child shall be allowed in the swimming pool area except in the company of an adult who shall take full responsibility for the child's safety.
- 49.11 Members and guests utilising the swimming pool at Suntec City Guild House shall also abide by the Rules and Regulations stipulated by the Suntec City Management.

- 49.12 A member is only allowed to sign in a maximum of four (4) guests at the swimming pool at Kent Ridge Guild House.

## **50. TENNIS COURTS**

- 50.1 Tennis shall be played according to the rules of the Singapore Lawn Tennis Association.
- 50.2 A single court booking shall be for a duration of 120 minutes.
- 50.3 The tennis courts shall be booked by members only and the member who books a court must be present during the hire.
- 50.4 A member may book a court personally at the Reception Counter, by telephone or online. A member is allowed to make bookings up to seven (7) days in advance. Such bookings shall be made by entering the names and membership numbers of the members concerned, or in the case of guest the word “guest” in the Booking Register at the Reception Counter or such other place as the Committee may from time to time decide. Members failing to do so shall be liable to a fine of \$10 or such amount as the Committee may from time to time decide.
- 50.5 A member is entitled to two (2) bookings of no more than two (2) hours each per week. Unless and until the member utilises the member’s four (4) hours booking, the member is not entitled to any other booking.
- 50.6 Bookings are not transferable. A member shall be issued with a booking ticket on the day of play. A member failing to collect the booking ticket at the time the booking commences or within the grace period of 15 minutes, shall forfeit that booking. A member whose booking is forfeited shall be liable to a fine of \$10 or such amount as the Committee may from time to time decide. The court may then, at the discretion of the registering staff, be open to another member for the remaining period.
- 50.7 A member who arrives after the permitted grace period, but within the booking period, may be allowed to have the court if the court has not already been granted to another member; in which case the member shall not be imposed with a fine as mentioned above.
- 50.8 The same two players shall not book the courts for their sole use for consecutive sessions. However, if after the session the court is not booked by any other member, the playing member

may extend the booking in the next session by registering through the stipulated procedures. Such extensions shall be made at the sole discretion of the registering staff.

- 50.9 A notice for the cancellation of court bookings shall be given to the Society by 6pm prior to the day of the booking. Failure to give appropriate notice shall render the player concerned liable to pay a fine of \$10 or such amounts as the Committee may from time to time decide. Bookings made on the day of play shall be taken as confirmed and any cancellation thereafter shall incur a penalty charge.
- 50.10 A member who has booked and played in the Tennis Court shall pay the facility charge and the appropriate guest fee when the member has played with a guest. Such fees shall be the prevailing charges as determined by the Society from time to time.
- 50.11 The Section Committee may, with the concurrence of the said Chairperson, nominate certain times as “guest periods” and no guests shall be permitted to play at any time other than the nominated guest periods without the prior permission of the Convenor, the Captain or the Committee.
- 50.12 The Tennis Section Committee, with the approval of the Sub-Committee Chairman, may
- a. reserve the courts for competitions, tournaments, invitational social matches, Section Nights and practices;
  - b. have the power to decide the entry fee, if any, and the rules governing any event organised by the Section Committee.
- 50.13 The required dress code for tennis shall conform to a reasonable standard of propriety and cleanliness. Members playing tennis shall wear shoes without heels, nails, spikes or studs. Shoes shall have non-marking soles. No member or guest in singlets or who is bare-bodied shall be allowed on the Tennis Courts. Only tennis equipment approved by the Committee are permitted.
- 50.14 Players not conforming to the above will be asked to leave the court. A member who has breached these Regulations on more than one occasion may be barred from the courts for a period, the duration of which shall be at the discretion of the Committee.



- 50.15 Members and guests utilising the tennis courts at Suntec City Guild House shall also abide by the Rules and Regulations stipulated by the Suntec City Management.

## **51. Multi-Purpose Hall (Badminton Courts and Table Tennis)**

- 51.1 Badminton shall be played according to the rules of the Singapore Badminton Association.
- 51.2 Table Tennis shall be played according to the rules of the Singapore Table Tennis Association.
- 51.3 A single court/table booking shall be for a duration of 120 minutes.
- 51.4 The multi-purpose hall for the purpose of playing badminton and/or table tennis shall be booked by members only and the member who made the booking must be present and play.
- 51.5 A member may book a court/table personally at the Reception Counter, by telephone or online. A member is allowed to make bookings up to seven (7) days in advance. Such bookings shall be made by entering the names and membership numbers of the members concerned, or in the case of guest the word “guest” in the Booking Register at the Reception Counter or such other place as the Committee may from time to time decide. Members failing to do so shall be liable to a fine of \$10 or such amount as the Committee may from time to time decide.
- 51.6 A member is entitled to two (2) bookings of no more than two (2) hours each per week. Unless and until the member utilises the member’s four (4) hours booking, the member is not entitled to any other booking.
- 51.7 Bookings are not transferable. Members shall be issued with a booking ticket on the day of play. A member failing to collect the booking ticket at the time the booking commences or within the grace period of 15 minutes, shall forfeit that booking. A member whose booking is forfeited shall be liable to a fine of \$10 or such amount as the Committee may from time to time decide. The booking may then, at the discretion of the registering staff, be opened to another member for the remaining period.
- 51.8 A member who arrives after the permitted grace period, but

within the booking period, may be allowed to have the court/table if the court/table has not been granted to another member; in which case, the member shall not be imposed with a fine as mentioned above.

- 51.9 The same two players shall not book the multi-purpose hall for their sole use for consecutive sessions. However, if after the session the court/table is not booked by any other member, the playing member may extend the booking into the next session by registering through the stipulated procedures. Such extensions shall be made at the sole discretion of the registering staff.
- 51.10 A notice for the cancellation of court/table bookings shall be given to the Society by 6pm prior to the day of the booking. Failure to give appropriate notice shall render the player concerned liable to pay a fine of \$10 or such amount as the Committee may from time to time decide. Bookings made on the day of play shall be taken as confirmed and any cancellation thereafter shall incur a penalty charge.
- 51.11 A member who has booked and played in the multi-purpose hall shall pay the facility charge and the appropriate guest fee when the member has played with a guest. Such fees shall be the prevailing charges as determined by the Society from time to time.
- 51.12 The Section Committee may, with the concurrence of the said Chairperson, nominate certain times as “guest periods” and no guests shall be permitted to play at any time other than the nominated guest periods without the prior permission of the Convenor, the Captain or the Committee.
- 51.13 The Badminton and Table Tennis Section Committees, with the approval of the Sub-Committee Chairman, may
- a. reserve the courts/table for competitions, tournaments, invitational social matches, Section Nights and practices;
  - b. have the power to decide the entry fee, if any, and the rules governing any event organised by the Section Committee.
- 51.14 The required dress code for Badminton and Table Tennis shall

conform to a reasonable standard of propriety and cleanliness. Shoes shall have non-marking soles.

- 51.15 The following are not considered proper Badminton and Table Tennis attire:

Sleeveless shirts, T-shirts with advertisements, running shorts, coloured soled shoes, sandals, slippers, spiked shoes, leather shoes, sneakers and bare feet.

- 51.16 Players not conforming to the above shall be asked to leave the multi-purpose hall. A member who has breached these Regulations on more than one occasion may be barred from the courts/tables for a period, the duration of which shall be at the discretion of the Committee.

## **52. GENERAL AREAS**

- 52.1 General Areas cover all the other areas that are not defined above, and shall include the corridors within and outside the building, the toilets, gardens, terrace, walkways and roof areas that are accessible to members and the public.

- 52.2 The following activities are not permitted in the general areas:
- Smoking (in accordance with the no-smoking policy of the Society, except at designated areas)
  - Sleeping
  - Littering
  - Indecent and unseemly behaviour
  - Improper attire (e.g. swimming costume other than in the immediate area around the swimming pool and pathways to the changing rooms)
  - Walking of pets and animals
  - Erecting of structures (without the written approval of the Society)
  - Vandalism and damage to property that belong to the Society including fixtures, lightings, plant and buildings etc.

**- END -**

## SCHEDULE I

### KENT RIDGE GUILD HOUSE

<b>Operating Hours</b>	Sun to Thurs & PH – 8am to 12am Fri, Sat & eve of PH – 8am to 2am
<b>The Scholar Chinese Restaurant</b>	Lunch: Mon to Fri & eve of PH – 12pm to 3pm Sat, Sun & PH – 11.30am to 3pm Dinner: Sun to Thurs & PH – 6pm to 10pm Fri, Sat & eve of PH – 6pm to 10.30pm
<b>Café on the Ridge</b>	Sun to Thurs & PH – 12pm to 10pm Fri, Sat & eve of PH – 12pm to 10.30pm Breakfast is available from 9am to 11am on weekends and PH Mon to Fri except PH – Closed from 3pm to 6pm
<b>The Ridge Bar</b>	Sun to Thurs & PH – 11am to 12am Fri, Sat & eve of PH – 11am to 2am
<b>The Chill-Lab</b>	Daily (including eve of PH & PH) – 4pm to 12am
<b>The Right Note Karaoke Lounge</b>	Mon to Thurs – 1pm to 12am Fri & eve of PH – 1pm to 2am Sat – 12pm to 2am Sun & PH – 12pm to 12am
<b>Jackpot Room</b>	Daily (including eve of PH & PH) – 11am to 11pm Last change of notes / redemption tickets – 10.30pm
<b>Swimming Pool</b>	Daily – 7am to 10pm except Wed – 9.30am to 11.30pm
<b>Fitness Centre/ Aerobics Room</b>	Daily – 7am to 10pm

**Ridge Reading Room** Mon to Fri & eve of PH – 9am to 9pm  
Sat, Sun & PH – 9am to 10pm

**Children’s Playroom** Daily – 9am to 10pm

## **SUNTEC CITY GUILD HOUSE**

**Operating Hours** Sun to Thurs & PH – 8am to 12am  
Fri, Sat & eve of PH – 8am to 2am

**The Bistro** Mon to Fri, Sat, Sun & PH:  
Lunch – 11.30am to 3pm (last order at 2.30pm)  
Dinner – 6pm to 10pm (last order at 9.30pm)

**The Bar** Sun to Thurs & PH – 11.30am to 12am  
Fri, Sat & eve of PH – 11.30am to 2am

**K Room** Mon to Thurs – 1pm to 12am  
Fri & eve of PH – 1pm to 2am  
Sat – 12pm to 2am  
Sun & PH – 12pm to 12am

**Jackpot Room** Daily (including eve of PH & PH) – 11am to 11pm  
Last change of notes / redemption tickets – 10.30pm

