

KELAB DIRAJA SUNGEI UJONG
(ROYAL SUNGEI UJONG CLUB)
FOUNDED 1887

REG NO: PPM-003-05-21021950



CLUB CONSTITUTION & BYE – LAWS

UPDATED ON 24th April 2026

CONSTITUTIONS

TABLE OF CONTENTS

Clause 1.	Name of the Club	1
Clause 2.	Address	1
Clause 3.	Advisor / Patron	1
Clause 4.	Flag, Logo and Badge	1
Clause 5.	Definition	2
Clause 6.	Objectives	2
Clause 7.	Membership	2
Clause 8.	Resignation and Termination	3
Clause 9.	Sources of Income	3
Clause 10.	General Meeting	3
Clause 11.	Committee	4
Clause 12.	Duties of Office Bearers	4
Clause 13.	Financial Provision	5
Clause 14.	Auditors	5
Clause 15.	Property Administrator	5
Clause 16.	Interpretation	6
Clause 17.	Prohibition	6
Clause 18.	Amendment of Constitution	6
Clause 19.	Dissolution	7
Clause 20.	Guests	7
Clause 21.	Disciplinary Board	7
Clause 22.	Proxies	8
Clause 23.	Suggestions / Complaints	8
Clause 24.	Club Staff	8
Clause 25.	Sub Committee	9
Clause 26.	Indemnification of Committee Members	9
Clause 27.	Bye-Laws	9

CLAUSE 1

NAME OF THE CLUB

1.1. The Club shall be known as KELAB DIRAJA SUNGEI UJONG

1.2. (ROYAL SUNGEI UJONG CLUB), hereinafter referred to as "the Club"

1.3. Level: Negeri

CLAUSE 2

ADDRESS

2.1. Registered and Postal Addresses

- a) The registered address of the Club shall be No. 2A, Jalan Dato' Kelana Ma'amor, 70200 Seremban, Negeri Sembilan, or at such other place as may be decided by the General Committee from time to time.
- b) The postal address of the Club shall be No. 2A, Jalan Dato' Kelana Ma'amor, 70200 Seremban, Negeri Sembilan.
- c) Any changes to the registered and postal addresses shall require the prior approval of the Registrar of Societies.

2.2. Annexe Clubhouse

- a) The registered address for the Annexe Clubhouse shall be No. 90, Persiaran S2-B2, Seremban 2, 70300 Seremban, Negeri Sembilan, or at such other place as may be decided by the General Committee from time to time.
- b) Any changes to the registered address of the Annexe Clubhouse shall require the prior approval of the Registrar of Societies.

CLAUSE 3

ADVISOR / PATRON

3.1. The Royal Patron of the Club shall be the DYMM Tuanku Yang DiPertuan Besar, Negeri Sembilan Darul Khusus.

CLAUSE 4 FLAG, LOGO AND BADGE

4.1. Flag



4.2. Description

- ❖ Top half of the flag in yellow colour represents the Royalty and the Royal Status of the Club.
- ❖ Lower half of the Flag in red colour represents the passion of the Members in upholding the
- ❖ Royal Status of the Club. The Logo is positioned at the center of the Flag.

4.3. Logo



4.4. Description

- ❖ The colours red, yellow and black in the Logo represent the official colours of the State while the nine (9) stalks of padi represent the nine (9) historical districts of the State.

CLAUSE 5

DEFINITION

- 5.1. "The Club" means ROYAL SUNGEI UJONG CLUB (in English) and KELAB DIRAJA \ SUNGEI UJONG (in Bahasa Malaysia).
- 5.2. "Seremban" means the capital of Negeri Sembilan Darul Khusus.
- 5.3. "Negeri Sembilan" means the state of Negeri Sembilan Darul Khusus.
- 5.4. "General Committee" consists of members elected and co-opted to manage the Club.
- 5.5. "Emergency General Committee Meeting" means a meeting convened to deal with urgent and important matters.
- 5.6. "General Meeting" means the Annual General Meeting or an Extraordinary General Committee.
- 5.7. "Extraordinary General Meeting" means a meeting convened to deal with a specific agenda.
- 5.8. "The Clauses" means these Clauses and any amendments thereof for the time being in force.
- 5.9. "Persons" include a body of persons, corporate or incorporate.
- 5.10. "Months" means a calendar month.
- 5.11. Words importing the singular number include the plural number and vice versa and words importing the masculine gender include (where the context admits) the feminine gender.
- 5.12. "Members" means all classes of members as defined in these rules unless otherwise qualified.
- 5.13. "In writing" means written or printed.
- 5.14. "Amendments" include repeal, change or add rules.
- 5.15. "Assets" include but are not limited to any property movable or immovable of any kind, cash, deposits, revenues, and/or receivables.

CLAUSE 6

OBJECTIVES

- 6.1. To foster mutual goodwill, understanding and friendship by providing opportunities for members of all members of all communities to share in social, sporting and recreational activities that may be considered appropriate.
- 6.2. To provide members with facilities for such games and other sporting and recreational facilities.
- 6.3. To provide accommodation for the benefit of the members of the Club or other persons privileged to make use of the Club.

CLAUSE 7

MEMBERSHIP

7.1. The Club shall consist of Members in the following categories: -

- (A) Honorary Members.
- (B) Ordinary Members.
- (C) Absent Members.
- (D) Family Members.
- (E) Corporate Members.
- (F) Visiting Members.
- (G) Senior Members.
- (H) Term Members.

(A) Honorary Members

- i. Any distinguished person elected as such by the General Committee or a General Meeting of Members. Such Honorary Members shall not be required to pay entrance fees and subscriptions. However, he is subjected to the Clause for Members in respect of conduct and payment of dues. He is not entitled to vote or hold office.
- ii. Any Ordinary Member as per Clause 7.1(b) of the Club recognized for his valuable service and contributions by the General Committee or a General Meeting of Members may be appointed as an Honorary Member who shall retain his rights as an Ordinary Member and shall not be required to pay monthly subscriptions.

(A) Ordinary Members

An Ordinary Member of the Club shall be any person elected as such by the Election Committee, who shall have paid the Entrance Fee, Subscription and other charges as may be levied from time to time by the General Committee or as may be prescribed by the Clause and Bye-Laws of the Club for the time being. Only Ordinary Members and Honorary Members are defined in **Clause 7.1(A)(ii)** shall have a voice in the management of the Club and shall be entitled to vote at any General Meeting or claim any share of the property of the Club upon its dissolution. The President shall, if necessary, have a casting vote.

(B) Absent Members

- i. Any Ordinary Member leaving Malaysia for more than three (3) calendar months may, on giving written notice to the Manager, be placed on the list of Absent Members provided that his account with the Club is in good order and upon his return to Malaysia gives written notice to the Manager of his return and provide documentary evidence of his period of absence.

- ii. Such Member shall pay no subscription during his absence but shall be liable for his subscription for the month in which he returns. The maximum period for which a Member's Name may remain on the Absent List is three (3) years. However, such member whose absence exceeds three (3) years may apply for reinstatement as an Ordinary Member and shall pay all arrears of subscription at the prevailing rate for the period exceeding the three (3) years.
- iii. The family of an Absent Member shall not be entitled to any of the amenities and facilities of the Club during his period of absence.

(C) Family Members

- i. The spouse and children below 21 years of age of all categories of membership, except Absent Members, shall enjoy all the facilities of the Club, subject to Clause and Bye-Laws.
- ii. If a member is legally married to more than one wife, he shall nominate any one of his wives as his wife for the purpose of **Clause 7.1(D)(i)** of the Club Clause. All other wives of such members or children by such other wives shall not be accorded the benefits of **Clause 7.1(D)(i)**.
- iii. (1) Upon the demise of a member, the Committee shall transfer the membership of such deceased member to his surviving spouse provided that such spouse shall have applied for the transfer of membership within **six(6) months** from the date of death of the member concerned and shall have paid all dues owing by the deceased member and shall continue to pay all dues as an ordinary member.
- iv. (2) The surviving spouse shall enjoy all rights, privileges and benefits as an ordinary member under the Clause of the Club. However, to accord a Senior Membership status under **Clause 7.1(G)** the surviving spouse shall satisfy the conditions contained therein, save and except that the number of years the deceased member had been a member shall be taken into account in the computation of the qualifying period state herein for the benefit of the surviving spouse.

(D) Corporate Members

- i. The General Committee may admit registered corporations as Corporate Members. These Corporations will comprise any incorporated company with a registered office in and carrying on business in Malaysia and any statutory body as the General Committee may from time to time approve.
- ii. Each Corporate Member shall be entitled to **three (3)** corporate rights or nominate a maximum of **three (3)** officer to enjoy the rights of corporate membership. People nominated must be **21**

years and above and not adjudged bankrupt. Upon termination of a corporate membership. The nominees shall cease to enjoy the Club facilities with immediate effect.

- iii. A Corporate member or any of the officers nominated to enjoy the rights of corporate membership shall have no voting rights whatsoever and shall not be entitled to hold any office and shall have no claim whatsoever share of the assets or property of the Club.
- iv. Corporate rights shall subsist for so long as the membership of a corporate member shall remain valid under these Clause **PROVIDED** that the General Committee shall be entitled to revoke the rights of enjoyment of corporate membership of any nominee of a corporate member in the event that such nominee shall have misbehaved or be in breach of any Clause regulations and bye-laws of the Club. Subject otherwise to this Clause, a corporate member shall be entitled to replace a nominee by payment of an administrative fee of 10% of the prevailing entrance fee applicable.
- v. The General Committee shall have the right to reject any person nominated by a corporation without assigning any reason whatsoever.
- vi. The entrance fee payable by a corporation shall be **RM 25,000.00** on a one-off payable basis.
- vii. Each corporate right will also be subjected to the payment of an Ordinary Member's rate.
- viii. Unless otherwise provided a corporate member shall be entitled to all the rights and privileges of an ordinary member.
- ix. Subject as otherwise herein-provided that the corporate member of the Corporation shall always be responsible for the payment of all subscriptions, charges and any other dues incurred by their nominees.

(E) Visiting Members

- i. A visiting Member shall be any person who shall be proposed by an Ordinary Member and Seconded by another Ordinary Member (both of not less than one year's membership) and not a resident of Negeri Sembilan, nor anticipates becoming so. Such person shall not remain a Visiting Member after three months from the date of his proposal and cannot again be proposed as a Visiting Member without the consent of the General Committee.
- ii. The proposer and seconder shall be responsible for all charges incurred by a Visiting Member, and during the period of his membership, his name and address and the names of the proposer and seconder shall be posted in conspicuous places in the Club. In the event that a Visiting Member is elected as an Ordinary Member within three months of the termination of his Visiting Membership, the General Committee shall have the discretion to pre-date the commencement of his full membership to the date of his becoming a Visiting Member.

- iii. A visiting Member may avail himself of the facilities offered by the Club but may not introduce guests, sponsor candidates for membership or take part in any capacity in the Management of the Club.
- iv. The privilege of Visiting Membership may be withdrawn from any Visiting Member at any time without notice or reason being assigned should this, in the opinion of the General Committee, be necessary or desirable.
- v. A Visiting Member shall be required to make such cash deposits with the Club as the Club Management Committee may from time to time decide.

(F) Senior Members

An Ordinary Member, who has attained the age of **sixty-five(65)** and who shall have been a member for a period of **twenty (20) years**, shall be accorded Senior Membership status and be entitled to the additional benefits prescribed under **Clause 9.6 and 9.7** provided that such member shall not be in arrears of his dues to the Club at that relevant time.

(G) Term Members

- i. Term Members shall be people of **21 years of age and above** whose membership shall be approved by the General Committee for a period of **2 years** and thereafter will be subjected to a renewal of every 2 years which shall be at the discretion of the General Committee.
- ii. People approved to be Term Members shall pay a non-refundable Biennial Subscription of **RM 150.00** and the refundable deposit of **RM 50.00**. The non-refundable Biennial Subscription and the refundable Deposit shall be subject to increase from time to time.
- iii. A Term Member does not have any right to vote nor propose or second candidate for membership and shall have no share in the property or assets of the Club and shall have no voice in the affairs of the Club.
- iv. Term Members are only entitled to the use of the Slot Machine Room, Restaurant and Pub Facilities situated at the Annexe Club house.
- v. Term Membership shall only be applicable to the holder of such membership and shall not be extended to the spouse and child or children of such member and shall not be transferable.
- vi. The General Committee has the right to terminate the Term Member's membership at the General Committee's sole discretion and the General Committee's decision is final and not appealable to any courts of law.

7.2. Transfer of Ordinary Membership

- i. An Ordinary Member shall be entitled to transfer his/her ordinary membership subject to:
 - a) Payment of transfer fee equivalent to 30% of the prevailing Club membership fees that shall be duly paid to the Club.
 - b) All current guidelines pertaining to the election of new members shall continue to apply for this category of membership.
 - c) That the General Committee shall be vested with the requisite powers to frame any other terms and conditions relevant to the admission of this new category of membership henceforth.
- ii. Notwithstanding the above, the Club continues to accept new Ordinary Members as per **Clause 7.1 (B)** at a membership rate of RM 10,900.00. This category shall continue to remain open till such time to be decided by the General Meeting.

7.3. Change of Address

Any Member who changes his residing address shall within one (1) calendar month notify the Manager and shall be liable to pay the relevant subscription as per existing Clause.

7.4. Voting Rights and Privileges

Only Ordinary Members shall be entitled to attend any General Meetings of the Club and shall be entitled to participate in the proceedings of such meetings, vote thereat and hold office, if they are not in arrears in subscription or defaulted in their accounts.

7.5. Application for Membership

- a) A candidate for election as an Ordinary Member shall be at least 21 years of age and shall be proposed by one Member and seconded by another, to both of whom he must be personally known. Both proposer and seconder shall have been Members for at least **three (3)** calendar years and are of good character and have financial standing.
- b) The Candidate's name and address together with the name of his proposer and seconder must be entered in the Book of Candidates and be posted in conspicuous place in the Club for at least **one (1)** calendar month prior to a ballot. During such period the Candidates may, at the discretion of the General Committee, be allowed the privileges of the Club. The Candidates shall be issued with a temporary identification card and Pending Election (P.E) number. The proposer and seconder shall be responsible for all liabilities to the Club which their candidates may incur both pending his election and subsequent to election under **Clause 7.8(h)**.

7.6. Objections to Admission of New Members

In the case of applications on which objections have been received in writing, the Club Manager shall notify the proposer and seconder of such objections.

7.7. Election of Members

- a) The Election of members shall be vested in an Election Committee consisting of the General Committee. The quorum for this purpose shall be not **less than five (5)**
- b) Election of Members shall, unless the General Committee shall otherwise decide, be held once in each month and the Manager shall serve at least **ten (10)** working days' notice of the date and time thereof to each Member of the Election Committee.
- c) The Election Committee shall meet on the appointed date and hold a ballot on each candidate, then or at some future date as may be agreed. They shall interview candidates in a manner at their discretion.
- d) The ballot should be secret and adverse votes are a simple majority of the Committee Members present shall cause the candidate to be rejected automatically without reasons being assigned. The Candidates will be advised of this in writing and his or her account terminated, after which they will have no right to use Club facilities.
- e) A rejected candidate shall not be entitled to reapply for admission as a Member until **one (1) year** has elapsed from the date of his rejection as a Member.
- f) The Manager shall send to each newly elected Member upon his election written notice thereof together with a copy of this Clause and any new bye-laws for the time being in force.
- g) A Candidate who has been twice rejected for membership shall not be eligible to reapply for admission to the Club until after **three (3) years** has elapsed from the date of his last rejection.
- h) Any Member of the Election Committee, who fails to record his vote at two successive Elections, shall ipso facto cease to be a member of the Election Committee, provided that the General Committee shall have the power to reinstate him.

7.8. Members Accounts

- a) Accounts shall be rendered monthly, but the non-receipt of his account shall not entitle a member to allow his account to be in arrears.
- b) Members may receive credit at the discretion of the General Committee, but the General Committee may at any time require any members to make a deposit of such sum as the General Committee may deem fit, and should this deposit not be made, or should it any time be exceeded, the General Committee may refuse such member all or any of the privileges of membership until such deposit is paid or his account is in credit, as the case may be.
- c) If at any time a member's account remains unpaid within **fourteen (14) days** of his account being rendered, the Manager shall send him a Reminder Notice requiring him to settle his outstanding account within **seven (7) days** thereof.
- d) Should such members fail to comply with such notice, a Notice via AR Registered Post will be sent to the member notifying of his defaulting status with the Club. His name and photo shall be posted on the Club's noticeboard as a defaulter. Such member shall also be suspended of all membership privileges of the Club until he has settled his defaulted outstanding amount in full.
- e) The registration and postage fees incurred by the Club for notices sent to members under **Clause 7.8(C) and 7.8(D)** shall be debited back to those members' accounts.
- f) Should any member's account remain unpaid at the expiration of one month from the date of posting as a defaulter he shall ipso facto be delisted as a member of the Club. The Committee may then take such steps as it deems fit to institute proceeding for the recovery of the amount due by such members.
- g) A delisted member may apply to be reinstated at the absolute discretion of the General Committee provided that shall pay an Entrance Fee equivalent to the difference between that already paid and the current Entrance Fee, all outstanding amounts and arrears, any levies and fees as the General Committee may impose, and subject to such terms and conditions as the General Committee may deem fit.
- h) Whenever it becomes necessary to post the name and photo of any member as a defaulter within one (1) year after the date of election of the member, his proposer and seconder shall be jointly and severally liable for the payments of his account.

CLAUSE 8

RESIGNATION AND TERMINATION

- 8.1. A Member who resigns and who subsequently reapplies and is accepted for membership shall be charged an Entrance Fee equivalent to the difference between that already paid and the current Entrance Fee.
- 8.2. If any member be convicted of any serious criminal offence or be adjudged a bankrupt and has exhausted all legal avenues of appeal, he shall thereupon cease to be a member of the Club. Only a discharged bankrupt may apply to be reinstated at the absolute discretion of the General Committee provided that he shall pay an Entrance Fee equivalent to the difference between that already paid and the current Entrance Fee; all outstanding amounts and arrears; any levies and fees as the General Committee may impose; and subject to such terms and conditions as the General Committee may deem fit.
- 8.3. Any person whose name has been removed from the list of members under the provisions of the foregoing Clause shall be subject to the provisions of Clause 8.
- 8.4. A member who resigned or is expelled under this Clause shall continue to be liable for any monies due to the Club and unpaid at the date of his resignation or expulsion.
- 8.5. Any member expelled in accordance with these clauses or otherwise shall cease to be a member and shall forfeit all such rights to and claim upon the Club and its assets as he otherwise would have by reason of his membership.

CLAUSE 9

SOURCES OF INCOME

- 9.1. The Entrance Fee for all except Corporate, Honorary and Term Members shall be RM 10,900.00. However, the Committee is given the discretion to allow non-monetary incentives during any membership drive.
- 9.2. Children of Ordinary Members may apply for election to become Ordinary Members, upon attaining the age of 21 years, on payment of RM 2,500.00 provided such application and relevant entrance fee is submitted to the Manager within six (6) calendar months from the date of which they attained the age of 21 years.
- 9.3. Children of Ordinary Members who fail to apply for membership as provided under Clause
- 9.4. May not enter the Club except when properly introduced as guests and they shall be subjected to the Guest clause. They are also barred from signing any chits against their parents' account.

9.5. a) For Ordinary Members residing in the State of Negeri Sembilan, Selangor, Melaka, Kuala Lumpur and Putrajaya, the subscription shall be as follows:

- ❖ Single - RM 48.00 per month
- ❖ Married - RM 60.00 per month

- b) That members shall, effective the first day of the month subsequent to the date of approval of this motion, each be required to spend a minimum sum of up to **RM 90.00** every **three (3)** months on food and/or beverages in the Club's outlets.
- c) That the said sum of RM 90.00 shall include payment of any dues or payments made in respect of other activities or events organized by the Club and to expenditure incurred at any of the Club's F&B outlets for food and beverages consumed but excluding the monthly subscriptions.
- d) That failure to spend the said sum of **RM 90.00** every **three (3) months** shall result in the compulsory debiting of the member's account of the sum of RM 90.00 every three (3) months as a legal and valid debt due and owing by the said member to the Club, such deduction to be made on a quarterly basis.
- e) That this Clause shall not apply to the following categories of members, namely:
- i. Honorary members.
 - ii. Absent members.
 - iii. Outstation members.
 - iv. Members serving suspension pursuant to disciplinary proceedings;
 - v. Members falling under the category as per **Clauses 9.6 & 9.7** of our Club Constitution.

9.6. For Ordinary Members residing outside the States mentioned in Clause 9.4, the subscribed shall be RM 360.00 per year.

9.7. (a) For Ordinary Members, who are accorded Senior Membership status under Clause 7.1(g), the rate of monthly subscription payable shall be one half of the rate payable by an Ordinary Member as from the date such status is accorded to him.

(b) Senior members who have been accorded Senior Membership Status under **Clause 7.1(g)** and who have attained the age of **seventy (70)** years shall be exempted from paying the monthly subscription of the Club.

9.8. Senior members who have been accorded Senior Membership status under **Clause 7.1(g)** and entitled to the benefits prescribed in **Clause 9.6(a) 9.6(b)**:

- a) Senior Members who are **65 years old or older** will incur half of the Club's monthly subscription fees as per **Rule 6.6**.
- b) Super Senior Members who are **70 years old or older** shall be exempted from paying the monthly subscriptions.
- c) Members may transfer his membership to any of his legitimate children.

- d) Members who have transferred his/her membership under Rule 6.7(c) may continue to enjoy all the facilities of the Club subject to:
- e) The Transferee applying for a Supplementary Card/Cards for the parent/parents undertaking to pay all dues incurred by the parent/parents to the Club and subject to:
 - i. That the proposed transferee is acceptable to the General Committee for membership of the Club following the provisions of the Rules relating to the Application for Membership.
 - ii. That the proposed transferee pays to the Club, upon the election of the proposed transferee as a member, an administrative fee equivalent to 20% of the prevailing Entrance Fee will be charged.
 - iii. The Senior Member who has ceased to be a member of the Club or who is undergoing suspension shall not be entitled to transfer his membership until he has been readmitted or until he has completed his period of suspension.
 - iv. The transferor cannot act as the transferee's proposer or seconder.
 - v. The transferee shall pay the prevailing refundable deposit whereas the transferor's deposit shall be refunded to the transferor.

9.9. Visiting members who visit the Club for not more than three (3) months in a year pays a subscription of RM 20.00 per day.

9.10. The General Committee shall have the discretion to waive the Visiting Membership subscription for distinguished visitors to Seremban.

9.11. The General Committee shall have the power to fix the charges imposed in the Club other than those set out in the Clause.

9.12. The General Committee may allow the use of such parts of the Club premises on specified occasions to outside bodies, as it may deem fit, except that on no occasion may the entirety of the Club premises be closed to Ordinary Members. Such approval from outside bodies will specify that all services and F & B must be done through the Club only. The Club shall impose charges or corkage as stipulated by the General Committee. All transactions shall be through the accounts of a nominated club member, who shall be responsible for the account and all liabilities arising.

9.13. The Club shall not be liable in respect of the death or personal injury of any Member, Visiting Member, Guest or any Member of their families, arising in any way out of his Membership of the Club, or through his use of enjoyment of the Club, its amenities, privileges or facilities or otherwise howsoever arising.

- 9.14. The Club shall not be liable for the loss of or damage to any article or property or cash whatsoever brought into the Club premises by a Member, Visiting Member, or Guest, or any member of their families or entrusted to a servant of the Club.
- 9.15. If a corporation who has been given corporate membership hereunder shall enter into liquidation whether voluntary or otherwise, such corporate membership shall automatically terminate forthwith and the nominees of such corporation shall personally be liable for all bills incurred by such nominee up to the date notice of such liquidation is brought to the attention of or given to the Club.

CLAUSE 10

GENERAL MEETING

- 10.1. At every Annual General Meeting fifty (50) members shall form a quorum and if the number shall not be present at the expiration of thirty (30) minutes from the advertised time of the Meeting the General Meeting shall be postponed to the following Sunday at the same place and time and no further notice shall be required to be served. Notice of the adjourned meeting shall be posted on the noticeboard on the Club premises. Should there be no quorum at the postponed meeting the members present thereat shall form the quorum.
- 10.2. The Annual General meeting shall be held at the Club on a Sunday in March, or as soon thereafter as possible but not later than the **30th of April**. The manager shall give **thirty (30) days'** notice of this meeting.

The agenda of any Annual General Meeting shall be as follows: -

- a) To consider and confirm the minutes of the previous Annual General Meeting (AGM) and any Extraordinary General Meetings (EGM) held during the year.
- b) To receive the annual reports of the General Committee for the preceding year on the affairs of the Club.
- c) To receive the Internal Auditors' report and **elect two (2) Internal Auditors** as per **Clause 14.1**
- d) To receive and pass the Club's audited accounts for the previous financial year.
- e) To appoint qualified external Auditor/s for the ensuring year, who shall not be a member of the Committee for the ensuring year under **Clause 14.2**
- f) To transact any business or, matter of which due notice shall have been issued to Members under **Clause 18.2**

- g) To transact any business or deal with any matter of which at **least seven (7)** working days' notice has been given to the Manager in writing.
 - h) To elect Office Bearers under **Clause 11.1**
 - i) To elect **ten (10) members** to the Disciplinary Board Panel as per **Clause 21.1**
- 10.3. The General Committee shall within **thirty (30) days** call an Extraordinary General Meeting (EGM) of the Club and shall do so on receiving a written requisition signed by 5% of the total number of the Ordinary Members in benefit as of 1st January of the year in question or 100 Ordinary Members whichever is less. **Ten (10) days'** notice of such Meeting shall be posted in the Club and shall be sent by circular to each Ordinary Member. The Notice shall specify the subjects to be discussed at the meeting and shall be confined to these subjects. No new Clause or amendments of any existing Clause shall be dealt with by such Extraordinary General Meeting, unless the same shall have been convened for such purpose alone.
- 10.4. At every EGM, **fifty (50) members** shall form a quorum. Should there be no quorum at such Extraordinary General meeting requisitioned by members, the meeting shall not proceed, and a levy of RM 100.00 shall be imposed on each member requesting for the Extraordinary General Meeting. Any further requisition for an EGM on the same subject matter shall be rejected.

CLAUSE 11

COMMITTEE

- 11.1. The President, Vice President and Members of the General Committee shall be elected at Annual General Meetings. The period of the office shall be for **two (2) years** (one term), or **one (1) year** as defined under **Clause 11.8**. The President and **three (3) Members** of the General Committee shall be elected in years alternating with the Vice President and the other three (3) Members of the General Committee.
- 11.2. The names of Members proposed for election to the General Committee shall be posted in the Club for at least **seven (7) calendar days** prior to the commencement of the General Meeting at which such election is to be made.
- 11.3. A candidate for election to the General Committee must be a citizen of Malaysia and a Voting Member of the Club for at least **three (3) calendar years** and should not be a defaulter in respect of his account with the Club within the immediately preceding **twenty-four (24) calendar months** of the date of his nominations. This Clause applies to both the proposer and the seconder of the candidate.

- 11.4. Any member who has been suspended for an act of indiscipline shall not be entitled to seek office for a period of **twenty-four (24) months** from the date of completion of his/her suspension. Such office shall include, but not be limited to the General Committee, Disciplinary Board, Internal Auditors or subcommittee members.
- 11.5. Election of members of the General Committee shall be by secret ballot.
- 11.6. The President shall preside at all general meetings of the Royal Sungei Ujong Club and General Committee meetings. He/ She shall have a casting vote and shall sign the minutes of each meeting at the time they are approved.
- 11.7. The Vice-President shall act for the President in his/her absence.
- 11.8. The Club shall be managed by a General Committee of eight (8) Ordinary Members. They shall have the power to employ a Manager.
- 11.9. The President and three (3) members of the General Committee elected at the Annual General Meeting shall hold office for a term of two (2) years.
- 11.10. The Vice-President and three (3) other Committee members elected at the Annual General Meeting shall alternate to serve for a term of two (2) years.
- 11.11. Any vacancy arising in the General Committee between elections may be filled by the General Committee and the continuing Members thereof may act notwithstanding any vacancy in their body. Any Ordinary Member appointed to fill such vacancy shall hold office until the next Annual General Meeting of the Club.
- 11.12. **(a)** In the event that the post of President shall become vacant between elections the post of the President shall be filled by the Vice President until the next Annual General Meeting.
(b) In the event that the post of the Vice President shall become vacant between elections the General Committee shall elect from amongst themselves a member to hold such post until the next Annual General Meeting.
- 11.3. Any member of the General Committee not due for reelection in a particular year who wishes to stand for a vacant higher office shall resign from the General Committee. In such event the said vacancy shall be up for election in that particular year, of whom the three (3) Candidates with the highest number of votes shall serve for two (2) years and the remainder for a one (1) year term only. If the Vice President shall resign and stand for a higher office before his term of office expires, there shall be no election for the Vice President's post consequent upon such resignation. The Committee shall elect from amongst themselves a Vice President to serve for one (1) year provided that where the appointed Vice President is a Committee Member serving

two (2) years, he shall continue to serve as a Committee Member after serving out his appointment as Vice President

11.14. No President shall serve more than two (2) terms consecutively in any position or positions in the General Committee. However, he/she shall be eligible to re-contest after a lapse of one(1) term viz two(2) years.

11.15. No part of the Club or any facilities of the Club or any of its management or other staff may be used by any persons or body for any activity of any political party or for the objects of any political party or to promote the interest of any political party or to promote the political interest of any person or persons connected in any way to any political party and no notices, letters, memorandum, emblems, signs, symbols or caricatures or any material associated or connected with any political party may be distributed or displayed in any way within the premises of the Club or its land and compound. The word "political party" shall have the same meaning as that stated in the Societies Act 1966.

CLAUSE 12

DUTIES OF OFFICE BEARERS

12.1. (a) The General Committee shall have the power to propose any new Clauses or amendments to any existing clauses subject to **Clause 18.2.**

(b) The General Committee shall have the power to make Bye-Laws and to make amendments to the Bye-Laws from time to time as the General Committee may deem fit. New Bye-Laws and all such alterations and revocations shall be exhibited in the Club **fifteen (15) days** before the date of coming into force.

(c) Reciprocal Arrangement

(d) The General Committee shall have the power to make reciprocal arrangements with any Club and/or social, sporting or recreational organizations, local or foreign, upon such terms and conditions as the General Committee may deem fit.

12.2. The General Committee shall have the power to appoint, pay and dismiss a Manager and such other servants, as they deem necessary provided that the power to employ and dismiss servants may be delegated by the General Committee to the Manager. No existing employee shall be a Member of the Club. Any existing member who is employed by the Club shall have his membership temporarily suspended during the term of his employment.

- 12.3. If at any time the Club in General Meeting shall pass a resolution authorizing the General Committee to borrow money for a particular purpose of the Club , the Committee shall thereupon be empowered to borrow for the said purpose such amount of money either at one time or from time to time and upon such terms and security as shall be specified in such resolution. All members of the Club whether voting on such resolution or not, and all people becoming members after the passing of such resolution shall be deemed to have assented to the same as if they have voted in favor of such resolution.
- 12.4. The General Committee shall meet at least once a month, at five (5) working days' notice and five (5) members shall form a quorum, which shall also be applicable for filling up the vacancies in their number. The President shall have a casting vote in the event of tie. Any Member who shall be absent for two (2) consecutive monthly General Committee meetings (excluding Emergency General Committee Meeting) shall ipso facto cease to be a member of the General Committee; unless such absence is acceptable to the majority of the members present at the General Committee Meeting.
- 12.5. The General Committee shall maintain a minute book of all its proceedings.
- 12.6. The General Committee shall have the power to appoint any of their number or the Manager to act as the Public Officer of the Club or to represent the Club in any legal proceedings and to sue for the recovery of any monies or property due to or belonging to the Club.
- 12.7. The General Committee may appoint anyone on their number to act as Honorary Secretary of the Club.
- 12.8. Committee Members shall not, whether directly or indirectly, have an interest in the contract or proposed contract with the Club unless they have declared their interest and that such contract has been approved by the General Committee or by the Members at General Meeting as the case may be.
- 12.9. The General Committee may at time by giving at least fourteen(14) days' notice in writing to the members call and convene an Extraordinary General Meeting to discuss and pass in the said General Meeting any resolution or make any amendments to any clauses of the Club Constitution and Bye-Laws and at such EGM fifty(50) members shall form a quorum and if the number shall not be present at the expiration of thirty(30) minutes from the advertised time of such EGM, then the EGM shall be postponed to a date seven (7) days from such EGM at the same place and time and no further notice shall be required to be served. Notice about the adjourned meeting shall be posted on the noticeboard on the Club premises. Should there be no quorum at the postponed meeting the members present thereat shall form a quorum.

CLAUSE 13
FINANCIAL PROVISION

- 13.1. The General Committee shall not without the sanction of a simple majority of the members present and voting at a General Meeting cause any development to the Club's premises or land or purchase any asset which exceeds the sum of Ringgit Malaysia Two Hundred Thousand (RM 200,000.00).
- 13.2. The General Committee shall cause true accounts to be kept of the monies received and expended and of the assets and liabilities of the Club. The accounts shall be made up and closed as of 31st December in each year, and a Balance Sheet containing a summary of the property and assets and liabilities of the Club shall be prepared by the Manager and audited by an external auditor appointed by the Member at a General Meeting and shall be signed by the President, Vice President and any one of Members of the General Committee, who is the Finance Sub-Committee Chairman. A copy of the Balance Sheet shall be posted in the Club for ten (10) days prior to the General Meeting and shall also be sent by post every Member of the Club.
- 13.3. All cheque RM 10,000.00 and below shall be signed by at least two (2) signatories authorized by the General Committee consisting of either two (2) General Committee members or one (1) General Committee Member and the Manager. All cheques above RM 10,000.00 shall be signed by at least three (3) signatories authorized by the General Committee consisting of three (3) General Committee Members.

CLAUSE 14
AUDITORS

14.1. Internal Auditors

- a) Members at each Annual General Meeting shall elect from Members present at such meeting two Voting Members as Internal Auditors who shall hold office for a term of two (2) years. In the event of any vacancies, such vacancies shall be filled by appointment by the General Committee until the next Annual General Meeting.
- b) The Internal Auditors shall perform an independent function to examine and ensure that the financial affairs of the Club are conducted properly in compliance with the Clause of the Club and the established internal control systems. They shall have access to all reports and records of the Club to perform their duties and submit quarterly report/s to the General Committee.
- c) An annual Internal Auditor's report for the relevant year shall be submitted for the Annual General Meeting.

14.2. External Auditors

- a) The annual account for the previous financial year shall be examined and audited by the External Auditors.
- b) In the event of the Auditors' resignation, the General Committee shall appoint another audit firm to complete the appointment and hold office until the next Annual General Meeting of the Club.

CLAUSE 15

PROPERTY ADMINISTRATOR

- 15.1. All landed assets and investments of the Club (other than cash and movable property which shall be under the Control of the General Committee) shall be vested and/or registered on the name of the Club.
- 15.2. All instruments of dealings connected with the landed assets and investments of the Club shall be executed by the President, Vice-President and one other Committee Member appointed for the purpose by the General Committee under the seal of the Club.
- 15.3. The landed assets and investments of the Club shall not be transferred, disposed of, charged, leased or in any way dealt with unless prior approval has been obtained from a General Meeting of the Club and not less than two-thirds of the Members present and entitled to vote thereat shall have given their approval.

CLAUSE 16

INTERPRETATION

- 16.1. The General Committee shall be the sole authority for the interpretation of the Clauses and Bye-Laws for the time being in force. The decision of the General Committee upon any such interpretation shall be final and binding on all Members unless reversed by the Club in the general meeting by a two-thirds majority of those present and eligible to vote. The decision of this meeting shall be binding and conclusive on all parties without appeal and may not be removed into any court of law or restrained by injunction.
- 16.2. Every member of the Club shall be bound by these Clauses and Bye-laws of the Club and shall be deemed to have full notice thereof.
- 16.3. In the event of any question or matter arising which is not provided for in the forgoing Clauses, the decision of the General Committee in all cases shall be final, pending the decision of a General Meeting.

16.4. The Clauses, Bye-laws, notices, statements, newsletters, reports and all Club related information shall be made available to members through printed copies or electronic media.

CLAUSE 17

PROHIBITION

17.1. No member shall give the address of the Club or use the club address or premises for business purposes and such business to be defined by the General Committee.

17.2. The General Committee may require a member responsible for breakage of or damage to Club property to do good and repair or to pay for such damage or breakage.

17.3. Periodicals, newspapers or other Club property shall on no account be removed from the Club.

17.4. Pets are not allowed in the Club in and around the Club premises.

17.5. No Banker's game and other gaming activity including lotteries prohibited by the Common Gaming Houses Act, 1953 or any re-enactment thereof shall be allowed to be played in the Club unless prior approval of the relevant authority has been obtained.

CLAUSE 18

AMENDMENT OF CONSTITUTION

18.1. At every Annual General meeting fifty(50) members shall form a quorum and if the number shall not be present at the expiration of thirty (30) minutes from the advertised time of the Meeting the General Meeting shall be postponed to the following Sunday at the same place and time and no further notice shall be required to be served. Notice of the adjourned meeting shall be posted on the noticeboard on the Club premises. Should there be no quorum at the postponed meeting the members present thereat shall form the quorum.

18.2. It shall be competent for any Member to propose at a General Meeting to any new clause or any amendment of an existing clause, provided that such proposal shall be sent to the Manager four (4) weeks before the Meeting. It shall be place among the agenda in the notice calling the next General Meeting and shall also be posted in the Club for ten (10) working days prior to such meeting.

18.3. No amendments to any existing clause of the Club shall be made or given effect unless with the approval of the two-third (2/3rd) of members present and voting at the General Meeting always the quorum required for the General Meeting is maintained at the time of voting.

CLAUSE 19

DISSOLUTION

- 19.1. The Club may be voluntarily dissolved by a resolution of not less than four-fifths (4/5th) of the total membership.
- 19.2. In the event of the Club being dissolved as provided above, all debts and liabilities legally incurred on its behalf shall be fully discharged and the remaining property and funds shall be disposed of in such manner as may be decided upon by a General Meeting.

CLAUSE 20

GUESTS

- 20.1. Guests may be admitted into the Club only when accompanied by the Member introducing them. The name of every Guest, together with that of his introducer, must be entered by the latter in the Guest Book.
- 20.2. No Guest may enjoy the privileges of the Club for more than twelve (12) separate occasions in any one year. Members introducing Guests shall be responsible for all charges incurred by the latter and for their proper behavior.
- 20.3. No Member shall knowingly at any time be introduced into the Club as a Guest or Visiting Member any person who has been expelled or suspended or rejected for membership of the Club or whose name has been struck off the list of members under Clause 4.8(d) or who has been struck off the register of any affiliated Club.

CLAUSE 21

DISCIPLINARY BOARD

- 21.1. The Annual General Committee shall elect ten (10) voting members, who are physically present during the general meeting, with a minimum of five (5) years' membership and of good standing excluding General Committee members to constitute the Disciplinary Board panel for a term of two (2) years. In the event, any vacancies shall be filled at the General Meeting.
- 21.2. The General Committee shall refer to the Disciplinary Board all complaints or allegations concerning the conduct of Members. The Disciplinary Board shall be governed by the Bye laws.
- 21.3. Notwithstanding 21.2 the General Committee shall have the power to discuss the complaints or allegations and if the General Committee is of the opinion that the complaints or allegations

– are frivolous the General Committee may exercise its discretion to summarily dismiss the complaint or allegation.

21.4. Any member who has any dispute or misgiving with any member of the General Committee, or the General Committee as a whole and/or the Club, in respect of any matters touching upon the affairs of the Club, shall first refer such dispute or misgiving to a General Meeting of members defined as Annual General Meeting or Extraordinary General Meeting before referring such dispute or misgiving to the Registrar of Societies, a Court of Law or any other authority.

Any member who fails to abide by the above shall cause his membership to be suspended and be subject to the Disciplinary Board.

CLAUSE 22

PROXIES

22.1. There shall be no voting by proxy.

CLAUSE 23

SUGGESTIONS/COMPLAINTS

23.1. All complaints, representations, or suggestions pertaining to the Management of or connected with the interest of the Club shall be made in the Book kept for the purpose and shall be referred to and considered by the General Committee, who shall respond with a written reply within fourteen (14) working days from the date of the last General Committee meeting.

CLAUSE 24

CLUB STAFF

24.1. The conduct of any Club staff shall in no instance be made a matter of personal reprimand by any member.

24.2. No member shall give any gratuity to any of the Staff of the Club for any reason whatsoever except such as shall be imposed or sanctioned by the General Committee.

CLAUSE 25

SUB-COMMITTEE

25.1. The General Committee shall have power to appoint sub-committees to deal with specified aspects of the club affairs.

25.2. Each sub-committee will consist of a chairman from at-least one member of the General Committee and a maximum of four (4) co-opted members as the General Committee shall deem fit.

- 25.3. These sub-committees will always include one (1) sport sub-committee to deal with such sports as shall arouse sufficient interest among members that teams can be raised to compete with outside teams and are approved by the General Committee by a “Captain” or “Member” co-opted with the approval of the General Committee.
- 25.4. Sports will be financed by the Club and by the participants in such a manner as the sports sub-committee deems fit, subject to the approval of the General Committee.

CLAUSE 26

INDEMNIFICATION OF COMMITTEE MEMBERS

- 26.1. Every member of the General Committee and any sub-committee shall, in the absence of fraud or negligence on their part, be indemnified out of the Club’s assets against any expense, loss or liability incurred in the performance of their duties or in connection with their office.

CLAUSE 27

BYE-LAWS

- 27.1. The General Committee may make such Bye-Laws as it may think fit:
- a) to prescribe the policies and procedures of the General Committee or of any Sub Committee.
 - b) for the admission of guests of Members to the Club.
 - c) for the election of the candidates for membership.
 - d) for the conduct and management of games, sports and pastimes promoted by the Club and the use of designated areas or rooms for the same.
 - e) for the conduct and management of competitions and tournaments.
 - f) for the use of the Club House and Club Grounds including area designated and to be used as car parks.
 - g) to stipulate the manner of dress and/or attire required to be adhered to in specific places and/or generally in the premises of the Club or on such occasions as may be decided upon by the General Committee and to refuse entry to any member or guest who is not properly or suitably dressed or attired for the specific place in the Club premises or for such occasion.

- h) and generally, for any other matters conducive to the welfare and conduct of the members of the Club and people accorded privileges of the Club from time to time and for the proper management of the Club.
- i) Any Bye-Laws as aforesaid shall not be inconsistent with these Clauses and in the event of any conflict the provision of these Clauses shall prevail.

- 27.2. Any Bye-Laws made under these Clauses shall be displayed at the Club Notice Board for a period of not less than FIFTEEN (15) days and shall be confirmed at a subsequent meeting of the General Committee. The General Committee may at this subsequent meeting rescind, alter or add to any Bye-Law or Bye-Laws, after having received any comments or objections thereto from Members.
- 27.3. Upon confirmation as aforesaid the Bye-Laws or the recession thereof, or any alteration of or addition to any such Bye-Laws shall become binding upon all members of the Club and people accorded privileges of the Club and shall have full force and effect.
- 27.4. Until rescinded, altered or substituted, the Bye-Laws in force at the time when these Clauses come into force, shall so far as they are not inconsistent with these Clauses herein, continue to be binding upon the Members and such persons accorded privileges of the Club.

**KELAB DIRAJA SUNGEI UJONG
(ROYAL SUNGEI UJONG CLUB)**

BYE-LAWS

TABLE OF CONTENTS

<u>Section</u>	<u>Description</u>
Introduction	1. Title 2. Revocation and Supersession of Prior Bye-Laws
Section A	<u>Fundamental Bye-Laws</u>
	3. Dress
	4. Club Property
	5. Introduction of Guests
	6. Food and Drinks
	7. Pets
	8. Reciprocal Club Facilities
	9. Staff Fund and Entertainment Fund
	10. Status of Member's Other Wives
	11. Children of Members
	12. Good Behaviour
	13. Disciplinary Board
	14. Library
	15. Changing Room
	16. Vehicle
	17. Club Chalets
	18. House Members
	19. Election of Members (PE)
	20. Fruit Machine Room

**KELAB DIRAJA SUNGAI UJONG
(ROYAL SUNGAI UJONG CLUB)**

BYE-LAWS

TABLE OF CONTENTS

(Cont'd)

<u>Section</u>	<u>Description</u>
Section B	<u>Governance, Budget and Administration of Sports Sections</u>
	1. Management and Administration of Sports Sections
	2. Annual General Meeting (AGM)
	3. Section Committee
	4. Eligibility to Stand as Candidate
	5. Eligibility for Voting
	6. Nomination of Candidates
	7. Budgetary Compliance
	8. Event Planning & Reporting
	9. Audit & Oversight
	10. Event Participation Limits
	11. Strategic Planning & Income Generation
	12. Financial Controls
	13. Integration with General Bye-Laws
	14. Compliance & Enforcement
	15. Rights of Spouses in Sports Sections

**KELAB DIRAJA SUNGEI UJONG
(ROYAL SUNGEI UJONG CLUB)**

BYE-LAWS

TABLE OF CONTENTS

(Cont'd)

Section C

Sports Sections

1. Swimming
2. Badminton
3. Tennis
4. Billiards / Snooker Balls
5. Card and Mahjong
6. Gymnasium
7. Squash
8. Darts
9. Karaoke
10. Golf
11. Qigong
12. Taekwondo
13. Hash section
14. Table Tennis
15. Football
16. Cricket
17. Hockey
18. Pool
19. Pickleball

Section D

Additional Policies and Procedures

1. Whistle Blowing Policy

SECTION A**FUNDAMENTAL BYE-LAWS****Introduction**

By virtue of the powers vested in the General Committee under Rules 26 of the Club Rules, the General Committee hereby enacts the following Bye-Laws:-

1. These Bye-Laws shall be known as the Club Bye-Laws.
2. All previous Bye-Laws shall be deemed to have been revoked and superseded by these Bye-Laws.

3. Dress

- 3.1. No short pants, slippers, sandals, collarless T-shirts, T-shirts with Commercial Advertisement, captions, slogans, pictures or otherwise be worn after 8.00 pm on any day in the interior of the Club Premises. The Game Rooms, Poolside, Sports Bar and Terrace areas are exempted from this ruling.
- 3.2. The minimum dress requirement for gentlemen on any day after 8.00 p.m. in the interior of the Club Premises is trousers, shoes and collared T-shirts with sleeves. Ladies shall during the aforesaid period be dressed appropriately.
- 3.3. People in swimming attire are barred from the interior areas of the Club at all times, except in designated areas of the Sports Bar.
- 3.4. Changing attire is prohibited in all areas of the Club except in the respective changing rooms.
- 3.5. The Committee reserves the right to request any member or any member of his/her family or any guest whom in the opinion of any Committee Member or the Manager or the Manager/Secretary is not appropriately dressed to vacate the Club premises or such parts thereof.
- 3.6. The Committee may at any time prescribe a special dress rule for any Club function by a notice on the Notice Board.
- 3.7. No singlets allowed at any time for men at the All-Seasons Lounge.

4 Club Property

- 4.1. All property belonging to the Club shall not be removed from the Club except under due authorization from the Committee or the Manager.
- 4.2. Any person found damaging or removing any Club property including newspaper, periodicals and cutlery shall be liable to disciplinary action.
- 4.3. Fruits, flowers and trees in the Club's compound are the Club's property. Members are strictly not allowed to collect and remove them from the Club at any time.

5. Introduction of Guests

- 5.1. In addition to Rule 20 of the Club Rules, no members shall introduce any person as a guest in the following categories: -
 - a) Rejected from membership.
 - b) Suspended from the Club.
 - c) Defaulters.
 - d) Bankrupt.
 - e) Restricted resident.
 - f) Expelled as a member at Royal Sungei Ujong Club or any other clubs except as decreed by the General Committee on a case-to-case basis **AND/OR** special circumstances.
- 5.2. Guests are not allowed into such parts of the Club premises or use such Club facilities designated as "**FOR MEMBERS ONLY**".
- 5.3. The Committee reserves the right to bar any guest of a Member from the Club without assigning any reason.

6. Food and Drinks

- 6.1. No food and drinks shall be brought into the Club Premises to be consumed therein provided that this shall not apply to cease in respect to Bye-Laws 6.2 and Bye-Laws 6.3 hereof.
- 6.2. Infant feeding bottles are allowed.
- 6.3. **(a)** A member is allowed to bring into the Club wine, liquor or liquor subject to a corkage charge on a per bottle basis at such a rate as the Committee may from time to time decide.
(b) Storage of corkage charged bottles for which duty remains unpaid is strictly not allowed. Once a member has been charged for the corkage, he/she is allowed to bring in the same bottles

twice/two (2) times to the Club. In the event that a member brings in the same bottle for 3rd time will be subjected to a new corkage charge.

(c) The procedures for bringing in your own bottles to the Club are as follows:

- i. Members to bring the bottle to the respective Bar Counter to be registered.
- ii. Members pay for the corkage charge at the Bar Counter.
- iii. The Bar Counter staff will then proceed to apply a sticker to the bottle with the date stamped on it.
- iv. Liquor bottles bought from the Club can only be kept for three (3) months, after the expiry date members will have no claim whatsoever over the said bottles.
- v. Liquor bottles bought from outside the Club can only be kept for one (1) month, after the expiry date members will have no claim whatsoever over the said bottles.

(d) Whisky storage locker at All-Seasons Lounge.

- i. Lockers will be rented to members from 2nd May 2023 – 31st December 2023 (7months) with a monthly fee of RM5.00 charged to members' account. Lockers will be assigned on a first-come, first-served basis. Members may enquire about the availability of the Locker at the F&B office.
- ii. A refundable security deposit of RM100 must be paid in advance.
- iii. The F&B Manager must be notified right away if the storage key is lost. The cost of replacing the key, replacing the lock and fixing any damage to the locker will be billed to Member accounts.
- iv. Upon surrendering the locker, the key must be returned to the F&B office and ensure your name is cancelled from the Locker storage book.
- v. No illegal items to be kept in the locker (In contravention of the Law).

6.4. No member shall be allowed to bring any beer or stout into the Club.

6.5. The operations hours for food & beverages shall be between **7:00am to 11:00pm daily**.

6.6. Smoking is strictly prohibited in all areas of the Club, except the specifically designated areas that are allocated and zoned as "Smoking Area."

6.7. Members are mandatorily required to produce their **MEMBERSHIP CARDS** to place orders at the Terrace and Bar. Temporary Membership Cards will be issued to members who have forgotten to bring their Membership Cards. Temporary Membership cards can be obtained at

the Reception Counter, valid for (1) day only and will be provided free of charge for the first request. Subsequent requests for temporary membership cards will be charged RM 2.00 per card.

7. Pets

7.1. Pets are strictly forbidden on the Club Premises.

8. Reciprocal Club Facilities

8.1. Introduction Cards shall not be issued to members whose accounts are in arrears.

8.2. The Club will not issue introduction cards to Outstation members in respect of Club in the state in which they are residing or working. For purposes of this Bye-Law the Federal Territory of Kuala Lumpur and Selangor shall be treated as a single state.

8.3. Members who have been issued introduction cards shall at all times comply with the Rules of the Club in respect of which a card is issued.

8.4. Any complaint received by any reciprocal Club regarding the behavior of a member of Royal Sungei Ujong Club shall render such member ineligible for further introduction card to the complaint Club.

9. Staff Fund and Entertainment Fund

9.1. Each member's account, other than those of Honorary member and Visiting Members, shall be debited thrice yearly on the 1st March, 1st September and 1st December with the sum of **RM10.00** as a contribution.

9.2. Each Club member's account, other than those Honorary Member and Visiting Member will be debited monthly with the sum of **RM5.00** as a contribution to the Club Entertainment Fund.

9.3. The membership deposit shall be **RM1,000.00** for all new members inducted effective 1st January 2024 the objective of the membership deposit is to effectively handle and diminish potential financial risks linked to extending credit or offering privileges to members.

9.4. All monies due to the Club from a Defaulter shall be settled in full before the rights and privileges are restored as a Member of the Club.

9.5. The Club reserves the right to levy charges for delayed payment of outstanding membership fees once he/she becomes a defaulter. The charge will be computed at a rate of 1.5% for each period of overdue payment. This practice is aimed at motivating members to fulfil their payments promptly, thereby ensuring the Club's financial stability.

10. Status of Member's Other Wives

- 10.1. The lawful and legally wedded first wife of a member shall be accepted in the Club as his wife for purpose of Rule 7(d) of the Club Rules. All other wives of such member or children by such wives shall not be accorded the benefits of Rule 7(d).

11. Children of Members

- 11.1. Members, parents, guests shall be held responsible for the good behavior of their children and to ensure that they do not become a nuisance to other members.
- 11.2. Children under twelve (12) years of age must be accompanied by a member or spouse who shall maintain constant supervision and control over them.
- 11.3. A member shall be fully responsible for the conduct and behavior of his/her child and shall be liable to the General Committee fully in respect of any damage or injuries caused by the child and shall keep the Committee fully indemnified in respect of any action, claim or demand arising thereon.
- 11.4. Members' children may not sign against their parents' account unless they shall be in possession of a card issued by the Club.
- 11.5. Members' children are not allowed to introduce or bring any guests or friends into the Club.
- 11.6. Children under eighteen (18) years of age are not allowed in the Club after 10.30 p.m. unless they are accompanied by their parents.
- 11.7. Member's children of twelve (12) years and above who shall be unaccompanied by either parent in the Club must be in possession of a Club Identification Card at all times.
- 11.8. No alcohol shall be served to Member's children or children of guests below eighteen (18) years of age who are prohibited from consuming alcohol in the Club.
- 11.9. The Committee reserves all right to exclude any member's child from the Club at any time without assigning any reason.
- 11.10. Children under the age of eighteen (18) years of age are strictly prohibited in the All-Seasons Lounge.
- 11.11. Children below the age of twelve (12) years of age are strictly prohibited in the Dato' Kelana Room.

12. Good Behavior

12.1 Members, their spouse, children and guests shall observe the rules of good behavior and decency at all times whilst on the Club Premises, and any contravention hereof shall be dealt with under the provisions of Rule 26 of the Club Rules.

12.2. Loss of Personal Effects

The Club shall not be liable for the loss of damage to articles or property or cash whatsoever brought upon the Club premises by a Member, Visiting Member or Guest or any Member of their families or entrusted to a servant of the Club.

12.3. Enforcement

That the Security Personnel, Management and the General Committee shall be herein empowered to conduct random checks and verification of members and their registered guests.

12.4. No guest singers allowed at any time in the bar, save and except with the sanction and approval of General Committee from time to time.

13. Disciplinary Board

13.1. The Disciplinary Board panel shall appoint a Chairman and Vice Chairman from among their number.

13.2. All complaints or allegations concerning the conduct of members shall be in writing and shall be directed in the first instance to the Manager, who shall forward such complaints to the General Committee for consideration and to conduct a preliminary investigation.

13.3. If the General Committee is of the opinion that the complaints or allegations are frivolous the General Committee may exercise its discretion to summarily dismiss the complaint or allegations.

13.4. If the General Committee is of the view that the complaints or allegations contain sufficient merits, the General Committee shall instruct the Manager to write to the member concerned giving him fourteen (14) days to reply to the complaints or allegations made against him.

13.5. The General Committee shall, upon the expiration of the fourteen (14) days period or such extended period as may be granted by the General Committee, proceed to consider the complaints or allegations and the reply, if any, by the member concerned and if the General Committee is of the view that the complaints or allegations are sufficiently serious in nature to warrant disciplinary action being taken against the member the General Committee shall refer the same to the Disciplinary Board with instruction to convene a Hearing.

- 13.6. The General Committee may, at its discrete, suspend a member's privileges pending the Hearing and Conclusion of the case by the Disciplinary Board. The suspended members/ s is not allowed to attend any Club event held at the Club or at any other places at any time during the period of suspension.
- 13.7. The chairman and/or Vice Chairman shall nominate any of its number to constitute the Disciplinary Board to hear the complaint. The minimum number to form a quorum shall be three (3) and the majority decision shall prevail. In any hearing, the nominated members of the Disciplinary Board shall appoint among themselves a presiding Chairman. In the event of a tie, the presiding Chairman of the Disciplinary Board shall have a casting vote.
- 13.8. The Disciplinary Board shall determine the guilt or otherwise of the case, the nature of punishment ranging from reprimand, fine, suspension or expulsion and/or such other penalties as the Disciplinary Board may deem appropriate. The findings, recommendations and conclusions of the Disciplinary Board shall be submitted to the General Committee in writing.
- 13.9. The General Committee shall be bound by the decision of the Disciplinary Board and shall act accordingly. The aggrieved member may appeal to an Extraordinary General meeting requisitioned pursuant to the provisions of Rule 23 of the Club Constitution. At the EGM, a majority of two-thirds (2/3) of those present and voting, with a minimum of fifty (50) members present and voting, shall be necessary to allow the appeal, overrule, reverse, revise and/or alter the decision of the Disciplinary Board. The decision of this EGM shall be binding and conclusive on all parties without any further appeal and shall not be removed into any court of Law. The aggrieved member may appeal within thirty (30) days from the decision of the Disciplinary Board being posted on the Club Notice Board.

14. Library

14.1. Definitions

- a) Library shall mean that part of the Club expressly designated at the library.
- b) Library materials shall include all forms of printed materials such as books and periodicals, as well as non-printed materials such as computers and audio-visual items if and when available in the library.
- c) Librarian shall mean a person appointed as such by the club.

- d) Children between the age of four (4) and six (6) are allowed into the library accompanied by parents/ Members. Children under the age of four (4) are not allowed into the library.
- e) Guests, helpers and maids are strictly not allowed into the library.

14.2. Management

The librarians or the management staff appointed shall be responsible for the management of the library.

14.3. Loan of Books

- a) Members shall be eligible to borrow one (1) book for a period of fourteen (14) days.
- b) Books may be reserved. Reserved books may be borrowed for a period of ten (10) days. No more than two (2) titles are allowed to be reserved at any one time. A fine of RM 2 per day per book will be charged on each overdue reserved book.
- c) A fine of **RM0.50** per day per book shall be charged all other overdue books.
- d) No reminders shall be sent when the book becomes overdue. The fines shall be debited to the Member's account accordingly. Upon the expiry of thirty (30) days, the book shall be deemed lost and the replacement cost of the book shall be debited to the Member's account, notwithstanding the overdue fine already debited.
- e) Members' accounts shall be debited also for any books damaged with the replacement cost.

14.4. Code of Conduct

- a) No library materials shall be taken out of the library without prior approval.
- b) Library users shall observe silence and conduct themselves in a proper manner in the library.
- c) Smoking, food and beverages are not allowed in the library.
- d) Suitable attire shall be worn by Library users. Wet and sweaty clothing, sleeveless shirts, singlets, rack suits, slippers and sandals are not allowed in the library.
- e) No library users shall sleep in the library.
- f) Silence shall be observed at all times.

- g) No library users shall cause or allow any mobile telephone or other electronic equipment or apparatus for the reception of sound broadcasting or for reproduction of sound to be operated in any part of the library. However, portable computers without bags are allowed in the designated area of the library if there is no sound reproduction.
- h) Bags/ briefcases including handbags and personal books are to be left on the shelf. Personal books are not allowed in the library.

14.5. General

1. The Sub-Committee shall have the discretion to impose any monetary deposits for the loan of books and any other special items when deemed necessary.
2. Members shall be liable for any damage to or loss of Library books or any other property viz furniture, fittings, exhibits etc. of the library.
3. The library will be opened as follows: -

Monday to Sunday	10.00 a.m. to 1.00 p.m.
Monday to Friday	2.00 p.m. to 6.00 p.m.
4. The library is not to be used for meetings or activities organized by Members unless approved by the General Committee.

14.6. Complaint/ Suggestions:

All complaints and suggestions shall be made in writing to the Manager.

14.7. Repeal:

All previous rules, regulations or Bye-Laws relating to the library are hereby repealed.

15. Changing Rooms

- 15.1. The men's and ladies' changing rooms and the steam rooms will be open between the hours of 6.30a.m. to 11.30p.m. daily.
- 15.2. Children under the age of six (6) must be accompanied by their parents or Member at the men's and ladies' changing room, respectively. Boys above the age of six (6) are not allowed into the ladies' changing room. Girls above the age of six (6) are not permitted into the men's changing room.
- 15.3. Towels may be issued to a person upon request at **RM1.00** per towel.
- 15.4. Equipment in the changing rooms is to be handled with caution and care. Hair dryers may be used only to a maximum of ten (10) minutes continuously to avoid any damage.

- 15.5. Members using the steam room must ensure that it is switched off after use.
- 15.6. Smoking is prohibited in the changing rooms.
- 15.7. Food and drinks are NOT allowed in the changing rooms.
- 15.8. Club's newspapers, books, magazines and publications are not to be taken into the changing rooms.
- 15.9. Toiletries for members are meant to be used in the changing rooms only. Action shall be taken against members who remove such items.
- 15.10. Members and/ or Guests using the changing rooms are responsible for their own safety. The Club shall not be held responsible for any personal injuries, death, loss and damage whatsoever or howsoever caused to the Members and/ or Guests.

15.11. Changing Room Locker

15.11.1 Permitted Use

- a) Lockers are permitted for use only while members are within the Club House premises and are intended strictly for daily usage.
- b) Any extended or special arrangement must receive prior approval from the General Committee (GC)

15.11.2 Personal Belongings

- a) All personal belongings must be removed after each visit. The Club shall not be responsible for any items left in the lockers.

15.11.3 Key Collection and Return

- a) Locker keys shall be collected from the Reception Counter and must be returned immediately after use.
- b) This applies to daily usage of lockers.

15.11.4 Locker Usage Charges

- a) Daily Usage Charges
 - A daily locker usage fee of RM3.00 nett shall be imposed.
- b) Monthly Charges
 - A monthly locker charge of RM50.00 nett shall be imposed for approved monthly usage.

15.11.5. Any exceptions, including requests to extend daily usage, shall be subject to prior approval by the General Committee (GC).

15.11.6. The Club shall not be held responsible or liable for any items left in the lockers. It is the sole responsibility of members to ensure that their lockers are properly locked and to safeguard their personal belongings at all times.

16. Vehicle

16.1. Parking

Cars may not be parked on the roadway or beside the entrance to the Club other than the designated areas.

16.2. Parking Bays:

- a) Vehicles must be parked carefully within the demarcated parking bays and care must be taken not to obstruct other vehicles or the driveway.
- b) Members and Guests are not allowed to park their vehicles in parking bays which are marked as 'Reserved'.
- c) The Security staff, at the instruction of the General Manager, may create extra parking areas in the club during big functions and may block off certain areas by putting up appropriate signage.

16.3. Compliance with Directions:

Members and their drivers are expected to comply with traffic and parking directions indicated or given by the Club's security officers. In the event of a driver failing to comply, a notice will be issued.

16.4. Parking Overnight

Members who need to park their vehicles in the Club's premises overnight must inform the Security Department before doing so.

16.5. Waiting

Vehicles waiting to pick up passengers must on no account obstruct the entrance to the Clubhouse, nor should the vehicles be left unattended for any period of time.

16.6. Speed Limit

Vehicles must be driven slowly with due care within the Club compound. Speed should at no time exceed fifteen (15) kilometers per hour.

16.7. Club Sticker

- a) Club stickers must be renewed BIENNIALY and are for Member's use only.
- b) Vehicles which do not have Club stickers shall be parked in the visitors' car park.
- c) The delisted, expelled and resigned Member's shall surrender their car park stickers to the Club.
- d) Each member is entitled to three (3) official Club stickers for use by members or family members only, at **RM5.00** per sticker. Any additional car park stickers that shall be on application be issued at the discretion of the Club at **RM30.00** each. From the year 2025 onwards, the first sticker is complimentary at no charge, the 2nd and 3rd will be at **RM5.00** each, and the 4th on application may be issued at the discretion of the Club at **RM30.00** each.
- e) Members are prohibited from transferring their Club stickers to any other person.
- f) All expired car stickers must be compulsorily returned to the club prior to collection of any new car stickers.

16.8. Fines

The General Committee is empowered at its discretion to impose fines up to a limit of **RM50.00** per offence on Members and guests for infringement of any of these Bye-Laws.

16.9. (a) Enforcement - Security staff are authorized by the General Committee to enforce these Bye-Laws.

(b) Clamps - Owners of vehicles without valid car stickers and who commit parking violations will have their vehicles clamped and pay an unclamping fine of **RM50.00** as determined by the General Committee.

(c) Owners Park At Own Risk

The Club accepts no responsibility for theft, damage and loss howsoever caused to vehicles or contents therein in the Club premises. Vehicles are parked at the owners' risk.

17. Club Chalets

17.1. Chalets Rates Determination:

The rates for the Club's chalets shall be set and may be revised periodically by the General Committee at its discretion.

17.2. Chalets Rates Information:

Members shall refer to the Club's official website or contact the reception to obtain the most current chalets rates, as these may be updated from time to time.

- 17.3. Chalets may be booked by Members or for their Guests. Guests wishing to stay for more than fourteen (14) nights shall apply for Visiting Membership under Club Rule 7(f).
- 17.4. Only two (2) chalets may be booked at any one time for a maximum period of two (2) weeks. Any additional rooms required may be let out at the discretion of the Club.
- 17.5. Check-out time shall be 12.00 noon. Check-in time shall be 2.00 p.m.
- 17.6. Extension shall be allowed beyond 12.00 noon provided always that there are no other reservations for a chalet. A charge equivalent to 50% of the daily rate shall apply for any extension not exceeding 6.00p.m. For any extension beyond 6.00p.m. The normal daily rate shall be charged.
- 17.7. No meals shall be served at the Chalets. No outside food/ drinks shall be allowed into the Chalets.
- 17.8. Advance booking for the Chalets, not beyond three (3) months may be made by mail/ email/ fax/ in person at any time during office hours, three (3) months in advance.
- 17.9. A confirmation of the booking shall be sent. For any cancellation, a charge amounting to 50% of the Chalet rates for the number of rooms booked shall be levied if less than seven (7) days' notice is given.
- 17.10. Only two (2) adults are permitted in each chalet. An additional charge of **RM 15.00** per person/ bed will be levied on person(s) sharing the same room, subject to a maximum for four (4) adults to a room. There shall be no charge for children under twelve (12) years old.
- 17.11. All Members, affiliated club members and Guests staying in the chalets are subject to the previous Inn-Keepers Act. A copy is available in the Club.

18. House Members

- 18.1. A house member shall be appointed by the General Committee from amongst their numbers to serve for such period as may from time to time be decided by the General Committee.
- 18.2. The duties of the house members shall include, but not be limited to: -
 - a) To attend to all complaints when necessary.
 - b) To exercise general supervision over the affairs of the Club with the assistance of the Manager, Secretary or any other person appointed by the General Committee.
 - c) Such other duties as the General Committee may from time to time prescribe.
 - d) A house member should visit Annexe Club once a week.

19 Election of Members

- 19.1. Every Pending Election (“PE”) member shall remain in the TEMPORARY MEMBERSHIP REGISTER for a period of six months (“the term”) or as otherwise decided by the General Committee.
- 19.2. During the term, all PE members shall spend a minimum of **RM150.00** per month (“requisite amount”), which shall include all fees, subscriptions and Food & Beverages billings.
- 19.3. In the event this amount is not spent then the difference between the actual and the requisite amount shall be billed to the member at the end of every month until the PE membership status is changed to Ordinary Member.
- 19.4. The PE member shall ensure that his account is kept current at all times. The PE member shall ensure that NO disciplinary action is registered against him during this probationary period. The GC has the absolute discretion to remove the name from the PE register after due deliberation and in the event the PE member resigns or chooses to withdraw his application for whatever reasons then an administrative charge of RM500 shall be deducted from the entrance fees paid and the balance returned to the said PE member.
- 19.5. A membership election committee constituted by members of the GC shall interview the said candidates on a suitable date at the discretion of the General Committee. And if so approved, the PE member shall be invited to attend the INDUCTION ceremony, dates of which will be advised by the General Committee.
- 19.6. The General Committee may allow members’ children to be inducted via video conferencing at their discretion and subject to terms and conditions to be set by the General Committee from time to time.

20. Fruit Machine Room

20.1. Restricted Imposed by Licensing Authority:

- a) Whereas it is a condition of the License issued by the Licensing Authority that Muslims are prohibited from entering the Fruit machine room and playing such machines. Muslim Members and their spouses are accordingly prohibited from entering the Fruit machine Room or to play the Fruit Machine. This prohibition shall also apply to affiliated club members.
- b) The Machine Room shall be open from 12 noon to 12 midnight.

20.2. Duty to Observe Licensing Conditions:

Members and their spouses shall at all times comply with such conditions as shall be imposed by the Licensing Authority from time to time in respect of the Fruit Machines.

20.3. Members Only:

Fruit Machines may be played by members and their spouses only. Guests are strictly prohibited from entering and playing with the fruit machines.

20.4. Members and Spouses:

A member and spouse are to play only one machine if there are others waiting to play.

20.5. No Reservations:

- a) Machines may not be reserved by any member longer than necessary for the member concerned to obtain coins for play or to order drink and in any case not longer than ten (10) minutes.
- b) A Member who reserves a machine by any method in contravention of this Bye-Law may have his reservation removed by the attendant or any officer of the Club upon complaint by another member waiting to play
- c) A member shall not play more than one (1) machine at any one time if there are others waiting to play.

20.6. No Interferences and Malfunctions:

- a) Under no circumstances is a member switched off or interfere with a machine in play by another member and no person shall abuse any machine at any time.
- b) In the event of a machine malfunctioning the member shall report the same to the Club attendant on duty or to the Management. The decision of the Club Management or any Committee Member present to close a machine shall be binding until the malfunction has been satisfactorily repaired or remedied.

20.7. Credit Facilities:

No member is allowed to have credit facilities for slot machines.

20.8 Payment of Jackpot Claims:

- a) Jackpot claims must be verified by the Club Manager or a duly authorized officer of the Club.
- b) Where verification is not possible for any reason at the time a Jackpot is struck, the machine shall be locked in subsequent verification of the claim.

SECTION B**MANAGEMENT AND ADMINISTRATION OF ALL
SPORTS SECTIONS BYE-LAWS****Introduction**

By virtue of the powers vested in the General Committee under Clause 12(1)(b) and Clause 27 of the Club Constitution, the following Bye Laws shall govern the management, governance, budgeting, and administration of all sports sections.

1. Management and Administration of Sports Sections

All sports sections shall be managed and administered in accordance with this Section B, covering governance, planning, budgeting, reporting, compliance, and audit requirements.

2. Annual General Meeting (AGM)

2.1 Each sports section shall hold an Annual General Meeting (AGM) to review its activities, accounts, and elect office bearers and internal auditors.

2.2 Notice of the AGM must be given to members of the section at least **fourteen (14) days** notice before the AGM. The notice must include the following documents for review and reference:

- Agenda of the AGM
- Captain's Annual Report
- Audited Financial Statement for Section Budget Account & Private Fund Account
- Following Year Activities Listing

2.3 The quorum for the AGM shall be a minimum of ten (10) section members or twice the number of committee positions to be filled, whichever is lower. If quorum is not met at the scheduled time, the meeting shall be postponed for thirty (30) minutes. If after this grace period, quorum is still not met, the members present shall constitute a valid quorum, and the AGM shall proceed accordingly.

- 2.4 The agenda shall include presentation of accounts, reports by the Captain, Treasurer, and Secretary, and election of office bearers and internal auditors.
- 2.5 Minutes of the AGM shall be submitted to the Sports Chairman and General Committee within thirty (30) days after the AGM.
- 2.6 Any resolutions passed must comply with the Club constitution and must comply with the Club's Constitution and Sports Standard Policy.
- 2.7 Spouses of members may attend the AGM but shall have no voting rights and are not eligible to hold any official position in the Section Committee or to serve as Internal Auditor.
- 2.8 A section member must be physically present at the AGM to be eligible for voting and/or appointment to any official position. Proxy appointments are not permitted. However, unavoidable absence of appointed office bearers will be considered by the GC, provided all section members have unanimously accepted the appointment and the appointee meets all criteria in subsection 5, 6, and 15 of nominations and appointments.
- 2.9 The General Committee (GC) has the final authority to determine the eligibility of all appointed candidates. If any appointment is found to be irregular or in breach of these Bye-Laws, the GC shall instruct the section to rectify the appointment within thirty (30) days.

3. Section Committee

- 3.1 Each sports section shall have a Section Committee consisting of the following office bearers:
 - Captain
 - Vice-Captain
 - Treasurer
 - Secretary
 - Three (3) elected Committee Members
- 3.2 **The Section Committee shall be collectively responsible for:**
 - a) The management and administration of the section's activities.

- b) Ensuring financial stewardship and compliance with the Club Constitution, Bye-Laws, and Section Budget Policy.
- c) Preparing and submitting reports, accounts, and event calendars to the Sports Chairman and General Committee as required.
- d) Upholding discipline, transparency, and fair participation within the section.

3.3 Roles of Office Bearers:

- Captain: Provides overall leadership, represents the section at Club level, ensures compliance with Bye-Laws, and chairs section meetings.
- Vice-Captain: Assists the Captain, deputises in his/her absence, and supports coordination of section activities.
- Treasurer: Maintains accurate financial records, ensures proper claim submissions, and prepares accounts for audit.
- Secretary: Records minutes of meetings, manages correspondence, maintains membership records, and circulates notices.
- Committee Members: Assist in planning, organising, and supervising section activities, and may be assigned specific portfolios (e.g., equipment, events, communications).

3.4 The Section Committee shall meet at least twice a year, with minutes Submitted to the Sports Chairman within fourteen (30) days of eachmeeting.

3.5 The General Committee, shall direct the Section Committee to review and amend section's decisions to ensure compliance with Club policies, bye laws and constitution in the interest of the Club and its members.

4. Eligibility to Stand as Candidate

Candidates for election as Captain, Vice-Captain, Treasurer, Secretary, and Committee Members must:

- Be Ordinary Members of the Club in good standing, with no disciplinary action pending against them.
- Have been registered members of the said sports section for a minimum of twelve (12) consecutive months from the date of joining the section before being eligible to stand for election.

- Be current in all Club subscriptions and section contributions.

5. Eligibility for Voting

Members shall be eligible to vote in section elections provided they:

- Are Ordinary Members of the Club in good standing, with no disciplinary action pending against them.
- Have been registered members of the said sports section for at least ninety (90) consecutive days prior to the election.
- Are not in arrears with Club subscriptions or section contributions.
- Proxy voting is not permitted; members must be physically present at the AGM to exercise their voting rights.
- Voting at section AGMs shall be conducted by a show of hands, unless otherwise directed by the General Committee. The results shall be announced immediately at the meeting and recorded in the minutes.

6. Budgetary Compliance

- 6.1 All sports sections must strictly adhere to RSUC's Section Budget Policy as issued annually by the General Committee.
- 6.2 Expenditures must be claimed using the prescribed Section Claim Form.
- 6.3 All claims must clearly distinguish between Section Budget Account and Private

Fund Account.

- 6.4 Captains and Treasurers are accountable for:
- a) Accurate claim submissions.
 - b) Proper record-keeping of all income and expenses.
 - c) Ensuring timely submission of accounts for audit.
 - d) Compliance with RSUC's financial stewardship standards.
- 6.5 Any misuse of funds or non-compliance with budgetary rules may result in disciplinary action by the General Committee, with possible suspension of section budget account pending inquiry and disciplinary proceedings.

7. Event Planning & Reporting

7.1 Captains shall submit event proposals to the Sports Chairman at least **two (2) weeks** in advance, including:

- Projected budgets (with breakdown of expected income and expenses).
- Participant lists (members, spouses, guests, and affiliated club participants).
- Proposed venue and schedule.

7.2 Post-event reports must be submitted within thirty **(30) days** of completion and shall include:

- Official receipts for all expenditures.
- Attendance lists signed by participants.
- A summary of outcomes (scores, achievements, or notable issues).

7.3 Some exceptions can be given for any ad hoc events which was unplanned under special circumstances. However, special justification has to be given and approval by the GC.

7.4 Any event not submitted in advance or not reported within the stipulated timeframe may be deemed non-compliant and ineligible for reimbursement under the Section Budget Account.

8. Audit & Oversight

8.1 All section accounts; comprising both the **Section Budget Account** (GC approved allocations) and the **Private Fund Account** (member contributions) shall be subject to review by the Section Internal Auditor (IA) and the Club Internal Auditor (IA).

8.2 The Section IA shall conduct audits, at least twice a year, on or before **30 March, 30 June, and/or 30 September** each year, and submit reports to the General Committee (attention to the Sports Chairman) within thirty **(30) days** of each audit date.

8.3 All audit reports must be prepared using the prescribed **Standard IA Audit Report Format**, covering:

Income and expenditure of both Section Budget Account and Private Fund Account.

- Variance analysis against approved section budgets.
 - Compliance with RSUC Section Budget Policy and Bye-Laws.
 - Observations and recommendations for corrective action.
- 8.4 Transparent records, including receipts, vouchers, attendance lists, and claim forms, must be maintained by the Section Committee and submitted for audit upon request.
- 8.5 The Club Internal Auditor (IA) shall review consolidated section reports twice per calendar year, scheduled on a half-year basis in July and December. In addition, the IA may conduct spot checks or special audits at any time at the direction of the General Committee.
- 8.6 Non-compliance with audit requirements, late submissions, or irregularities in accounts may result in:
- a) Suspension of Section Budget Account and disbursements by the General Committee until (c) is concluded
 - b) Formal warning to the Section Committee.
 - c) Formal Disciplinary action upon conclusion of a due inquiry.

9. Event Participation Limits

- 9.1 Each sports section must plan its annual calendar strictly in accordance with the approved grant, the financial status of the section and budget availability, and with the following limits:
- **In-House Games (RSUC only):** Minimum 1 events per year.
 - **Home Matches (RSUC as Host, Affiliated Clubs):** Up to 2 events per year.
 - **Away Matches (RSUC as Guest, Affiliated Clubs):** Up to 3 events per year.
 - **Home or Away Matches (Non-Affiliated Clubs):** Up to 2 events per year. (Home or Away).
- 9.2 All activities must be included in the **annual section budget submission** to the General Committee for approval.
- 9.3 Requests for additional budget allocations to support events beyond the approved activity plan shall be subject to assessment and

recommendation by the Sports Chairman (SC) and require approval of the General Committee (GC).

- 9.4 Sections must ensure that events are designed to maximise **member participation** and comply with RSUC Bye-Laws and Section Budget Policy.

10. Strategic Planning & Income Generation

- 10.1 Sections shall adopt a forward thinking and sustainable mindset when planning activities, ensuring that events contribute positively to both member engagement and the Club's long term sustainability.
- 10.2 Usage of the allocated budget shall priorities:
- Promoting active participation amongst members.
 - Strengthening fellowship, inclusivity, and community spirit.
 - Increasing Food & Beverage (F&B) usage during events, thereby generating additional income for the Club.
- 10.3 Sections are encouraged to organize annual in-house & inter club tournaments/competitions that:
- Attract participation/entrance fees and sponsorships.
 - Contribute to increased F&B sales and overall Club revenue.
 - Enhance RSUC's reputation, visibility, and goodwill among affiliated and non affiliated clubs.
 - Provide opportunities for members to compete at higher levels, raising the sporting profile of RSUC.
- 10.4 Event proposals must demonstrate alignment with both the budget discipline principle (planning strictly within the approved allocation) and the income generation objective, ensuring that section activities are financially sustainable and beneficial to the Club.
- 10.5 Sections should submit an annual strategic activity plan alongside their budget proposal, outlining how events will balance member engagement, financial discipline, and income generation.

11. Financial Controls

11.1 All sections must maintain two distinct accounts for financial stewardship:

(a) Section Budget Account

- Funded by allocations approved annually by the General Committee.
- Shall only be used for activities, events, and expenditures authorised under Section B.
- Only beer is claimable under the Section Budget Account for approved events.
- Subject to strict claim procedures, receipts, and audit verification.

(b) Private Fund Account

- Funded by monthly contributions or collections from section members.
- May be used for discretionary expenses, including items not claimable under the Section Budget Account (e.g., hard liquor, wine, additional equipment, special souvenirs).
- Hard liquor, wine, cider, spirits, and other alcoholic beverages are ONLY claimable under the Private Fund Account, and subject to the Section's discretion.
- Subject to strict claim procedures, receipts, and audit verification

11.2 Usage of the Section Budget Account shall be subject to the following limits:

- Equipment purchases, Section T-shirts, and souvenirs/trophies/medals are collectively capped at RM2,000 per year from the Section Budget Account, subject to budget availability and prior approval from GC. Any additional equipment expenses beyond this cap must be funded via Private Fund Account.
- Cash prizes are strictly prohibited under all circumstances.

11.3 All claims must be supported by official receipts and submitted using the prescribed Section Claim Form. Claims without proper documentation will be rejected.

11.4 Captains and Treasurers are jointly accountable for ensuring:

- Proper separation of Section Budget Account and Private Fund Account expenditures.
- Accurate record keeping and timely submission of both accounts for audit.
- Compliance with RSUC's Section Budget Policy and financial stewardship standards.

11.5 Misuse of funds, submission of false claims, or repeated non compliance may result in:

- a) Suspension of Section Budget Account and disbursements by the General Committee until (c) is concluded
- b) Formal warning to the Section Committee.
- c) Formal Disciplinary action upon conclusion of a due inquiry.

12. **Integration with General Bye-Laws**

12.1 Sports sections shall comply fully with all relevant Club Constitution, General Bye-Laws, and Section B. This includes, but not limited to:

- **Food & Beverage restrictions** (consumption, claims, and usage).
- **Disciplinary rules** (member conduct, sanctions, and reporting obligations).
- **Vehicle use and transport claims** (eligibility, documentation, and limits).
- **Financial stewardship requirements** (budget discipline, claim procedures, and audit compliance).
- **Event conduct rules** (safety, inclusivity, and member participation standards).

12.2 In the event of conflict:

- The Club Constitution shall prevail over all other rules.
- Where Section B provides specific provisions for sports sections, those provisions shall take precedence over the General Bye-Laws, provided they do not conflict with the Club Constitution.

13. Compliance & Enforcement

- 13.1 The General Committee reserves the right to escalate serious breaches to disciplinary hearings, which may include suspension of section activities, other disciplinary actions and/or recommendations by the disciplinary committee.
- 13.2 Non-compliance includes, but is not limited to:
- Failure to submit reports, accounts, or audits within stipulated timelines.
 - Misuse of budget funds
 - Submission of false claims.
 - Breach of disciplinary rules or conduct standards.
 - Failure to adhere to event participation limits or strategic planning requirements.
- 13.3 Appeals against enforcement actions must be submitted in writing to the General Committee within **fourteen (14)** days of notification.
- 13.4 The General Committee reserves the right to escalate serious breaches to disciplinary hearings, which may result in removal of office bearers or suspension of section activities.

14. Rights of Spouses in Sports Sections

- 14.1 Spouses of members who pay the requisite section dues or monthly contributions shall be recognized as section members for participation purposes only, not for governance.
- 14.2 Such spouse section members **shall be entitled to:**
- a) Take part in section sporting activities, including in house games, home and away matches, and other events organized by the section.
 - b) Attend section dinners, gatherings, and social functions.
 - c) Play during designated “peak hour” sessions (normally between 4.00 p.m. and 7.00 p.m.), subject further to each section’s Bye Laws governing peak hour usage.
- 14.3 Notwithstanding Clause 15.2, spouse section members shall have no governance rights within the section. Specifically:
- a) Spouses shall have **no** voting rights at Section AGMs or EGMs.

- b) Spouses shall **not** be eligible to hold any official position within the section committee, including Captain, Vice Captain, Treasurer, Secretary, or Committee Member.
 - c) Spouses shall **not** be eligible to be appointed to serve as Internal Auditor.
 - d) Spouses shall **not** be entitled to act as proxies for members, nor may they propose motions, submit nominations, or participate in deliberations during AGMs or committee meetings.
- 14.4 The General Committee reserves the right to enforce these restrictions and to rectify any breach of this clause within thirty (30) days of notification.
- 14.5 Any privileges granted to spouses under this clause are subject to annual review by the General Committee, which may amend or withdraw such privileges to ensure alignment with the Club Constitution and Bye Laws.

*****End*****

SECTION C**SPORTS SECTIONS BYE-LAWS****1. Swimming**

- 1.1. Shower thoroughly.
- 1.2. No Body Lotion be used.
- 1.3. Those with contiguous disease or open wound cannot enter the pool.
- 1.4. No footwear on the ledge of the pool.
- 1.5. No horseplay, urinating or spitting or blowing one's nose in the pool.
- 1.6. Proper swimming wear attire obligatory as listed:
Bathing suits, board shorts swim trucks, water shirts, swim diapers, modesty swimwear (approved fabrics only).
- 1.7 All Members/guests with hair below shoulder length are required to wear swimming caps in the swimming pool at all time.
- 1.8 All swimming or non-swimming children must be supervised by adults.
- 1.9 No eating, smoking or drinking in the pool area.
- 1.10 Flippers, snorkels or any other apparatus not meant for swimming shall not be permitted.
- 1.11 Look before you dive.
- 1.12 Swimmers must vacate the pool during thunder and lightning, or when instructed by any member of the General Committee of the Manager or the lifeguard.
- 1.13 Lilos, Balls, Boats, Inflated Duck, etc are not allowed in the main pool.

- 1.14 Infants and young children must wear protective waterproof clothes and at all times be supervised by their parents.
- 1.15 No changing is allowed in pool side. This must be done in the proper Changing Room.
- 1.16 (i) Swimming is allowed from 6.00 am until 10.00 pm daily.
For members using the pool from 6.00 am to 7.00 am, kindly register at the registration book provided at the gym.
- (ii) The Swimming Pool shall be closed every Monday from 5a.m. - 1p.m. except Public Holidays – where the pool shall be closed the next day) for cleaning, maintenance and testing.
- 1.17 Members using the swimming pool are responsible for their own safety. The Club shall not be held responsible for any personal injuries; death; loss or damage whatsoever or howsoever caused to the Members.
- 1.18 Guest Fees

A levy of **RM5-00** per guest shall be charged in the members' account for use of the swimming pool and its facilities therein.

2. Badminton

The official logo for this section shall be as depicted below: -



2.1 RSUC Badminton Courts:

All players must be properly attired when playing badminton. Proper badminton attire shall be defined as shorts/tracksuits with collared or collarless T-shirt, or any other attire approved for play by the Badminton World Federation.

- a) Shoes with rubber or other synthetic material soles are to be worn while playing badminton. Shoes with soles likely to cause damage to the badminton court surface shall not be allowed.
- b) Members are allowed to bring in guests to play badminton, with prior written approval obtained from the general Committee and/or the Badminton Captain.
- c) Members are to play in rotation on a "FIRST COME FIRST SERVED" basis of a set of twenty-one (21) points.
- d) Members are not allowed to play 'Singles' if there are four (4) or more members waiting to play at that particular time.
- e) Priority shall at all times be given to members playing 'doubles.
- f) Shuttlecocks shall not be provided by the Club
- g) Members shall start the game after no more than five (5) minutes' warmups.
- h) No member's children under the age of twelve (12) may play on the Badminton Court at any time unless accompanied by an adult.
- i) Member's children must at all times give priority to members for playing on the Court and must vacate the Court as soon as there are members waiting to play.
- j) No food, liquor or any breakable containers shall be taken to the Courts.

2.2 Rented Badminton Courts:

- a) All members who wish to participate in badminton shall be registered players of the badminton section.
- b) Each registered player shall be charged a monthly fee rate of **RM10-00** for the ladies and **RM15-00** for the men. Such fee shall remain chargeable to the registered player's account until the registered player gives notice to the Badminton Captain or Club Manger to cease as a registered player. Such rates shall be subjected to revision from time to time at the discretion of the General Committee in consultation with the Badminton Captain. Due notice shall mean not less than two (2) weeks' notice in writing before the end of each calendar month. The money collected shall be called "Badminton Private Fund" and it shall be used by the registered players for the running of the section.
- c) The rented badminton court shall be reserved for all registered members on such days as may be determined by the Badminton Section.
- d) Only registered players shall attend the Badminton annual General Meeting and only registered Ordinary Members shall have voting rights.
- e) The club will provide shuttlecocks at a reasonable quantity which shall be determined by the General Committee in consultation with the badminton Captain.

- 2.3 No formal coaching either by members or non-members shall be given unless allowed by the General Committee.

3. Tennis



3.1 Interpretation:

“Peak Hours” – The word “peak hours” wherever they appeared herein shall mean the period between 4.00p.m. to 8.00p.m daily.

“Children” means Members’ dependents who have not attained twenty-one (21) years of age.

3.2 Attire

- a) All players must be properly attired when playing tennis on the Royal Sungei Ujong Club courts. In this context, proper attire shall be: -
 - i Tennis shorts/skirts/tracksuits with collared or collarless T-shirts or any other attire as approved for the play by the International Tennis Federation.
 - ii The above rules concerning tennis attire should be strictly adhered to by all players at all times and not just during “peak hours”.
- b) Shoes likely to cause damage to the tennis court surface shall not be permitted.

3.3 Classification of Players:

This is to facilitate payment for the cost of Tennis Balls used during Peak Hours.

- a) Registered and Non-Registered Members:

Any Member and his or her spouse may choose to be either a REGISTERED PLAYER or NON-REGISTERED PLAYER. Registration shall be made at the Club Office.

- b) Guests:

Guests introduced by Members are classified as GUEST PLAYERS.

3.4 Charges for Play During Peak Hours:

a) Charges (mainly for the costs of tennis balls) for play during Peak Hours are a follow: -

a) Registered Players

All registered players shall be charged a flat rate of **RM14-00** a month and such fee shall remain chargeable to the player's account or the account of his or her spouse until such registered player shall give due notice to be deregistered to the Club Manager. Due notice shall mean not less than two (2) weeks' notice in writing before the end of each calendar month. The money collected shall be called the "Tennis Private Fund" and shall be used for the running of the Tennis Selection.

b) Non-Registered Players

During peak hours, priority is given to registered players who are waiting to play. The non-registered players must give way to the registered players who are waiting.

c) Guest Players

Guests of members who play during the peak hours and also during off-peak hours shall be charged a fee of **RM5-00** for each day of play up. Chits, which are available from the Security Guard, or the front reception desk must be duly signed prior to commencing play.

d) Revision of Charges for Play

The charges for Play will be revised as and when necessary depending on the cost of tennis balls.

(b) Arrangement of Play during Non-Peak Hours:

(i) Players will need to use their own tennis balls.

(ii) Members/spouses and their children/Guests may play on any of the three (3) courts during non-peak hour periods.

(iii) All Members must sign in their Guests accordingly in the Club's Guest's registration book at the Front Reception Desk.

3.5 Power of General Committee to Restrict Play:

The General Committee shall have power to restrict play in any of the tennis courts to such Members or their spouses and such times or days and in such manner, they shall deem fit with prior notice.

3.6 Arrangement for Play During Peak Hours:

- a) Play during Peak Hours
 - (i) All adult Members and their spouses may play during Peak Hours either as Registered or Non-Registered players.
- b) Children
 - (i) Children are strictly prohibited from playing during peak hours except on Saturdays and Sundays i.e. during weekends and only at the allotted courts.
- (c) Peak Hours During Weekends (i.e. Saturdays and Sundays)
 - (i) Tennis Court 1 and Tennis Court 2 are for the exclusive use of adult Members. Children of Members may use these courts, but they will have to make way for adults Members wanting to play.
 - (ii) Tennis Court 3 is for the exclusive use of children.
- (d) Children Who Have Attained Fourteen (14) Years of Age
 - (i) Children who have attained fourteen (14) years of age will be allowed to play during peak hours on any day and in any court either as a Registered or Non-registered player, subject to the recommendation of the Tennis Captain.
- (e) Sale of Used Tennis Balls
 - (i) Used tennis balls will be sold at **RM3-00** per can (less than three [3] months old) and **RM1-00** per can (more than three [3] months old). The used balls will be available from the Security Guard on duty. Members are to sign the chits accordingly. The monies collected will be credited to the "Tennis Private Fund"
- (f) Play Against Practice Wall
 - (i) No new balls are allowed to be played against the tennis practice wall.
- (g) Mode of Play

- (i) Priority shall at all times be given to Members playing doubles. Members are not allowed to play singles if there are sufficient players waiting to play doubles at that particular time.
- (ii) Players should complete their set and leave the court if there are others waiting to play. A set shall mean a maximum score of six (6) games for this purpose.
- (iii) Members should start their game if there is a foursome. Five (5) minutes of warm up is allowed.
- (iv) Members are to play in rotation on a “First Come First served” basis of one set at a time.

3.7 Tennis Section General Meeting

Only registered players who are Ordinary Member shall have voting rights at any general meeting of the Tennis Section.

3.8 Night Play.

- a) Night play will start from 8.30p.m. which will be charged RM8.00 per hour or part thereof.
- b) The Member booking the court shall enter his/ her name, club number and the hour of play in a book that may be obtained from Security Guard on duty/Front Reception Desk.
- c) Bookings must be made by Members of the Club in person. Bookings by telephone will not be accepted.
- d) A Member is allowed to book for one hour of play only. If there are other members waiting to play, he may book the subsequent hour.

3.9 Coaching

No professional coaching, whether by members or non-members, can be given in court unless authorized and approved by the club’s General Committee in advance.

- a) In view of junior development, coaching is allowed on Tuesdays and Thursday during peak hours, this coaching is to be done only on court-3.
- b) Coaching is allowed during off-peak hours on all courts that are not in use by members.
- c) While it is the exclusive right of member’s children to use Court 3 during weekends (Saturday and Sunday). During peak hours

coaching can also be conducted during this time if it is agreed upon by the members' children and the coach.

3.10 Children of members:

- a) Member's children under the age of twelve (12) can only play only if accompanied by an adult.
- b) Member's children must at all times give way to adult members except on Court 3 during Peak Hours on Saturdays and Sundays when this court is for the exclusive use for the Children.
- c) Members shall be responsible for the control and behavior of their children at the courts at all times. The adult Members must ensure that the children are cognizant of the Tennis Bye-Laws and strictly adhere to them.
- d) Non-playing children are not allowed in the courts.

3.11 Conduct of Members

Members, their spouses and their children must at all times conduct themselves in any orderly manner in the tennis courts.

3.12 Food and Drinks

No food or drinks (except water in an unbreakable container) shall taken onto the courts.

3.13 Participation in Internal Tournament and Friendly Matches

- a) This is open to all Club members and their spouses.
- b) For inter-club and friendly matches, children who have attained the age of sixteen (16) may represent the Club on the recommendation of the Tennis Captain.

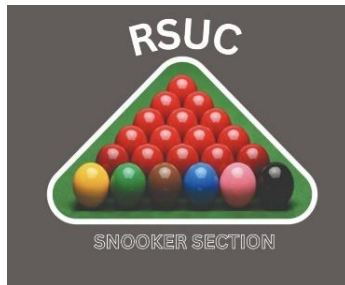
3.14 Participation in Internal Junior Tournaments

This is open only Children of all Club members.

3.15 Miscellaneous

Any matter not provided for by these Bye-Laws shall be referred to the General Committee whose decision shall be final and binding.

4. Billiards/Snooker



4.1 The Billiards and Snooker room will be open for members at the following times; -

4.1.1 Monday to Sunday 10.00 a.m. to 12.00 a.m., Friday & Saturday 10 a.m. to 1.00 a.m.

4.1.2 Billiards / Snooker balls are kept at the Reception Counter and Members can sign for them with all details properly filled in the Registration Book provided. All playing Members' Names and Club Numbers must be registered.

4.2 Queuing System:

4.2.1 Members may queue for the table for any ONE GAME of either; -

- (i) 4 Balls Billiards (120 points game) or
- (ii) 3 Balls Billiards (100 points game) or
- (iii) A game of Snooker
- (iv) Up to 60 minutes maximum at any one time. Only one of the players can queue for the table. The same players cannot queue for the table to play consecutive sessions.

4.2.2 Members who wish to play must write down their names and queuing time sequentially on the RESERVATION BOARD. Once the game commences, he/she shall write down the starting time.

4.2.3 Members who have finished their game must surrender the table to the member listed next in line on the RESERVATION BOARD. If this listed member fails to claim the table, a five minutes grace shall be allocated before the next listed member claims the table.

- 4.2.4 Members may continue playing if they so desire until the table is in queue and shall have the right to finish the game in hand.
- 4.2.5 Practicing alone is permissible at any time provided there is no member waiting to play. Any member playing alone when another member appears should offer to play a game with the member or to relinquish the table.
- 4.2.6 Priority of play shall be given to the Snooker Section Registered Members at the following times; Fridays, Saturdays and eves of Public Holidays from 8 p.m. to 12 a.m. This is applicable to Table No.1 only.

4.3 Attire and Behavior:

- 4.3.1 At all times appropriate attire must be worn.
- 4.3.2 Appropriate attire is defined as T-shirt, Shirt with sleeves, Long trousers, appropriate shorts and shoes (men). Ladies wear is to conform to the respectable dress requirement.
- 4.3.3 Swimwear, wet clothes, slippers/sandals and singlets ARE NOT PERMITTED in the Billiards/Snooker Room.
- 4.3.4 Smoking, vaping, e-cigarette is STRICTLY PROHIBITED in the Billiards / Snooker Room.
- 4.3.5 No climbing or sitting on the table is permitted. Players must cue with one leg touching the ground. Cue rest should be used when required.
- 4.3.6 All players should return the cues and place them on the CUE RACK PROVIDED. Cue rest placed back on the hooks at the sides of the table. All balls should be collected from the table and returned to the designated cabinet. Cover the tables with the Table Covers provided.
- 4.3.7 No glasses, cups, plates or food should be on the Billiard / Snooker table at any time.
- 4.3.8 No meals or snacks will be served in the Billiard / Snooker Room,

4.3.9 Persons making use of the Billiard / Snooker Room should at all times conduct themselves in a manner that causes no offence or interference to other persons present. The Snooker Section Captain reserves the right to excuse any persons with inappropriate behavior from the room.

4.3.10 Damage of any kind to the table or other item or equipment is to be reported to the Club Manager/House Member/Any Committee Member/The Reception Counter/By writing in the Registration Book. Any one causing damage to the equipment through negligence or carelessness may, at the discretion of the General Committee, be required to pay for the repair or replacement.

4.4 Dependents And Children:

4.4.1 Dependents and children below the age of 12 are not permitted in the room.

4.4.2 Dependents and children ages 12 and over are permitted in the room provided they are accompanied by the parent member.

4.4.3 Dependents and children ages 12 and over with a minimum height of 145cm. may be approved to play subject to an evaluation by a member of the Snooker Section Committee. This can be facilitated through the Reception Counter.

4.4.4 Children and dependents ages 12 or over who are approved to play are permitted to do so provided they are accompanied by and playing with a member.

4.5 Guests:

4.5.1 The use of the table by guests is subject to normal rules regarding use of facilities by guests.

4.5.2 A member is only allowed to bring a maximum of 3 guests on each occasion and must be properly registered in the Billiard / Snooker Guest Book provided at the Reception Counter.

4.5.3 A levy of RM 10.00 per guest per frame of Snooker or per game of Billiard shall be charged.

- 4.5.4 A Guest can only use the Billiard / Snooker facilities 2 days in a month not exceeding the number of visits annually as per the Club's Guest Rules. (13 times I year)
- 4.5.5 Guests are not allowed to play on their own or to use the Billiard /Snooker facilities unless they are playing with the member by whom they are introduced.
- 4.6 The rules contained herein may be revised by the Snooker Section Committee whenever appropriate.

5. Card And Mahjong

- 5.1 Not more than seven (7) persons shall be allowed at any one time in the room (including observers).
- 5.2 No Banker's Games are allowed.
- 5.3 If more than seven (7) are found in the room all present shall be subject to disciplinary proceedings which may include expulsion from the Club, as eight (8) or more persons present would constitute a criminal offence under the common gaming House act ("The Act") and the presence of eight (8) or more persons will also criminally implicate members of the General Committee and the Management Staff under section 20A (i) of the said Act.
- 5.4 Should the General Committee find constant flouting of the Bye-Laws, the Card Room facility may be withdrawn.
- 5.5 Card Room will be open on:
 - Mondays 8.00 a.m. To 12 midnight
 - Wednesdays 8.00 a.m. To 12 midnight
 - Fridays 8.00 a.m. To 12 midnight
 - Saturdays 8.00 a.m. To 12 midnight
 - Sundays 8.00 a.m. To 12 midnight
- 5.6 The Management/Security personnel are hereby authorized to inspect the Card Room to ensure compliance of the Bye-Laws.

5.7 The following games are strictly PROHIBITED:

- 25.7.1 Pai Kow
- 25.7.2 Belangkas
- 25.7.3 Chap Jee Kee
- 25.7.4 Fan Tan
- 25.7.5 Roulette
- 25.7.6 Pek Bim
- 25.7.7 Hoo Hey Kow
- 25.7.8 Dadu Belang Kes Mata
- 25.7.9 Dadu Katak Ular or Dadu Kodol Ulo
- 25.7.10 Dadu Muka Enam
- 25.7.11 Jee Kee Yah or Daun Empat
- 25.7.12 Tai Sai
- 25.7.13 Yew Yee Sam
- 25.7.14 Ta Kai
- 25.7.15 Sek Poh
- 25.7.16 Sek Chai or Kok Kok
- 25.7.17 Luk Kow
- 25.7.18 Sepat
- 25.7.19 Pakau or 3 Cards or Sam Cheong or Daun Tiga
- 25.7.20 Blackjack or Twenty-One
- 25.7.21 Poh or Lien Poh Elok or Pok
- 25.7.22 Baccarat
- 25.7.23 Ting Ting
- 25.7.24 French Bull or Bolek Golek
- 25.7.25 Tan Ngau

5.8 Strictly only the following games are permitted with appliances as stated:

GAME APPLIANCES

- 25.8.1 Poker or Phey or Pair Playing Cards
- 25.8.2 Jin Rummy Playing Cards
- 25.8.3 Russian Poker or Sap Sum Playing Cards Cheong or Thirteen Cards
- 25.8.4 Tan Playing Cards
- 25.8.5 Tiew Yee or Pancing Ikan Playing Cards or Merah Hitam
- 25.8.6 Main Terope Playing Cards
- 25.8.7 Race Playing Cards Playing Cards
- 25.8.8 Tau Ngau Playing Cards
- 25.8.9 Main Cabut or Naub Playing Cards
- 25.8.10 Colek or Angkat Turun Playing Cards

5.9 The Playing cards shall be sold by the Club at RM 15.00 per packet and have a copy of the Act available at the Bar.

5.10 No guests are allowed to participate in any of the activities in the card and mahjong room and any location as designated by the General Committee.

6. Gymnasium

6.1 The opening hours shall be from 6.00 a.m. to 10.00 p.m.

6.2 A register shall be maintained, and everyone shall sign in and out. Members are mandatorily required to produce their membership cards before signing in.

6.3 Food and drinks are not permitted in the Gymnasium, except for drinking water.

6.4 No smoking is allowed inside the Gym.

- 6.5 Attire for Gymnasium shall be Singlet/T-shirts with or without sleeves/track suit pants/sports shorts/leotards/tights/non-marking or athletic shoes. Slippers and sandals are not allowed.
- 6.6 Children under twelve (12) years of age are not allowed into the Gym except for child-athletes. Children between twelve (12) to sixteen (16) years of age are permitted to use the Gym under adult supervision. Children between the ages of 13 to 17 are NOT ALLOWED to use the Gym during peak hours.

Peak Hours are defined as:

Monday – Saturday - 5.30pm to 8.00pm

Sunday/Public Holiday - Whole day

- 6.7 All equipment shall be used with care at all times.
- 6.8 The costs of repairs or replacement of any willful damage caused by Members; spouses; Members' children shall be charged to the Members concerned.
- 6.9 Members using the Gym are responsible for their own safety. The club shall not be responsible for any personal injuries, death, and loss or damage whatsoever or howsoever caused to the Members of any accidents or mishaps.
- 6.10 No equipment is to be removed from the Gym without prior permission from the General Committee.
- 6.11 No Guests of members are permitted to use the Gym except for registered in-house Chalet guest.
- 6.12 **Towel**

Only 1 (one) towel is issued to a member at any one time which is chargeable at RM2 per towel. However, the member may request a replacement. Members must register for towels and upon returning them.

Anyone who has been issued one (1) towel may return the used towel to the attendant in exchange for a second towel and must register for it.

A member may request an additional towel but will have to pay a charge of RM2.00 per towel which will be charged to the member's account.

All towels taken must be returned to the attendant before close of the day, failing which a charge of RM20.00 for each towel not returned will be charged to member's account.

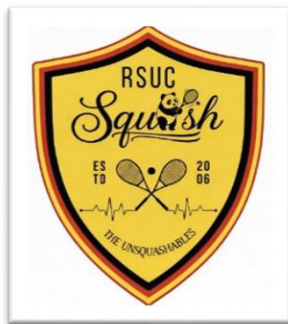
6.13 Any Member, on finding a malfunction of any equipment, should report the matter immediately to the Gym attendant.

6.14 **Miscellaneous**

- a) Use of laptop is not allowed
- b) Use of Mobile phone is not allowed.
- c) No weight i.e. dumb bells, bar bells etc. are allowed in the designated stretching area.
- d) Reading of newspaper/magazines and other printed material while exercising is strictly not allowed.

6.15 The Gym window shall only be opened from 6.30 a.m. until 9.30 a.m. and the Air-Conditioner should be off when the window is open.

7. **Squash**



7.1 **Interpretation**

- a) "Peak Hours"- The phrase "Peak Hours" wherever they appear herein shall mean the period between 4.00p.m. to 7.00p.m.
- b) "Children" – Member's dependents who have not attained twenty-one (21) years of age.

- c) “Squash rules” – These shall be in accordance with the World Squash Federation’s rules and regulations.
- d) “Squash Section member” – Upon approval and vetting by the squash committee, a member or spouse member of the Royal Sungei Ujong Club who wishes to join this section and had authorize the club to debit his/her principal account with a monthly contribution of RM10.00 per month or such other sum as the Squash Section Committee may approve from time to time.
- e) “Youth Development – Squash Academy Players” – All members or their children who had registered themselves as a participant of the Academy.

7.2 Attire and Equipment

All players must be properly attired when playing squash in the Royal Sungei Ujong club courts. In this context, proper attire shall be:

- a) Sports shorts/ skirts/ tracksuits with T-shirts.
- b) No black or predominantly colored sole shoes are allowed.
- c) Only non-marking balls are allowed.
- d) Proper squash eyewear is a must whenever one is on the court.

7.3 Classification of Players

- a) Category A – Squash section members, their spouses, junior play accredited/ enrolled or under active training at the Negeri Sembilan State/ District/ MSSM or undergoing National training and Reciprocal members.

For all intents and purposes, the junior listed above shall enjoy the same status of playing at the peak hours but would also need to abide strictly to the rules of play. They should also meet the minimum age criteria of 15 years.

- b) Category B – Children of squash section members, ten (10) years of age and above.
- c) Category C – Ordinary members, Guests of Squash section members or reciprocal members.

d) Academy members.

7.4 Playing Times and Restriction of Play

- a) The squash courts will be open for play from 7.00a.m. to 10.00p.m. daily.
- b) When there are players waiting to play, a game should be played by only two (2) players at one time and shall consist of three (3) sets only or for a maximum time of thirty (30) minutes, whichever comes first. At such times, solo playing is not permitted.
- c) Category A players have priority over the use of the courts during the peak period which is designated to be from 4.00p.m. to 7.00p.m.
- d) Only five (5) minutes of warm-up is allowed.
- e) No food or drinks shall be taken into the courts.
- f) The Squash Captain may reserve the courts for the purpose of competition, coaching, and other functions. Notification of reservation will be made on the Notice Board.

7.5 Court Availability

Court 1 and 2 are catered for the academy players except: -

- a) The use of the courts will be on a first come first serve basis.
- b) Squash section Members queuing to play must be present personally to register their names and membership numbers in the register books.
- c) Any court not taken up within two (2) minutes by players next in queue will be declared vacant.
- d) Court 2 (court at the back) is available for all squash section members to use from 4pm to 7pm (Peak Hours) daily.

7.6 Court Charges

- a) A member who wishes to introduce a guest must first sign a squash chit, which is available from the Security Guard/ front reception desk.
- b) A charge of RM 5.00 per guest will be levied on the members or at any other rate as may be determined by the General Committee.

7.7 Competitions

No private competition is allowed without the permission of the squash committee and sanctioned by the General Committee.

7.8 Accidents

The club will not be liable for any accidents to players or spectators arising from the use of the squash courts and gallery area.

7.9 Lights and Fans

Players are requested to switch off all the lights and fans if the court or courts are unoccupied after their games.

7.10 Disciplinary Actions

Any breach or infringement of the foregoing Bye-Laws by the Members shall be referred to the Club's Disciplinary Committee in accordance to the club rules.

7.11 Squash Balls

"Section members are required to sign in at the club reception and collect the squash balls. A penalty of RM8.00 shall be docked into the account of the member if the respective member who signed in did not return the squash balls."

7.12 Disputes

Any disputes arising out of the interpretations of the foregoing Bye-Laws shall be referred to the Squash Captain and the working committee who shall decide on the matter and a member may appeal to the General Committee whose decisions will be final.

7.13 Youth Development - SQUASH ACADEMY

- a) Squash academy players will be charged RM300/month individually for training (except for L1 junior beginners who will be charged **RM150-00**). The amount shall be docked from member's account directly monthly.
- b) Those who wish to join the academy will be screened through trials conducted by coaches. The final decision will be made by the committee.
- c) Players who wish to leave academy will have to notify in writing to the working committee & will be required to give a grace period of 3 months before doing so. Failing to do so, a total amount of RM 900 will be docked immediately from the said member's account.
- d) In the event, a player wishes to stop for a short duration due to a legit reason, he or she will be required to write to the working committee for approval. The committee's decision is final.
- e) Former academy players who wish to return will have to go through a grace cooling period of 6 months and names will be screened by committee members with the advice of coaches. Admission to academy is subject to slot availability. The final decision will be made by the committee.
- f) Academy players have the privilege to use the courts at any given time from 7am to 10pm except:
 - (i) When Slots have been booked for training by other academy players as per schedule.
 - (ii) Court number 2 (court at the back) reserved from 4pm to 7pm daily for non-academy players.
 - (iii) There is an event or tournament held at the courts.
- g) Ex-academy players, who has left to further studies and wish to use the courts whenever they are back will be entitled to do so with a one-off payment of RM 250, docked directly from member's account:

- (i) The mentioned players' names will be screened and confirmed by committee members.
 - (ii) Players above 21 years of age won't be entitled.
 - (iii) Usage of courts will be subject to availability and not disrupting training sessions.
- h) In the event if non academy players wish to use the service of the academy coaches, a minimum sum of RM 100 per session will be charged and docked from member's account.
- (i) Players who wish to use the service of coaches will have to indicate preferred timing (subject to availability and confirmation by committee) and will need to block slots for at least 3 months.
 - (ii) No ad-hoc sparring/training for non-academy players allowed.

7.14 General

The squash Captain, with approval of the general committee reserves the right to introduce or amend rules to facilitate the smooth running of the squash as and when he deems fit and sanctioned by the General Committee.

7.15 Management & Administration

The election of Office bearers of this Section shall be governed by the Byelaws governing Management and Administration of All Sports Section under the Club's Bye-Laws. Only the Ordinary members who are paying towards months subscription or registered under Squash Academy shall vote at the AGM of the Section and hold office of the Section Committee.

8. Darts



8.1 The Name & Establishment

- a) There shall be established a section under the name and style of “Darts Section” and this Section shall exclusively cater for the Members of the Club whose activities and interest in clubbing includes an active participation or interest or support of the indoor game commonly called “Darts”.
- b) The darts Section shall have the exclusive right to promote, organize and conduct all activities relating to the game of Darts in the Club and inter alia shall:
 - (i) Organize and conduct in-house, inter-club Matches and other tournaments.
 - (ii) Represent the Club in all activities of and concerning Darts with other clubs, persons, societies or bodies including promoters.
 - (iii) Promote the game of Darts amongst Registered Darts Members of the club.

8.2 Definitions

Unless provided to the contrary or repugnant to the context, the definitions provided for in the Constitutional rules of Royal Sungei Ujong Club shall apply mutatis mutandis. In addition to these, the following words shall have the meaning assigned against the word as set out hereunder: “This Section” means the Darts Section.

8.3 Eligibility for Admission to Section

- a) All Members of the Royal Sungei Ujong Club are entitled to enjoy the benefits of their Membership and shall be eligible to be admitted on application to this Section subject to the other Bye-Laws herein. One (1) months' notice in writing is required for cessation as a Section member, subject to being a section member for a minimum period of three (3) months.
- b) Darts section members shall pay RM 10.00 per month to the Darts Section Fund and the following benefits accrue to them: -
 - (i) Free annual dinner; and
 - (ii) If a Darts Section member attends an away match, he is entitled to benefit from the Club subsidy subject to this Section's budget.

8.4 Management & Administration

- a) This section shall come under the preview of the General Committee. Only Registered Dart members who are Ordinary Member of the Club shall attend the Darts' annual general Meeting and shall have a voting right.
- b) The day-to-day affairs of this section shall be coordinated and conducted by the Darts Captain.
- c) The Darts Captain shall: -
 - (i) Represent this Section in all its dealings and affairs with the General Committee and other persons or bodies.
 - (ii) Organize and conduct the in-house tournaments and inter-club activities as well as competitive and/ or friendly matches with other persons or bodies at such time and place as deemed by him as suitable.
 - (iii) Nominate and appoint players to represent the Club in any matches or tournaments taking into consideration inter alia, the players form, regular attendance at practices, disposition in competitive games and general suitability to represent the club provided always that in such selection the image of the Club as a premier club is not any way be damaged or impaired.

- (iv) Stipulate dress code and code of conduct for the players participating in tournaments and other competitions either in-house or away.
- (v) Arrange for transportation where necessary or convenient to transport players and supporters for away matches or tournaments.
- (vi) Deal with and resolve any complaints that may arise from time to time.
- (vii) Make rules and regulations for in-house tournaments.
- (viii) Agree on the rules and regulations applicable from inter-club and other tournaments or matches.
- (ix) Prepare and submit and agree on annual budgets with the General Committee.

8.5 Management of Finance

- a) The General Committee shall, for the benefit of the members of this Section maintain in a separate account; the monthly contributions paid by Members of this Section, and this shall be in addition to the annual grant and subsidy allotted by the General Committee.
- b) The total collections of the monthly contributions will be disclosed to the Section through the Darts Captain shall have access to this amount for using the same to promote the activities of this Section.
- c) The Darts Captain shall display at the Notice Board whereat the notices for Darts activities are usually displayed a proposed budget disclosed an estimate of income and expenditure.
- d) The contribution, in addition to the grants received from the General Committee, shall be managed and distributed in accordance with guidelines issued by the General Committee from time to time to sponsor or subsidies:
 - (i) Food and beverages supplied to players and Members of this section during in-house tournaments or matches.
 - (ii) Uniforms or dress supplements for players who participate in tournaments representing the club.

- (iii) Transportation costs to carry players and supporters to participate in away matches.
- (iv) Food and beverages and including purchase of presents for inter-club activities or matches or tournaments.
- (v) Payments to account of entrance fee for this Section Members to enter or participate in any tournament or matches.

8.6 Applicable Rules for Games

- a) In all the inter-club activities and matches held in the Club, the Rules for the time being of the Malaysian Darts Federation with amendments of any shall apply.
- b) Non-Section Members will be charged different rates for participation in section functions.

8.7 Proper Behavior

Darts section members are expected to behave in a manner consistent with the status and traditions of the Club.

8.8 Grievance Procedure

Any member of the Section who is dissatisfied with the ruling given by the Darts captain may refer his grievance to the General Committee and the latter's decision shall be final and conclusive and thereafter neither shall have a claim against each other.

8.9 Complaints / Suggestions

All complaints and suggestions must be made in writing to the Club Manager.

9. Karaoke

9.1 Venue

The Karaoke Room or such other venue in the Club as the General Committee may designate from time to time.

9.2 Day and Time of the Karaoke Sessions

Karaoke will be available at the Karaoke Room or any designated area of the Club by the General Committee on Thursdays and Saturdays of the month commencing at 9.00p.m. and ending at 1.00a.m.

9.3 Eligibility

Unless otherwise provided, Karaoke sessions are STRICTLY for Members and Members' children sixteen (16) years of age and above.

9.4 Dress Code

Dress code in Section A of the Club Bye-Laws shall apply.

9.5 Registration/ Booking Procedure to Sing

- a) A Member can register to sing only if the Member is present in person at the Karaoke Session and shall complete the Song Request Slip ("Request Slip") and hand over the Request Slip with the Member's Disc (if any) to the Karaoke Operator ("the Operator").
- b) When the name of the member is called upon to sing by the Operator as and when that Member's turn arises and in the event that Member is not present in the Karaoke Room for whatever reasons, that Member's right to sing be forfeited after the Operator has repeated the Member's name thrice over the microphone. That Member's turn to sing thereafter shall only take place after the completion of the full cycle queue.
- c) A Member who has registered to sing render the song himself or with other Member(s) (at that Member's invitation only). Under no circumstances whatsoever shall that Member be substituted with other member(s) to sing that member's place/ slot whether by invitation or otherwise.

- d) The Member shall notify the Operator of the Member's intention to cease singing for the evening to facilitate the deletion of the member's name from the queue-list.

9.6 Microphone / Equipment

- a) The Member shall, after singing return the microphone forthwith to the designated microphone-holder provided by the Operator.
- b) A Member using the cordless microphone shall after singing forthwith return the said microphone to the Operator personally, failing which the Member shall be fully responsible for the cost of the microphone if the same is lost or damaged for any reason(s) whatsoever as a result of the Member's failure to comply as herein provided.
- c) No Member shall under any circumstances interfere with or otherwise abuse any of the Karaoke equipment. The Member shall be responsible to make good in full to the Operator and/ or the Club the cost of the loss or damage caused by that Member to the Karaoke equipment. The decision by the General Committee to the amount/ cost of the damage shall be final.

9.7 Responsibility / Authority of the Karaoke

- a) All activities, events, competitions, social and such activities relating to Karaoke whether in-house, inter-clubs or otherwise will be organized conducted and handed by the Karaoke Captain.

- b) Proper conduct:

No Member shall reprimand: -

- (i) Another member; and/ or
- (ii) The Operator For any infringement of the Bye-Laws. Any dispute, disagreement or complaint whether arising out of these Bye-Laws or in connection with or arising from or pertaining to the Karaoke and/or the Operator shall be referred to the Karaoke Captain whose decision shall be final unless by the General Committee.

- c) Any matters arising for which no provision has been made by these ByeLaws shall be determined by the Karaoke Captain. Such a decision by the Karaoke Captain shall be final, conclusive and binding on the Member concerned unless reversed by the General Committee.

9.8 Guests

- a) Members shall register their Guests in accordance with the Rules of the Club.
- b) The guests are strictly prohibited from signing without the Member who introduced him.
- c) Members shall be fully responsible for the behavior and conducts of their Guests at all times in and around the Club and/or during the Karaoke Sessions and/or elsewhere.

9.9 Breach and Sanction

Any Member who refuses to comply with any of these Bye-Laws or who after having been warned by a Karaoke Captain for a breach of these Byelaws commits the same breach or persists to commit the breach shall be subject to disciplinary action provided by any of the rules of the Club with regard to conduct of Members.

9.10 Liability

The Club shall not be responsible or be liable for any personal injuries death loss or damage whatsoever or howsoever caused to any person(s).

9.11 Complaints/Suggestions

All complaints and suggestions concerning Karaoke shall be made in writing to the Club Manager.

10. Golf



Eligibility

Only Registered Golf Members: spouses and other Members approved and accepted by the Gold Sub-Committee are eligible to participate in Golf competitions organized by the section.

10.1 Management and Administration

- a) This Section shall come under the purview of the General Committee. The incumbent Golf Captain shall issue a Notice for Annual General Meeting to the registered Golf members contributing to the Golf Section Fund to elect a Golf Captain, Secretary, Treasure and three (3) Committee members to the Golf Section.
- b) The Golf section Annual General Meeting shall be conducted annually by 31st of December of each calendar year.
- c) Vacancies in the Golf Sub-Committee shall be filled by registered Golf members who are Ordinary Member of the Club to be appointed by the Golf Sub-Committee.

10.2 Golf Section Fund

- a) All members of the Golf section shall contribute RM15-00 per month, or such other amount as shall from time to time be approved by the Golf Sub Committee into a fund called the Golf Section Fund.
- b) Non-registered members who wish to participate in golf competitions or other activities organized by the Club shall be charges such amount as may be determined by the Golf Committee.

10.3 Handicap

Members of the Gold Section wishing to participate in any of the Golf tournaments and friendly matches shall declare their lowest handicap from any of the Golf Clubs.

10.4 Dress Code

Members of the Golf Section participating in and of the golf activities organized by the Club should abide by the dress code of the respective Golf Club accordingly.

10.5 Liability

All golfing members must have a valid golfer's insurance policy. The Club will not be held liable to any person or his legal representatives for any death or bodily injury sustained, or property lost or damages during golf activities organized by the Club.

10.6 Written Notice of Termination

Thirty (30) days' notice in writing to the Club must be given if any person in the Golf Section wishes to terminate his Golf Section membership.

10.7 Discipline

Any person who refuses to comply with any of these Bye-Laws shall be subject to disciplinary action as provided for by the Rules of the Club.

10.8 Competitions and Organized Activities

The Golf Sub-Committee reserves the right to decide on all matters pertaining to gold competitions and such other activities as may be organized. The decision of the Golf Sub-Committee on all matters or disputes pertaining to Golf Competitions shall be final and binding.

10.9 Complaints and Suggestions

All complaints or suggestions shall be made in writing to the Golf Sub Committee.

11. Qigong



11.1 Venue

Tennis Court No.3 (No other activity is allowed during Qigong sessions).

11.2 Lesson Time and Day

Lessons shall be held at the time and on days as allocated by the Club.

11.3 Attire

White Qigong T-shirt with sleeves and collar; long navy-blue track pants, socks and rubber flat shoes.

11.4 Smoking

Smoking is prohibited.

11.5 Food

Food is prohibited.

11.6 Lesson Fees

Fees will be charged on each student for Qigong every month. The Club reserves the right to make changes to the fees as and when necessary subject to one (1) months' notice give to the Members of the Club of the same.

11.7 Public Holiday

Lessons will not be replaced when the lessons fall on a public holiday.

11.8 Liability

The Club and the instructors will not be held liable to any person or his legal representatives for any death or bodily injury sustained or property lost or damaged during lessons or demonstrations.

11.9 Registration

All registration of lessons must be made through the due completion and submission of the form provided by the Club. Upon registration of the lessons, fees will be charged monthly to the Members' account with the Club until and unless due termination of the lessons has been received by the Club.

11.10 Termination

Thirty (30) days of notice in writing to the Club must be given for all termination of lessons.

11.11 Disputes or Disagreements

Any disputes or disagreements whether airing out of these Bye-Laws or in connection with or airing out of the lessons are to be reported in writing to the Qigong Captain.

11.12 Discipline

Any person who willfully hurts another during lesson or refuses to comply with any of these Bye-Laws or who after or who after having been warned by the Qigong Captain commits and persists to commit the breach shall be subjected to any sanction and disciplinary action provided by any of the Rules and Bye-laws of the Club with regard to the conduct of Members.

11.13 Amendments

Subject to the conditions provided, amendments under the Bye-Laws on lesson fee, the Qigong Captain and the Club reserve the right to make any charges or amendments to the above rules as and when necessary.

11.14 Complaints/Suggestions

All complaints and suggestions must be made in writing to the Qigong Captain/ manager of the Club.

12. Taekwondo

12.1 Venue

Lessons shall be held at the venue as designated by the Club.

12.2 Lesson Time and Date

Lessons shall be held at the time and on days as allocated by the Club.

12.3 Public Holiday

Lessons will not be replaced when lessons fall on a public holiday.

12.4 Registration

All participants must be registered in the prescribed form provided by the Club.

12.5 Lesson Fee

A fee of **RM40-00** per month will be charged on each student. The Club reserves the right to make changes to the fees as and when necessary subject to one month's written notice being given to Members of the Club.

12.6 Fees Charged to Members' Account

Upon registration of the lessons, fees will be charged monthly to Members' accounts with the Club until and unless due notice of termination of the lessons has been received by the Club.

12.7 Notice of Termination

Due notice shall mean not less than two (2) weeks' notice in writing before each calendar month.

12.8 Proper Attire

Persons participating in any Tae Kwan Do activity shall be properly attired in the Taekwondo uniform and apparel.

12.9 Decorum

Persons in uniform should behave and observe decorum in and about the Club.

12.10 Instructors

Lessons shall be conducted by instructors approved by the Club. The Chief instructor may be assisted by duly qualified assistant instructors in the conduct of the lessons.

12.11 Discipline

Any person who willfully hurts another during lessons or willfully damages or destroys any Taekwondo equipment or refuse to comply with any of these bye-laws.

13. Hash



13.1 Name & Establishment:

- (i) There shall be established a section under the name and style of “RSUC H4 Section” (“this Section”) and this Section shall exclusively cater for the members of the Club whose activities and interest, or support of the outdoor activity commonly called Hashing.
- (ii) The H4 Section shall have the exclusive right to promote, organize and conduct all activities relating to the activity of Hashing in the Club and inter alia shall:

- (iii) Organize and conduct in-house, inter-club runs and other such runs of that nature including off-site runs.
- (iv) Represent the Club in all activities of and concerning Hashing with other Clubs, persons, societies or bodies including promoters.
- (v) Promote the hashing activity amongst members of the Club.

13.2 Definitions

Unless provided to the contrary or repugnant to the context, definitions provided for in the Constitutional Rules of Royal Sungei Ujong Club shall apply. In addition to these, the following words shall have the meaning assigned against that word as set out hereunder:

“This Section” means the RSUC H4 Section.

“Grand Master” – Captain

“Joint Master” – Joint Captain

“On Secretary” – Honorable Secretary

“On Cash” – Treasurer

“Hare line duty” – Monthly run coordinator

“Guests” – Other than RSUC member of the HASH section (Outsiders)

13.3. Eligibility for Admission to Section

- a) A member of the Royal Sungei Ujong Club who is eligible to be admitted on application, subject to the Club Constitution and Bye-Laws.
- b) Any member who wishes to join this Section shall authorize the Club to debit his account with a monthly contribution of RM10.00 per month or such other sum as the General Committee may approve from time to time excluding any other sums payable to the Club from the member. Each applicant shall pay a one-time entrance fee of RM 30.00 and this amount shall not be refundable to the member in the event of resignation.

- c) Upon admission to this Section, a member is entitled to participate in all activities organized and conducted by this Section. All members are required to update the sub-committee on any change in regards contact details and other relevant information.
- d) A member been missing of this Section shall give three (3) months' written Notice to the RSUC Hash (Grand Master) of his/her intention to resign from the Section, provided the member ought to have a member for a period of not less than nine (9) months preceding any such Notice of Resignation.
- e) Any Club Member who has previously resigned from the Section may rejoin only with the approval of the RSUC H4 Grand Master and the RSUC H4 Sub Committee. The entrance fee shall be waived.
- f) New section Members are required to carry out their maiden hare line duty within 12 months upon joining the Section. Every member in the Section must participate in the hare line at least once every 12 to 18 months.
- g) Every run will comprise of 3 (three) hares and will contribute 3 crates of beer for their respective run.

13.4 Management & Administration

- a) All members/spouses and children under 21 years of age are eligible for registration as section members.
- b) In an election, if an office bearer position is not fulfilled, the Hash section Grand Master and Sub-committee has the right to co-opt the said position to any section paying member.
- c) All paying ordinary members of RSUC who are paying towards monthly subscription of the Hash section have full voting rights within the Hash section.
- d) Vacancies in the elected offices of the H4 Section shall be filled by members of the H4 section appointed by the Sub-Committee subject

to eligibility as stated in Clause 31.4.1 & 31.4.4(e). The Annual General Meeting of the said section shall be held once every 12 calendar months and at such meeting the following shall take place:

- (i) To receive/ and adopt the annual activities report of the section.
 - (ii) To review and confirm minutes of previous section meeting.
 - (iii) To Review/ deliberate and approve the financial statement of the section for the preceding year.
 - (iv) To tabulate and approve the budget for the year's activities.
 - (v) Election of office bearers and appointment of two internal auditors. Any member of the section seeking to hold office shall have been a member of the section for a minimum of 12 months subject to Clause 4.1.
 - (vi) To discuss and approve the activities planned for the year.
 - (vii) To discuss any other matters that may arise or of which notice has been given not less than 14 days prior to the AGM.
 - (viii) All elected office bearers must attend all committee meetings unless a justifiable and reasonable excuse is given to the Grand Master.
- e) The day-to-day affairs of this Section shall be coordinated and conducted by the GM in consultation with the Sub-Committee.
- f) The Grand Master in consultation with the Sub-Committee shall:
- (i) Represent this Section in all its dealings with the General Committee and other persons or bodies.
 - (ii) Organize and conduct in-house runs (including a special function run), inter-club activities and friendly runs with other persons or bodies at such time and place as may be deemed as suitable.
 - (iii) Nominate and appoint participants to represent the Club in any runs taking into consideration inter alia, the participant's form, regular attendance at practices, disposition in inter-club runs and general suitability to represent the Club in any runs provided always that in such selection the image of the Club shall not in any way be damaged or impaired.

- (iv) Stipulate dress code and code of conduct for runners participating in runs either in-house or away. For avoidance of doubt, all existing HASH rules shall apply.
- (v) Arrange for transportation where necessary or convenient for away runs.
- (vi) Deal with and resolve any complaints that may arise from time to time.
- (vii) Make rules and regulations for all runs organized under the Section.
- (viii) Agree on the rules and regulations applicable for inter-club and other runs.
- (ix) Prepare and submit annual budgets to the General Committee.
- (x) Impose such fees for Guests in their absolute discretion and shall decide from time to time the monthly special function run and the weekly in-house runs.
- (xi) In no event shall the Club, the GM and/or the Sub-committee be liable whatsoever or in any manner for any personal injuries, accidents or death to any participant arising from any RSUC H4 Section run (whether in-house, inter-club, away or at home).
- (xii) The Grand Master and the Sub-committee will not be held responsible and liable for any section members' behavior after the Hash circle is closed.

13.5 Management of Finance

- a) The RSUC H4 Section and the Club Administration shall for the benefit of the members of this Section, maintain in a Private Fund of monthly contributions paid by members of this Section and this shall be in addition to the annual budget allotted by the General Committee.
- b) The total collection of the monthly contributions shall be disclosed to the Section through the Grand Master and in cash. The GM and Sub Committee shall utilize private funds to promote the activities of this section, in consultation with the Sub-Committee.
- c) The GM in consultation with the Sub-Committee shall display at the Notice Board a proposed budget disclosing an estimate of income and expenditure.

- d) The contribution, in addition to the budget received from the General Committee may also be used to sponsor or subsidize:
 - (i) Food and Beverages supplied during In-House and Inter-Club runs.
 - (ii) Transportation costs for away runs.
 - (iii) Purchase of souvenirs and gifts for Inter-Club activities or runs
 - (iv) Payments of entrance fee for Section's members to enter to participate in any run.

13.6 Proper Behaviors

- a) H4 Section members are expected to behave in a manner consistent with the status and traditions of the Club.
- b) Any member guilty of improper behavior shall be referred to the General Committee.
- c) The Grand Master, in consultation with the Sub-Committee, may suspend or expel any member from the Section if found guilty of improper behavior.

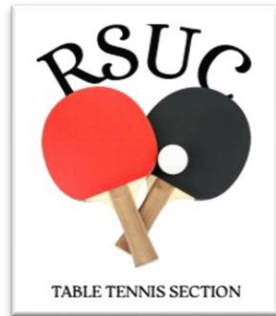
13.7 Complaints/Grievance Procedure

- a) All complaints must be addressed to the Grand-Master in writing first before referring the complaint to the General Committee of the Club.
- b) Any member of the Section who is dissatisfied with the ruling given by Grand Master in consultation with the Sub-Committee may refer his/her grievance to the General Committee of the Club and the latter's decision shall be final and conclusive and thereafter neither shall have a claim against each other.

13.8 Right to Make Changes

The Grand Master in consultation with the Sub-Committee reserves the right to make any changes to the rules and regulations to the members of Hash for their approval. Such changes is subject to the final approval of the General Committee.

14. Table Tennis



14.1 The Name & Establishment

- a) The Table Tennis section shall promote, organize and conduct all activities relating the game of table tennis in the Club and inter alia shall:
- b) Organize and conduct in-house, inter-club matches, and other tournaments.
- c) Represent the Club in all activities of and concerning Table Tennis with other clubs, persons, societies or bodies including promoters.
- d) Promote the game of Table Tennis amongst registered Table Tennis members of the Club.

14.2 Interpretation

- a) “Peak Hours” – The phrase “Peak Hours” wherever they appear herein shall mean the period between 4.00 pm to 7.00 pm.
- b) “Children” – means Members dependents who have not attained twenty-one (21) years of age.
- c) “Table tennis” – These shall be in accordance with the World Table Tennis Federation’s rules and regulations.

14.3 Attire and Equipment

- a) All players must be properly attired in the table tennis room. In this context, proper attire shall be:
 - (i) Sports shorts/skirts/tracksuits with collared or collarless T-shirts.

- (ii) No black or predominantly colored sole shoes are allowed, strictly no slippers allowed.

14.4 Classification of Players

- a) Category A - Members, their spouses, junior accredited/ enrolled or under active training at the Table Tennis Association, Negeri Sembilan Darul Khusus State.
- b) For all intents and purposes, the juniors listed above shall enjoy the same status of playing at the peak hours but would also need to abide strictly to the rules of play. They should also be meeting the minimum age criteria of 15 years.
- c) Category B - Children of members and reciprocal members, ten (10) years of age and above.
- d) Category C - Guests of members.

14.5 Playing Times and Restriction of Play

- a) Table Tennis room will be open for play from 7.00 am to 10.00 pm daily.
- b) When there are players waiting to play, a game should be played by only two (2) players at one time and shall consists of three (3) sets only or for a maximum time of thirty (30) minutes, whichever comes first. At such times, solo playing is not permitted.
- c) Category A (registered) players have priority over the use of the courts during the peak period which is designated to be from 4.00 pm to 7.00 pm.
- d) Only five (5) minutes of warm-up is allowed.
- e) No food or drinks shall be taken into and consumed in the table tennis room.

- f) Table Tennis Captain may reserve the courts for the purpose of the competition, coaching, and other functions. Notification of reservation will be made on the Notice Board.

14.6 Table Tennis Room Bookings

- a) The use of the table will be on a first come first serve basis.
- b) Members queuing to play must be present personally to register their names and membership numbers in the register books.
- c) Any table not taken up within two (2) minutes by players next in queue will be declared vacant.

14.7 Table Charges

- a) A member who wishes to introduce a guest must first sign a chit, which is available from the front reception desk. A charge of RM5.00 per guest will be levied on the members or at any other rate as may be determined by the General Committee.

14.8 Competitions

No private competitions are allowed without the permission of the Table Tennis sub-committee.

14.9 Accidents

The Club will not be liable for any accidents to players or spectators arising from the use of the table tennis room and gallery area.

14.10 Lights and Fans

Players are requested to switch off all the lights and fans / air conditioners if the room is unoccupied and immediately after their game.

14.11 Disciplinary Action

Any breach or infringement of the foregoing By-laws by the Members shall be referred to the Club's Disciplinary Committee.

14.12 Disputes

Any disputes arising out of the interpretations of the foregoing Bye-laws shall be referred to the table tennis captain whose decisions shall be final.

14.13 General

The Table Tennis Captain, with an approval of the General Committee reserves the right to introduce or amend rules to facilitate the smooth running of the Table Tennis section as and when he deems fit.

14.14 Table Tennis Bats and Balls

“Section members are required to sign in at Club reception and collect the bats or balls. A penalty of **RM8-00** shall be docked into the account of the member if the respective member who signed in did not return the bats and balls. (We recommend members to bring their own bats or balls) Penalty for 1 bat – **RM60-00** and Penalty for 1 ball- **RM5-00**.

14.15 Members shall ensure that they sign in and sign out the table tennis room key at the reception counter. If the member was not the last person in the room, the last member shall return the key to the reception and sign out. Any loss of keys will be the said last member’s responsibility.

14.16 Members shall ensure that the last member in the table tennis room switches off all the lights, fans, exhaust fans, air conditioning and leave the room in good order. The last member shall lock the table tennis room before passing the keys back to the reception.

14.17 Only registered table tennis section members are allowed to play during peak hours.

14.18 If a member wants to play during peak hours, the member shall register as Table Tennis section member at the reception and the charges will **RM5.00** on monthly basis until de-registration. If a member wants to play during peak hours, the member shall register as Table Tennis section member at the reception and the charges will **RM5-00** on monthly basis until de-registration.

14.19 The Table Tennis training schedule is as per below.

- a) Saturday - Children - 01:00 pm to 02:00 pm
- Adult - 02:00 pm to 05:00 pm
- b) Sunday - Children - 09:30 am to 11:00 am
- Adult - 11:00 am to 02:00 pm

14.20 The purpose of the Private Fund for the Table Tennis Section shall be as follows.

- a) For the benefit of registered Table Tennis Section and voting members.
- b) Compliment / supplement Table Tennis expenses and activities.
- c) Donation to charities is based on availability of funds and subject to the General Committee approval.
- d) Each member and their spouses are charged separately as individuals.
- e) Amount **RM5-00** per month.

14.21 Robot Training Apparatus

- a) This apparatus is solely for the use of RSUC Table Tennis section members only to enhance and polish their stroke. Eligible users must present their RSUC membership card to the guards at the reception. An updated list of section members shall be forwarded to the Annexe manager latest by the seventh day of every month for the verification process.
- b) The room shall be under lock and key at all times except when it is being used by person defined in subsection (1) or during cleaning or maintenance by the authorized personnel. The key is kept safely at Annexe reception.
- c) A charge of **RM2-50** per half hour shall be docked to the account of the user upon signing in. A maximum of two consecutive sessions of half hour per user whom, thereafter, must vacate to allow the next member in queue to use. If there are no members in queue, he is allowed to extend another two more sessions or another one more hour if he so wishes. Should the user forget to return the key to the reception, he is deemed to be using the apparatus and the fee shall be docked accordingly up to a

maximum of eight sessions (8 x RM2-50 = **RM20-00**). The machine needs a downtime of 30mins per two hourly continuous uses to avoid motor overheating.

- d) The training room is open for use following the normal operating hours of the Annexe.
- e) The user must read and understand the operation manual which will be pasted on the room entrance. It is presumed that the user can operate the apparatus properly and has read the operation manual and understood it when he uses the apparatus.
- f) Should the user misuse or operate it outside of its normal capacity or improperly handle it, willfully or otherwise, which results in damage and needing due repair of the said apparatus, then the cost of repair including the transportation cost shall be docked the respective user's RSUC account. The room is under CCTV surveillance.
- g) After use, please switch off the power supply of the said apparatus, lighting and air-conditioning units before locking the door and handing the key back to the reception.
- h) This training room is an extension of the Table Tennis room and hence all the existing Bye-Law applies to it as well.

15. Football



15.1 Definitions

The definitions provided for in the Rules of the Club shall apply herein unless provided otherwise. The following words shall have the meaning assigned against that word as set out hereunder: -

“This Section” means the Football Section.

“The Section Committee” means the Office bearers of the Football Section.

15.2 Name & Establishment.

- a) There shall be established a section under the name and style of “Football Section” and this Section shall exclusively cater for the members of the Club whose activities and interest support the game of football and/or futsal.
- b) This Section shall have the exclusive right to promote, organize and conduct all activities relating to the activity and interest related to Football and/or futsal in the Club and inter alia shall: -
 - (i) Organize and conduct in-house, interclub games and friendly games with other bodies.
 - (ii) Represent the Club in all activities of and concerning Football and/or Futsal with other Clubs, persons, societies or bodies including promoters.
 - (iii) Promote football and/or futsal activity amongst members of the Club.

15.3 Eligibility for Admission to Section.

- a) All members of the RSUC who are entitled to enjoy the benefits of their membership shall be eligible to be admitted on application to this Section subject to the other byelaws herein. One month's notice in writing is required for cessation as this Section member, subject to being this Section member for a minimum period of 3 months.
- b) Any member who intends to seek admission or readmission into this Section shall authorize the Club to debit his/her account for and a nonrefundable one-time registration fee of RM30.00 and an amount of **RM10-00** per month being the monthly contribution or such other amount as shall from time to time be recommended by the Section Committee and approved by the General Committee from time to time.
- c) Any member who has previously resigned from this Football Section may rejoin only with the approval of the Captain and the Section Committee.
- d) Any member who had stopped authorizing the Club to debit his/her account for their contribution shall be deemed as no longer a member under this Section and is subject to Clause 2.2 of this Section Bye-Laws.
- e) Any member who is terminated or suspended will also be deemed terminated or suspended from the Section. However, the members' contribution of RM10-.00 to the Section shall continue until the member serves a notice of resignation as this Section member.

15.4 Management & Administration.

- a) Election of Office bearers of this Section shall be governed by the ByeLaws governing Management and Administration of All Sports Section under Section B of Club Bye-Laws. Only the Ordinary members of the club who are registered as this Section members and who are paying towards monthly subscription shall vote at the AGM of the Section and hold office of the Section Committee.

- b) Vacancies in the elected offices of this Section Committee shall be filled by the ordinary members of this Section upon appointment by the Captain in consultation with the Section Committee.
- c) The Football Captain in consultation with this Section Committee shall represent this Section in all its dealings with the members and other persons or bodies.
- d) The day-to-day affairs of this Section shall be coordinated and conducted by the Captain in consultation with the Section Committee.
- e) Any decision made by the Captain in consultation with the Section Committee in the running of this Section is to be regarded as an internal matter of this Section.

15.5 Management of Finance.

- a) This Section and the Club Administration shall for the benefit of the members of this Section, maintain in a separate account of Private Fund the monthly contribution paid by members of this Section and this shall be addition to the annual grant allotted by the General Committee.
- b) The total collection of the monthly contributions shall be disclosed to this Section members upon their request by the Captain and the Captain shall have access to this amount for using the same to promote the activities of this Section, in consultation with the Section Committee.
- c) The Contributions in addition to the grants received from the General Committee may be solely used to sponsor or subsidies:-
 - (i) Food and Beverages supplied to members of this Section during in house, inter club or friendly games.
 - (ii) Transportation costs and payment of entrance fees for activities joined by this Section members.
 - (iii) Souvenir and merchandise relevant to this Section.

15.6 Complaints/Suggestions

All complaints, disputes and suggestions by members in regard to internal matters of the Section must be made in writing to the Section Secretary first to be forwarded for the determination of the Section Committee before referring it to the General Committee.

15.7 Disputes.

- a) Any disputes arising out of the interpretations of the foregoing Bye-Laws and internal matters of this Section shall be referred for determination by the Section Committee whose majority decisions is binding.
- b) The Captain in consultation with the Section Committee, may suspend the rights of any member of the Section to participate in any events organised by the Section pending the determination of any complaint lodged against such member to this Section or General Committee.

15.8 Grievance Procedure.

Any member of the Section who is dissatisfied with any ruling given by the Section Committee as to any disputes may refer his grievance to the GC.

15.9 Additional and amendment.

The Section Committee, with approval of the GC reserves the right to enact byelaws, effect any changes, alterations, additions, modifications and/or omissions to facilitate the management of the Section as and when it deems fit and necessary.

15.10 Matters not provided for.

The Section Committee shall decide any matter arising for which no provision has been made by these Byelaws. Such decision shall be final.

15.11 Proper Behavior.

- a) All Section members are expected to behave in a manner consistent with the status and traditions of the Club.

- b) The Captain in consultation with the Section Committee, may suspend or expel from this Section any member found guilty of improper behavior or acting in detriment to the interest of this Section.

15.12 General

In no event shall the Club, the Captain and/or the Section Committee shall be liable in any or whatsoever manner for any personal injuries, accidents or death to any person arising from any activities conducted by this Section or on the Football Field.

15.13 Usage of Football Field.

- a) The usage of the Football Field is open to this Section members and their dependents.
- b) This Section Member's children must at all times give priority to this Section members for play on the Field and must vacate the Field if required as soon as there are sufficient members and approved guest players waiting to play.
- c) The usage of the Football Field by members not registered under this Section is subject to availability and approval by the Section Committee.
- d) The Section Committee may reserve or pre-book the Football Field for the purpose of training, competition or any other usage approved by the Section Committee.
- e) The captain in consultation with the Section Committee shall: -
 - (i) Stipulate the proper sporting attire to be worn when using the field.
 - (ii) Make rules and regulations for all the games and/or activities which take place on the field.

15.14 Guests introduced by members are classified as GUEST PLAYERS and the Section Committee shall have power to restrict any such guests. Guest players playing on invitation of the Section Committee may not be charged.

- 15.15 Guests of members who are allowed to play shall be charged a fee of RM10.00 per guest per hour. Such fee shall be charged to the account of the member introducing the guest.
- 15.16 Any activities behavior or conduct by any person which likely to cause damage to the Football Field shall not be permitted.
- 15.17 The lights of the Football Field shall be turned off immediately after usage.
- 15.18 All players are required to ensure their personal safety and always take precautions on their surrounding circumstances while playing in the Football Field.

16. Cricket



16.1 Definitions

The definitions provided for in the Rules of the Club shall apply herein unless provided otherwise. The following words shall have the meaning assigned against that word as set out hereunder: -

“This Section” means the Cricket Section.

“The Section Committee” means the Office bearers of the Cricket Section.

16.2 Eligibility for Admission to Section.

- a) All members of the RSUC who are entitled to enjoy the benefits of their membership shall be eligible to be admitted on application to this Section subject to the other byelaws herein. One month’s notice in writing is required for cessation as this Section member, subject to being this Section member for a minimum period of 3 months.

- b) Any member who intends to seek admission into this Section shall authorize the Club to debit his/her account for an amount of RM25.00 per month being the monthly contribution or such other amount as shall from time to time be recommended by the Section Committee and approved by the General Committee from time to time.
- c) Any club member who has previously resigned from this Cricket Section may rejoin only with the approval of the Captain and the Section Committee.

16.3 Management & Administration.

- a) Election of Office bearers of this Section shall be governed by the ByeLaws governing Management and Administration of All Sports Section under Section B of Club Bye-Laws. Only the Ordinary members of the club who are registered as this Section members and who are paying towards monthly subscription shall vote at the AGM of the Section and hold office of the Section Committee.
- b) Vacancies in the elected offices of this Section Committee shall be filled by the ordinary members of this Section upon appointment by the captain in consultation with the Section Committee.
- c) The Cricket Captain in consultation with this Section Committee shall represent this Section in all its dealings with the members and other persons or bodies.
- d) The day-to-day affairs of this Section shall be coordinated and conducted by the captain in consultation with the Section Committee.
- e) Any decision made by the captain in consultation with the Section Committee in the running of this Section is to be regarded as an internal matter of this Section.

16.4 Management of Finance.

- a) This Section and the Club Administration shall for the benefit of the members of this Section, maintain in a separate account of Private Fund the monthly contribution paid by members of this Section and

this shall be addition to the annual grant allotted by the General Committee.

- b) The total collection of the monthly contributions shall be disclosed to this Section members upon their request by the Captain and the Captain shall have access to this amount for using the same to promote the activities of this Section, in consultation with the Section Committee.
- c) The Contributions in addition to the grants received from the General Committee may be solely used to sponsor or subsidies:-
 - (i) Food and Beverages supplied to members of this Section during in house, inter club or friendly games.
 - (ii) Transportation costs and payment of entrance fees for activities joined by this Section members.
 - (iii) Souvenir and merchandise relevant to this Section.

16.5 Complaints/Suggestions

All complaints, disputes and suggestions by members in regards to internal matters of the Section must be made in writing to the Section Secretary first to be forwarded for the determination of the Section Committee before referring it to the General Committee.

16.6 Disputes.

- a) Any disputes arising out of the interpretations of the fore going Bye-Laws and internal matters of this Section shall be referred for determination by the Section Committee whose majority decisions is binding.
- b) The Captain in consultation with the Section Committee, may suspend the rights of any member of the Section to participate in any events organised by the Section pending the determination of any complaint lodged against such member to this Section or General Committee.

16.7 Grievance Procedure.

Any member of the Section who is dissatisfied with any ruling given by the Section Committee as to any disputes referred may refer his grievance to the GC.

16.8 Additional and amendment.

The Section Committee with approval of the GC reserves the right to enact byelaws, effect any changes, alterations, additions, modifications and/or omissions to facilitate the management of the Section as and when it deems fit and necessary.

16.9 Matters not provided for.

The Section Committee shall decide any matter arising for which no provision has been made by these Bye-Laws. Such decision shall be final.

16.10 Proper Behavior.

- a) All Section members are expected to behave in a manner consistent with the status and traditions of the Club.
- b) The Captain in consultation with the Section Committee may suspend or expel from this Section any member found guilty of improper behavior or acting in detriment to the interest of this Section.

16.11 General

- a) In no event shall the Club, the Captain and/or the Section Committee shall be liable in any or whatsoever manner for any personal injuries, accidents or death to any person arising from any activities conducted by this Section or on the Cricket Pitch.
- b) Any activities behavior or conduct by any person which is likely to cause damage to the Cricket Pitch shall not be permitted.
- c) All players are required to ensure their personal safety and always take precautions on their surrounding circumstances while playing in the Cricket Pitch.

16.12 Usage of Cricket Pitch.

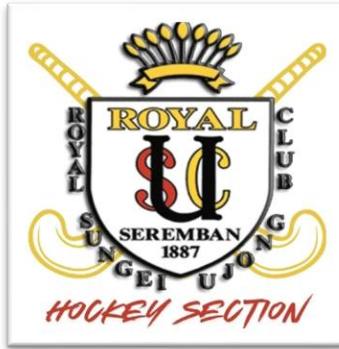
- a) The usage of the Cricket Pitch is open to this Section members and their dependents.
- b) This Section Member's children must at all times give priority to this Section members for playing on the Pitch and must vacate the Pitch if required as soon as there are sufficient members and approved guest players waiting to play.
- c) The usage of the Cricket Pitch by members not registered under this Section is subject to availability and approval by the Section Committee.
- d) The Section Committee may reserve or pre book the Cricket Pitch for purpose of usage approved by the Section Committee.
- e) Guest players must be a registered player and contribute an equivalent amount of **RM25-00** towards the Private Fund. Guest players must be a registered player and contribute an equivalent amount of **RM25-00** towards the Private Fund.
- f) A registered Guest Player has no credit facility with the Club.
- g) A Registered Guest Player can be deregistered and dropped from the team for improper behavior during a game or at the Practice Nets.

16.13 Practice Nets

- a) Registered Guest Player can utilize the nets when there is a practice session.
- b) Club members who are keen to take up the game are welcome to join in the practice session.
- c) No shoes with metal studs/spikes, soccer boots is allowed during practice.

- d) Non-registered guests must be introduced by a member of the Cricket section.
- e) Security personnel have the right to refuse outsiders the use of the nets on days there are no practices.

17. Hockey



17.1 Definitions

The definitions provided for in the Rules of the Club shall apply herein unless provided otherwise. The following words shall have the meaning assigned against that word as set out hereunder: -

“This Section” means the Hockey Section.

“The Section Committee” means the Office bearers of the Hockey Section.

17.2 Eligibility for Admission to Section.

- a) All members of the RSUC who are entitled to enjoy the benefits of their membership shall be eligible to be admitted on application to this Section subject to the other byelaws herein. One month’s notice in writing is required for cessation as this Section member, subject to being this Section member for a minimum period of 3 months.
- b) Any member who intends to seek admission into this Section shall authorize the Club to debit his/her account for an amount of RM10.00 per month being the monthly contribution or such other amount as shall from time to time be recommended by the Section Committee and approved by the General Committee from time to time.

- c) Any club member who has previously resigned from this Hockey Section may rejoin only with approval of the Captain and the Section Committee.

17.3 Management & Administration.

- a) Election of Office bearers of this Section shall be governed by the ByeLaws governing Management and Administration of All Sports Section under Section B of Club Bye-Laws. Only the Ordinary members of the club who are registered as this Section members and who are paying towards monthly subscription shall vote at the AGM of the Section and hold office of the Section Committee.
- b) Vacancies in the elected offices of this Section Committee shall be filled by the ordinary members of this Section upon appointment by the Captain in consultation with the Section Committee.
- c) The Hockey Captain in consultation with this Section Committee shall represent this Section in all its dealings with the members and other persons or bodies.
- d) The day-to-day affairs of this Section shall be coordinated and conducted by the Captain in consultation with the Section Committee.
- e) Any decision made by the Captain in consultation with the Section Committee in the running of this Section is to be regarded as an internal matter of this Section.

17.4 Management of Finance.

- a) This Section and the Club Administration shall for the benefit of the members of this Section, maintain in a separate account of Private Fund the monthly contribution paid by members of this Section and this shall be addition to the annual grant allotted by the General Committee.
- b) The total collection of the monthly contributions shall be disclosed to this Section members upon their request by the Captain and the Captain shall have access to this amount for using the same to

promote the activities of this Section, in consultation with the Section Committee.

- c) The Contributions in addition to the grants received from the General Committee may be solely used to sponsor or subsidies:-
- (i) Food and Beverages supplied to members of this Section during in house, inter club or friendly games.
 - (ii) Transportation costs and payment of entrance fees for activities joined by this Section members.
 - (iii) Souvenir and merchandise relevant to this Section.
 - (iv) One jersey with Club Logo

17.5 Complaints/Suggestions

All complaints, disputes and suggestions by members in regard to internal matters of the Section must be made in writing to the Section Secretary first to be forwarded for the determination of the Section Committee before referring it to the General Committee.

17.6 Disputes.

- a) Any disputes arising out of the interpretations of the foregoing Bye-Laws and internal matters of this Section shall be referred for determination by the Section Committee whose majority decision is binding.
- b) The Captain in consultation with the Section Committee, may suspend the rights of any member of the Section to participate in any events organised by the Section pending the determination of any complaint lodged against such member to this Section or General Committee.

17.7 Grievance Procedure.

Any member of the Section who is dissatisfied with any ruling given by the Section Committee as to any disputes referred to may refer his grievance to the GC.

17.8 Additional and amendment.

The Section Committee with approval of the GC reserves the right to enact byelaws, effect any changes, alterations, additions, modifications and/or omissions to facilitate the management of the Section as and when it deems fit and necessary.

17.9 Matters not provided for

The Section Committee shall decide any matter arising for which no provision has been made by these Byelaws. Such a decision shall be final.

17.10 Proper Behavior.

- a) All Section members are expected to behave in a manner consistent with the status and traditions of the Club.
- b) The Captain in consultation with the Section Committee, may suspend or expel from this Section any member found guilty of improper behavior or acting in detriment to the interest of this Section.

17.11 General

- a) In no event shall the Club, the Captain and/or the Section Committee shall be liable in any or whatsoever manner for any personal injuries, accidents or death to any person arising from any activities conducted by this Section or on the Hockey Pitch.
- b) Any activities behavior or conduct by any person which is likely to cause damage to the Hockey Pitch shall not be permitted.
- c) All players are required to ensure their personal safety and always take precautions on their surrounding circumstances while playing in the Hockey Pitch.

17.12 Usage of Hockey Pitch

The usage of the Hockey Pitch is open to this Section members, their dependents and guest players who are invited by the Section Member.

17.13 Practice Nets

- a) Registered Player can utilize the nets when there is a practice session.
- b) Club members who are keen to take up the game are welcome to join in the practice session.
- c) No shoes with metal studs/spikes, soccer boots is allowed during practice.
- d) Non-registered guests must be introduced by a member of the Hockey Section.

18. Pool



18.1 Definitions

The definitions provided for in the Rules of the Club shall apply herein unless provided otherwise. The following words shall have the meaning assigned against that word as set out hereunder:-

"This Section" means the Pool Section.

"The Section Committee" mean the Office bearers of the Pool Section.

18.2 Name & Establishment.

18.2.1 There shall be established a section under the name and style of "Pool Section" and this Section shall exclusively cater for the members of the Club whose activities and interest support the game of Pool

18.2.2 This Section shall have the exclusive right to promote, organize and conduct all activities relating to the activity and interest related to Pool in the Club and inter alia shall :-

- 18.2.2 Organize and conduct in-house, interclub games and friendly games with other bodies.
- 18.2.2 Represent the Club in all activities of and concerning Pool with other Clubs, persons, societies or bodies including promoters.
- 18.2.2 Promote Pool activity amongst members of the Club.

18.3 Eligibility for Admission to Section.

- 18.3.1 All members of the RSUC who are entitled to enjoy the benefits of their membership shall be eligible to be admitted on application to this Section subject to the other byelaws herein. One month's notice in writing is required for cessation as this Section member, subject to being this Section member for a minimum period of 3 months.
- 18.3.2 Any member who intends to seek admission or readmission into this Section shall authorize the Club to debit his/her account for and a non-refundable one time registration fee of RM30.00 and an amount of RM10.00 per month being the monthly contribution or such other amount as shall from time to time be recommended by the Section Committee and approved by the General Committee from time to time.
- 18.3.3 Any member who has previously resigned from this Pool Section may rejoin only with approval of the Captain and the Section Committee.
- 18.3.4 Any member who had stopped authorizing the Club to debit his/her account for their contribution shall be deemed as no longer a member under this Section and is subject to Clause 2.2 of this Section Bye-Laws.
- 18.3.5 Any member who is terminated or suspended will also be deemed terminated or suspended from the Section. However, the members' contribution of RM10.00 to the Section shall continue until the member serves a notice of resignation as this Section member.

18.4 Management & Administration

18.4.1 Election of Office bearers of this Section shall be governed by the Bye-Laws governing Management and Administration of All Sports Section under Section B of Club Bye-Laws. Only the Ordinary members of the club who are registered as this Section members and who are paying towards monthly subscription shall vote at the AGM of the Section and hold office of the Section Committee.

18.4.2 Vacancies in the elected offices of this Section Committee shall be filled by the ordinary members of this Section upon appointment by the Captain in consultation with the Section Committee.

18.4.3 The Pool Captain in consultation with this Section Committee shall represent this Section in all its dealings with the members and other persons or bodies.

18.4.4 The day to day affairs of this Section shall be coordinated and conducted by the Captain in consultation with the Section Committee.

18.4.5 Any decision made by the Captain in consultation with the Section Committee In the running of this Section is to be regarded as an internal matter of this Section.

18.5 Management of Finance

18.5.1 This Section and the Club Administration shall for the benefit of members of this Section, maintain in a separate account of Private Fund the monthly contribution paid by members of this Section and this shall be addition to the annual grant allotted by the General Committee.

18.5.2 The total collection of the monthly contributions shall be disclosed to this Section members upon their request by the Captain and the Captain shall have access to this amount for using the same to promote the activities of this Section, in consultation with the Section Committee.

18.5.3 The Contributions in addition to the grants received from the General Committee may be solely used to sponsor or subsidise :-

- i. Food and Beverages, excluding alcohol and hard liquors, may be supplied to members of this Section during in-house, inter-club, or friendly games.
- ii. Transportation costs and payment of entrance fees for activities joined by this Section members.
- iii. Souvenir and merchandise relevant to this Section.

18.5.4 Complaints/Suggestions

All complaints, disputes and suggestions by members in regards to internal matters of the Section must be made in writing to the Section Secretary first to be forwarded for the determination of the Section Committee before referring it to the General Committee.

18.6 Disputes

18.6.1 Any disputes arising out of the interpretations of the fore going Bye-laws and internal matters of this Section shall be referred for determination by the Section Committee whose majority decisions are binding.

18.6.2 The Captain in consultation with the Section Committee, may suspend the rights of any member of the Section to participate in any events organized by the Section pending the determination of any complaint lodged against such member to this Section or General Committee.

18.7 Grievance Procedure

Any member of the Section who is dissatisfied with any ruling given by the Section Committee as to any disputes referred to may refer to his grievance to the GC.

18.8 Additional and amendment.

The Section Committee, with approval of the GC reserves the right to enact bye-laws, affect any changes, alterations, additions, modifications and/or omissions to facilitate the management of the Section as and when it deems fit and necessary.

18.9 Matters not provided for.

The Section Committee shall decide on any matter arising for which no provision has been made by these Byelaws. Such decision shall be final.

18.10 Proper Behavior.

18.10.1 All Section members are expected to behave in a manner consistent with the status and traditions of the Club.

18.10.2 The Captain in consultation with the Section Committee, may suspend or expel from this Section any member found guilty of improper behavior or acting in detriment to the interest in this Section.

18.11 General

18.11.1 In no event shall the Club, the Captain and/or the Section Committee be liable in any or whatsoever manner for any personal injuries, accidents or death to any person arising from any activities conducted by this Section.

18.11.2 Following use, members are required to cover the pool table, return the house cue to its rack, ensure all lights are switched off, lock the room, and return the pool room key to the reception desk.

18.12. Usage of Pool Table

18.12.1 The usage of the Pool Table is open to this Section member and their dependents

18.12.2 The Pool Room will be open for members at the following times: -

- 18.12.2.1 Monday to Sunday from 10.00AM to 12.00AM
(1.00AM on Friday and Saturday)
- 18.12.2.2 Time subject to change if any function schedule for the day.
- 18.13 Each Section member is required to register their name on the Registration Book upon entering and leaving the room.
- 18.14 Each section member is given 8 tokens on a monthly basis for training. Any token after that shall be charged a fee of RM1.00 per token.
- 18.15 The usage of the Pool Table 1 (Tournament Table) by members not registered under this Section is subject to availability and approval by the Section Committee.
- 18.16 The Section Committee may reserve or pre book the Pool Table for purpose of training, competition or any other usage approved by the Section Committee.
- 18.17 The captain in consultation with the Section Committee shall: -
 - 18.17.1 Stipulate on proper sporting attire to be worn when in the Pool Room.
 - 18.17.2 Make rules and regulations for all the games and/or activities which takes place on the field.
- 18.18 Guests introduced by members are classified as GUEST PLAYERS and the Section Committee shall have power to restrict any such guests. Guest players playing on invitation of the Section Committee may charge RM5.00 per entry.
- 18.19 Guests of members who are allowed to play shall be charged a fee of RM1.00 per token. Such fee shall be charged to the account of the member introducing the guest.
- 18.20 Any activities, behavior or conduct by any person which likely to cause damage to the Pool Table shall not be permitted.

18.21 Members wanting to practice alone is permitted but need to surrender the table when members are waiting to play.

18.22 Dependent and Children

18.22.1 Dependents and children below the age of 12 are not permitted in the Pool Room

18.22.2 Dependent and children aged 18 and over are permitted in the room provided they is/are accompanied by the parent member.

18.22.3 Dependent and children ages 18 and over with a minimum height of 145CM may be approved to play subject to an evaluation by a member of the Pool Section Committee. This can be facilitated through the Reception Counter.

18.22.4 Children and dependents aged 18 or over who are approved to play are permitted to do so provided they are accompanied by and playing with a member.

18.23 Cue Locker

18.23.1 Section members may store their pool cues in the Club lockers. Locker access requires coordination with the Club or Pool Section Captain. Each locker cost a RM 60 deposit plus a RM 5 monthly fee with key provided. Loss of the locker key will be charged RM50.00. The Club or the Pool Section will not be responsible for any loss of property.

19. Pickleball



19.1 Introduction

The Pickleball Section of the Royal Sungei Ujong Club (RSUC) is dedicated to fostering a well-organized and enjoyable atmosphere for all members who share a passion for the sport.

19.2 Objectives

The objectives of these bye-laws are to promote fair play, ensure safety, and support the overall well-being of our section members. These guidelines are crafted to cultivate a strong community spirit and uphold the quality of our facilities.

19.3 Admission & Resignation to/from Section

- a) Admission to Section
 - i) All members of the Royal Sungei Ujong Club (RSUC) who are entitled to the benefits of their membership shall be eligible to apply for admission to this Section, subject to the other by-laws herein.
- b) Resignation from Section
 - i) Notice of Termination: Due notice of resignation from the Section shall mean a written notice of not less than four (4) weeks before the start of each calendar month, and the member must have been a Section member for a minimum period of three (3) months.
 - ii) Any club member who has previously resigned from this Section may rejoin only with the approval of the Section Committee.

19.4 Management & Administration

- a) The election of office bearers of this Section shall be governed by the Bye-Laws concerning the Management and Administration of All Sports Sections under Section (U) of the Club Bye-Laws.
- b) Only the Ordinary members of the club who are registered as members of this Section and who are current with their monthly subscription payments shall be eligible to vote at the AGM of the Section and to hold office in the Section Committee.
- c) Following the Annual General Meeting (AGM), any vacancies in the elected offices of this Section Committee shall be filled by appointment from the ordinary members of this Section. The captain, in consultation with the Section Committee, shall make these appointments.
- d) The captain, in consultation with the Section Committee, shall represent this Section in all its interactions with members, individuals, and external entities.

19.5 Management of Finance

- a) Types of Funds
 - i)) The Budget Fund: This fund receives an annual grant from the Club.
 - ii) The Private Fund: This fund consists of monthly contributions paid by section members.

- b) Disclosure and Access

The income and expenditure statements for both the Budget Fund and the Private Fund shall be disclosed to section members during the Section's Annual General Meeting (AGM). The captain, in consultation with the Section Committee, shall have access to these funds for promoting the activities of the Section.

c) Utilization of Fund

The contributions (Private Fund) and the grants received from the General Committee (Budget Fund) may be used solely to sponsor or subsidize the following activities beneficial to section members:

- i) Food and beverages provided to section members during in-house, inter-club, or friendly games
- ii) Transportation costs and payment of entrance fees for activities participated in by section members.
- iii) Souvenirs and merchandise relevant to the Section.

19.6 Proper Behavior

- a) All Section members are expected to conduct themselves in a manner consistent with the status and traditions of the Club. Members should exhibit respect, sportsmanship, and courtesy at all times.
- b) The captain, in consultation with the Section Committee, reserves the right to suspend or expel any member found guilty of improper behavior or actions detrimental to the Interests of the Section. This decision will be made after careful consideration and in accordance with the Club's disciplinary procedures.

19.7 Guest Players

- a) A Club member who wishes to introduce a guest must first sign a chit. The Sign-In Chits, available at the front desk reception, must be fully signed prior to play.
- b) A charge of RM5.00 per guest will be levied on the member, or at any other rate as may be determined by the General Committee.
- c) To prevent court congestion, members are strongly discouraged from bringing guest players during peak hours (4:00 PM to 8:00 PM) and Night-Play (8:00 PM to 10:00 PM).

19.8 Attire

- a) All players must be properly attired when playing pickleball on the courts. Proper attire includes shorts, skirts, tracksuits, collar or collarless t-shirts, or any other attire approved for play by the International Pickleball Federation (IPF).
- b) These rules concerning attire must be strictly adhered to by all players at all times.
- c) Shoes that are likely to cause damage to the pickleball court surface are not permitted.

19.9 Peak Hours

- a) Playing pickleball is permitted from 6:00 AM to 10:00 PM daily.
- b) Peak hours, from 4:00 PM to 8:00 PM daily, are strictly reserved for section members.
- c) During peak hours, non-section members must yield to section members who are waiting to use the courts. If a non-section member wants to play during peak hours, the non-section member shall register as Pickleball section member at the reception and the charges will be RM5-00 on monthly basis until de-registration.
- d) To maintain the cleanliness and safety of the courts, no food or drinks (except water in unbreakable containers) are allowed on the courts.

19.10 Paddles & Balls

- a) All RSUC members are mandated to sign in at the Club's reception upon collecting paddles or balls.
- b) Penalties for Non-return-A fine will be imposed on the account of the member who fails to return the equipment: RM90.00 for paddles &/or RM10.00 for balls.

19.11 Night Play

- a) Night play will start from 8.00 PM to 10.00 PM.

- b) Night Play hours are strictly reserved for section members.

19.12 Private Coaching

- a) No private coaching, whether by section members or non-section members, shall be conducted on the courts unless authorized by the Section Committee and subsequently approved by the Club's General Committee. Written approval must be obtained before commencing any coaching program.
- b) Private coaching is not allowed during peak-hours and night play. During off-peak hours (6.00 AM to 4.00 PM), coaches must inform the captain of their training programs to avoid court congestion.
- c) To encourage the development of junior and beginner players, all junior development programs must be registered with the Section to enable monitoring and support of the participants.
- d) The financial arrangement for approved private coaching sessions will follow a profit-sharing model. Of the fees collected, 70% will be allocated to coaches, while 15% will go to the Section and 15% to the Club.
- e) Coaches are required to submit the names and membership numbers of all participants to the Section Committee for monitoring purposes. This ensures that the Section can adequately track the progress and involvement of its members.

19.13 In-House Tournament and Friendly Matches

- a) Participation in in-house tournaments and friendly matches (both home and away) is restricted to section members and their spouses. This ensures that the benefits and opportunities provided by these events are enjoyed by those who are paying-members of the Section.
- b) To encourage junior development, for inter-club and friendly matches, children of section members who have attained the age of sixteen (16) may represent the Section upon the recommendation of the captain.

- c) Section members are encouraged to invite non-section members to join the Pickleball Section, as registered section member to enjoy the benefits of participating in these tournaments and matches.

19.14 Complaints/Suggestions

All complaints, disputes and suggestions by members in regard to internal matters of the Section must be made in writing to the Section Secretary first to be forwarded for the determination of the Section Committee before referring it to the General Committee.

19.15 Disputes

- a) Any disputes arising out of the interpretations of the foregoing Bye-Laws and internal matters of this Section shall be referred for determination by the Section Committee whose majority decision is binding.
- b) The captain in consultation with the Section Committee, may suspend the rights of any member of the Section to participate in any events organized by the Section pending the determination of any complaint lodged against such member to this Section or General Committee.

19.16 Grievance Procedures

Any member of the Section who is dissatisfied with any ruling given by the Section Committee as to any disputes referred to may refer his grievance to the GC.

19.17 Additional and amendment

The Section Committee with approval of the GC reserves the right to enact byelaws, affect any changes, alterations, additions, modifications and/or omissions to facilitate the management of the Section as and when it deems fit and necessary.

19.18 Matters not provided for

The Section Committee shall decide any matter arising for which no provision has been made by these Byelaws. Such a decision shall be final.

19.19 General

- a) In no event shall the Club, the captain and/or the Section Committee shall be liable in any or whatsoever manner for any personal injuries, accidents or death to any person arising from any activities conducted by this Section or on the Pickleball courts.
- b) Any activities behavior or conduct by any person which is likely to cause damage to the Pickleball courts shall not be permitted.
- c) All players are required to ensure their personal safety and always take precautions on their surrounding circumstances while playing in the Pickleball courts.
- d) The club and the Section will not be liable for any accidents to players or spectators arising during play at the pickleball court and surrounding court area.

SECTION D

Additional Policies and Procedures

1) Whistle Blowing Policy

- 1.1 The Royal Sungei Ujong Club (“RSUC”) strives to conduct its business and operations with integrity, competence and professionalism while achieving the highest level of effectiveness. As a premier royal club in Malaysia, we expect all our stakeholders to behave in a manner which enables us to achieve this, and it is important that RSUC is alerted of any actual or potential improper conduct which compromises these aspirations.
- 1.2 Recognising the negative effect which malpractice can have on the organisation, RSUC encourages all employees, members, vendors, other stakeholders and members of the public to raise genuine concerns, or any suspicions on improper conduct (i.e. misconduct or criminal offence) within the organisation.

2) **Scope**

2.1 Recognising the abovementioned values, RSUC provides avenues for all employees, members, other stakeholders and members of the public to disclose any improper conduct within RSUC and to provide protection to those who report such allegations.

2.2 Improper conduct (misconduct or criminal offence) includes the following acts (but not exhaustive):

- a) Conflict of Interest.
- b) Misuse of Position or Abuse of Power.
- c) Misuse of Information.
- d) Integrity and accuracy of record and transaction.
- e) Suspected fraud or criminal offences.
- f) Unlawful activities such as corruption, bribery or blackmail.
- g) Misuse of Company's property.
- h) Non-Compliance with procedure.
- i) Criminal breach of trust.
- j) Unethical behavior or improper conduct.
- k) Abuse of position for any unauthorized use or for personal gain.
- l) Failure to comply with legal or regulatory requirements.
- m) Conduct of unfair competition internally or externally, by using of an individual's position or opportunity arising from/available within the organization and that the gains/advantages of the individual are conditional on the losses of others, where the gains/advantages are made in ways which are illegitimate or unjust.
- n) Deliberate concealment of any of the above matters or other acts of wrongdoing.

The above list is not exhaustive and includes any act or omissions, which if proven, will constitute an act of misconduct under the Club's internal guidelines and policies or any criminal offence under relevant legislation in force.

3) **Protection to Whistleblower**

3.1 A whistleblower will be accorded with protection of confidentiality of identity, to the extent reasonably practicable.

- 3.2 RSUC will ensure that all disclosed information including the identity of the whistleblower shall be treated with strict confidentiality. All personnel, directly or indirectly working relative to a whistleblowing case, shall strictly protect the identity of the whistleblower and witnesses from unauthorized disclosure before, during and after an investigation.
- 3.3 RSUC is committed to protect the whistleblower from all acts of harassment, retaliation and victimization arising from making the disclosure in good faith.
- 3.4 There may be certain circumstances where the identity of the whistleblower may need to be revealed on a need-to-know basis (e.g. requirement to testify in court). If such a situation arises, RSUC will contact the whistleblower for his consent first before proceeding with the case.
- 3.5 The protection will be removed if it is found that the whistleblower was also involved in the improper conduct or if the whistleblower is found to have made the disclosures in bad faith.

4) Anonymous Whistleblower

Any anonymous disclosure will not be entertained. Any employee or member of the public who wishes to report improper conduct is required to disclose his/her identity to the Company in order for the Club to provide the necessary protection. However, the Club reserves its right to investigate into any anonymous disclosure, after having considered the following: -

- a) Seriousness of the allegations contained in the report
- b) Credibility of the allegations
- c) Whether it is likely that RSUC can verify and confirm the allegations with credibility

5) Disclosure

- 5.1 A whistleblower may report his/her concerns to the designated email at auditcomchairman@rsuc.org.my
- 5.2 The report should contain the following information:

- a) A brief description or type of misconduct or wrongdoings.
- b) Name of person(s) involved.
- c) Time, location and dates of misconduct or wrongdoings occurred.
- d) Other witnesses to the misconduct or wrongdoings.
- e) Documentation or evidence where available.
- f) The reason why they (the reporting-person/s) are particularly concerned about the situation.

5.3 All disclosures are to be channeled in accordance with the procedures as provided under this policy.

5.4 Upon the completion of the whistleblowing process and procedures, the whistleblower will be accorded the privilege to be notified on the outcome of the disclosure.

5.5 The Internal Auditors will investigate the report where applicable and this report will be tabled to the General Committee for further deliberation and action. It may be submitted to the Disciplinary Sub-committee if warranted.

6) Untrue Allegations

6.1 If an employee makes an allegation in good faith, but it is not confirmed by investigation, no action will be taken against the employee making that allegation.

6.2 However, if an employee makes an allegation in a frivolous or malicious manner or for personal gain, disciplinary action will be taken against the employee making that allegation.

7) Review of Policy

7.1 RSUC will review this Policy annually and modify it, if necessary, to maintain its relevance and effectiveness in accordance with the applicable laws and regulations.

***** End *****