

SWISS CLUB - HOUSE BY-LAWS

The purpose of these House By-Laws is to familiarise members and their family members with the various facilities of the Swiss Club and to communicate expectations regarding members conduct.

SECTION 1: GENERAL

1. FOOD AND BEVERAGE OUTLETS

The Arbenz, the Rifle Lounge, the Pergola and the Jungle Bar comprise the Club's F&B outlets. Members are welcome to invite guests to any of these F&B outlets provided they accompany their guests and are present on the Club premises with their guests for the duration of the visit.

1.1 ARBENZ

The Arbenz offers fine à la carte dining.
No outside Food and Drinks are allowed.

Opening Hours

Tuesday - Sunday

Lunch: 12:00 – 15:00 hours
Last food order at 14:30 hours

Dinner: 19:00 – 24:00 hours
Last food order at 22:00 hours

Dress Code: Smart-casual (long trousers with shirt). Children below the age of 16 may wear shorts. An exception to this rule is applied for the Sunday Lunch and Dinner family buffet.

1.2 RIFLE LOUNGE

The Rifle Lounge serves primarily as a function room.
No outside Food and Drinks are allowed.

1.3 PERGOLA

The Pergola is a casual coffee shop. It serves a variety of drinks, wines as well as hot and cold food.
No outside Food and Drinks are allowed.

Opening Hours

Daily: 08:00 – 24:00 hours
The last food order is at 22:30 hours

Dress code: Casual, but no Swim wear and wet dresses from pool play

1.4 JUNGLE BAR

The Jungle bar is a casual poolside food and beverage outlet. It serves a variety of drinks, wines as well as hot and cold food. No outside Food and Drinks are allowed.

Dress Code: Beach and Swim wear allowed at all times

Opening Hours

Wednesday to Sunday:
11:30 - 23:30 / 24:00

1.5 Reservations

Reservations for the F&B outlets can be made by calling 6466 3233 or by e-mailing recept@swissclub.org.sg

The Arbenz, Rifle Lounge, Jungle Bar, Pavilion and Swimming (Leisure) Pool area may be rented for private or company functions. Enquiries should be directed to the F&B department at Tel: 6466 3233

1.6 CHILDREN

Parents are responsible for the conduct and safety of their children.

From Monday to Friday 8:00 am to 6:00 pm (excluding Public Holidays), Domestic helpers may accompany their employer with the children to the Club, but may not be asked to supervise children other than those of their employer. Deck chairs at the pool are strictly reserved for members only.

1.7 CHILDREN'S PLAYGROUND

The playground is located next to the swimming (leisure) pool. Parents are solely and anytime responsible for the safety of their children. The same rule applies for the indoor playground next to the Pergola Restaurant

1.8 CHARGES

Members must present their membership card prior to placing F&B orders. The Members account can only be activated by the magnetic strip in the individual Membership card. Members must sign for all charges at each outlet and should collect a copy of the signed chits before leaving. Copies of individual chits are not provided with the monthly statements.

For payment by cash or credit card by members (forgotten membership card) and/or guests, a surcharge of 10% (ten percent) is added to the regular bill.

1.9 BILLING

A monthly Statement of Account is sent to all members at the end of each month. Overdue accounts are subject to a 2% monthly interest charge with a minimum charge of \$10.

1.10 MEMBERSHIP CARDS

Members are asked to carry their membership cards at all times whilst they are on the Swiss Club premises and to hand their cards to staff or security upon request.

Parents are asked to inform the administration office of the names of the children who are permitted to charge F&B consumption to their parents' account. Parents are fully responsible for and will pay for food & beverage items consumed by their children. .

1.11 TIPS AND GRATUITIES

Members are asked to refrain from giving tips or gratuities to staff.

Members who wish to reward staff can contribute to the "Ang Pow" fund, the proceeds of which are distributed to staff at Chinese New Year. Contributions for this fund are normally collected each year from members' December Statement of Account, but contributions can be offered at any time.

1.12 SUGGESTIONS

Feedback pertaining Club matters must be directed to the Club Manager.

1.13 ALCOHOL AND CIGARETTES

Persons below the age of 18 years cannot purchase nor consume alcohol at the Club. Neither can young persons under the age of 18 years smoke tobacco at the Club. The staff is authorised to ask for verification of age.

1.14 CLUB PROPERTY

No person shall remove Club property from the Club.

1.15 GAMBLING

Gambling is not allowed on the Club premises.

1.16 LIABILITY

The Club shall not be liable for loss of property or damage to property brought onto the Club premises. The Club shall not be liable for loss of life nor injury caused to any person whilst in the Club premises. A member or his/her child or guest who damages any article or property of the Club shall pay for the cost of repair of such damages or for replacement of the item.

1.17 MOTOR VEHICLES

All members must display a valid Swiss Club decal on their vehicle when they enter the Swiss Club. These decals are available from the reception counter.

All members must comply with directions and/or instructions given by the security guards and all vehicles must be parked at designated car park lots.

Any member who is involved in an accident with another vehicle, person(s) or property on the Club's premises is to report such accident immediately to the Club Manager.

Washing of cars within the Club premises is not permitted

1.18 SMOKING

Reference to areas permitted for smoking is indicated in each outlet.

1.19 PETS

Pets are not allowed on the Club's premises.

1.20 NOTICE BOARDS

No notices can be displayed on the notice boards, or elsewhere at the Club without the consent of the Club Management.

1.21 SCOOTERS, ROLLER/ INLINE SKATES AND SKATEBOARDS

Roller/inline skates or skateboards are not permitted on the Club's premises.

SECTION 2 RULES GOVERNING USE OF SPORTS FACILITIES

The Swiss Club has five tennis courts, one tennis practice court, two squash courts, one outdoor and one indoor children's playground, a twenty-five metre, six-lane swimming (leisure) pool, and a lap pool .

2.1 TENNIS COURTS

Please refer to the Tennis By-Laws. The rules governing the booking and use of the courts are posted on the Tennis Notice Board.

2.2 SQUASH COURTS

Keys to the squash courts may be obtained from the reception counter. One court may be reserved for activities other than Squash as directed from time to time by the Club Manager.

Shoes with dark soles and balls that leave marks on the walls and the floor of the squash courts are not permitted.

2.3 SWIMMING (LEISURE) POOL

As there is no lifeguard, swimmers use the pool at their own risk. Swimmers are expected to observe general rules of hygiene when using the pool. Swimmers must take a shower before entering the pool. A small wading pool is available for the exclusive use of young children under the supervision of their parents. Posted rules pertaining to use of the swimming pool must be observed at all times.

Waiter service is available at the swimming (leisure) pool from Wednesdays through Sundays and on Public Holidays from 10:00 to 19:00 hours.

2.4 LAP POOL

The lap pool is a shared facility with the German European School of Singapore. The five lane swimming pool may be used by members during designated times (refer to respective notice board).

2.5 CHANGING ROOMS

The changing rooms for male and female are located at the lower lever of the Pavilion. The Club does not accept responsibility for property left in the changing rooms. Property left behind overnight will be removed by the Housekeeper.

2.6 SPORTS & ARTS CENTRE

This centre is jointly operated by the Swiss Club and the German European School of Singapore. It is available to Swiss Club members in the evenings, on weekends, on public holidays and during the holidays of the German European School of Singapore.

The facilities are available for scheduled, organised activities. The use of the Sports Hall is governed by special rules, available at the reception.

2.7 TOWELS

Towels are available for use by Club members, according to the rules displayed at the towel counter. Towels may be checked out at the Pergola or the Jungle Bar using members' name and signature. If towels are not returned and checked in, members are charged S\$10. - per unreturned towel.

2.8 GUESTS

A daily guest fee of \$5.00 per person is charged to the host member's account. Children below six years of age are exempt from the guest fee. No fee applies for the use of F&B outlets only.

Personal trainers for private coaching on the Club's premises are not allowed.

SECTION 3: CONDUCT OF MEMBERS

3.01 Convening of a Complaints and Disciplinary Sub-committee

The Swiss Club Committee (SCC) shall convene a Complaints and Disciplinary Sub-committee (CDSC) for such periods and on such terms as the Committee deems fit for the purpose of responding to complaints against members.

3.01a A CDSC shall consist of no less than three persons who are appointed by the Committee. One member of the CDSC shall be a member of the SCC, but this person may not act as Chairperson of the CDSC to which he or she has been appointed. In the event that a complaint is brought against a SCC member, the CDSC convened to look into this complaint shall consist of five persons, four of whom are not members of the SCC.

3.01b A complaint may be brought against a member or a child of a member if he or she is in breach of the Club bye-laws within the precincts of the Swiss Club or outside of the Club if the member is acting as an official or unofficial spokesperson or representative of the Club. Complaints brought against members may pertain to, but are not limited to the following conduct:

- Vandalism or wilful damage to property belonging to the Club or any of its members or guests.
- Fighting, intimidation, assault, battery or any form of threatening behaviour.
- Use of abusive or obscene language, or any form of profanity towards another member or employee of the Club.
- Circulation of inflammatory or defamatory emails and/or letters to members which are prejudicial to the interests of the Club.

- Inappropriate attire in breach of the Club's dress code
- Smoking in non-smoking areas of the Club
- Any criminal act
- Any conduct which in any way brings disrepute upon the Club, its members or its employees.

3.02 Complaints Against Members

- 3.02a All complaints against members shall be in writing and addressed to the General Manager. The GM shall inform the Committee of the complaint and, together with the Committee, decide whether a CDSC should be convened.
- 3.02b All communication to members shall be in writing and shall be sent by pre-paid registered mail to the members' addresses as recorded in the membership register.
- 3.02c Once a CDSC is convened, it shall immediately inform the member of the complaint. The member shall be invited to furnish, within seven days, a full explanation of the circumstances surrounding the complaint. After considering the complaint and the complainant's response, the CDSC may take any of the following courses of action:
- dismiss the complaint if it is considered frivolous or malicious
 - issue the member with a letter of advice or warning
 - refer the matter to a disciplinary inquiry (DI).

3.03 Convening of a Disciplinary Inquiry

- 3.03a If a (DI) is held, it shall take place not more than 14 days from the date of the notification. Both parties shall be notified of the DI and advised that their attendance is mandatory. The notice shall state the date, time and the place at which the inquiry will take place.
- 3.03b If either member fails to appear at the DI, the CDSC may proceed with the DI in their absence after satisfying itself that the notices have been duly sent.
- 3.03c At the inquiry, both members shall be given an opportunity to explain the circumstances surrounding the event that led to the complaint.
- 3.03d After the DI, the CDSC may take any of the following actions:
- Dismiss the complaint
 - Censure the member against whom the complaint has been made
 - Require the member to give an undertaking as the CDSC deems fit.
 - Suspend the person's membership for a period of not more than 12 months
 - Refer the matter to an Annual or Extraordinary General Meeting as provided under Rule 19 (expulsion of member)
- 3.03e A member whose membership has been suspended shall continue to be liable for all monthly subscriptions and any such payments levied by the Club on its members during the period of suspension.
- 3.03f An expelled member shall not be liable for re-admission as a member and shall not be a guest of another member.
- 3.03g In the case of a transferable membership, the member shall be required to dispose of his or her membership after payment of a transfer fee within six (6) months from the date of his or her expulsion. If the member does not dispose of the transferable membership, the club may auction it off in the open market and all moneys due to the Club shall be deducted from the proceeds of the sale. If these funds are not sufficient, the club shall recover debts using all possible means.

3.04 Lodging an Appeal

- 3.04a A member who is dissatisfied with the decision of the CDSC may appeal to the SCC within seven (7) days after notification of the CDSC's decision. Appeals to the Committee must be in writing setting out the grounds of the appeal.

3.04b After considering the appeal, the SCC will either confirm the decision of the SCC or vary the decision as they deem appropriate.

3.04c There shall be no appeal following the final decision of the SCC.

The Committee may amend or rescind the By-Laws in accordance with Rule # 25 of the Constitution.

If you are a new member to the Club, the Swiss Club Committee would like to take this opportunity to welcome you!

We hope that you will thoroughly enjoy the Swiss Club facilities.

The Committee appeals to Swiss Club Members, their children and their guests to play a positive part in ensuring that the Swiss Club property and all facilities remain safe and free of litter.

These By-Laws were updated on 19 November 2008 and the changes accepted by the Committee in accordance with Rule # 25 of the Club Constitution

These By-Laws were posted on the notice board in the reception area of the Swiss Club from January 2009 to January 2010

Letter of Agreement

Members are asked to sign this letter of agreement indicating that they agree and will abide by these by-laws.

Attention: Swiss Club Committee

I

Membership number

have read and agree to abide by these rules.

Signature:

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Name

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Date joined Swiss Club