



R.A.N. SKI CLUB BY-LAWS

In accordance with Clause 154 of the Constitution of the R.A.N. Ski Club, the Board of Directors make these By-Laws for the management of the Club's affairs.

By-Law 1

Duties and Responsibilities of the Board and Directors

The Board

1. The powers, duties and responsibilities of the Board are contained in Clauses 106 to 143 of the Constitution of the R.A.N Ski Club. Broadly they can be stated to be:
 - a. Primary management of the Club and its affairs in accordance with the Constitution and such directives as are issued from general meetings.
 - b. Determination of policy and By-Laws for management of The R.A.N. Ski Club; and
 - c. Development and implementation of proposals for furthering the objectives of the Club.
 - d. Ensuring RAN Ski Club activities comply with Statutory and contractual obligations.
 - e. As detailed in clauses 99 to 101 and 144 to 148 of the Constitution, should any Director be absent or ill, or neglect or refuse to do anything required by the By-Laws, the Board shall have power to invite and appoint any other member of the Club to act in that capacity.

President

2. The President will normally chair meetings of the Board of Directors. In the absence of the President, Directors are to elect one of their number to chair the meeting.
3. The President is responsible to Club members for governance of the RAN Ski Club.

Secretary

4. The Secretary shall:
 - a. Keep all such books and records as may from time to time be required by the Act, or any amendments thereof and furnish all necessary returns or information to ASIC.
 - b. Keep a faithful record of the business transacted at all meetings, issue notices of all meetings connected with the Club, and keep a list of members and their addresses.
 - c. Receive all correspondence and reply thereto as the Board may direct. The notice calling the Annual General Meeting shall have attached to it the Club's Annual Report.
 - d. Administer the contract for administrative and booking officer support to the Club.

Treasurer

5. The Treasurer shall:
 - a. Keep a record of all receipts and expenditure, keep correct accounts and books showing the financial affairs of the Club and the particulars usually shown in the books of account of a like nature, report the financial position of the Club at each meeting of the Board. The treasurer must also submit to the Annual General Meeting an audited statement of accounts for the preceding year.
 - b. Present a written report (MYOB P&L and Balance Sheet) regarding such activities to each meeting of the Board.
 - c. Annually (in- cooperation with the appropriate VP) review and ensure the correct insurances are held.

Vice President Membership, Marketing and Communications (VP MMC)

6. VP MMC shall manage the Membership, Marketing and Communications affairs of the Club, including:
 - a. Approval of Club Membership applications in accordance with the Club Constitution and these By-Laws.
 - b. Devising recruiting strategies.
 - c. Development of policy proposals required by the Board.
 - d. Club Public Relations, in particular liaison with Navy News.
 - e. Management of Club Communication e.g. Website, electronic bulletins, Newsletters, and telecommunications.
 - f. Hold meetings and direct the activities of the Membership, Marketing and Communications Committee as necessary.
 - g. He/she must also advise the Board of any unfinancial members.
 - h. Assist the Club Booking Officer with interpretation of Club By-Laws concerning member and membership queries and extraordinary booking requests.

Vice President Perisher Lodge

7. VP Perisher Lodge shall manage the Perisher Lodge behalf of the Board, including:
 - a. Management of the Perisher Lodge including the general management, upkeep, maintenance and development of the lodge(s) and adjacent grounds, subject to and in accordance with policies and directions of the directors
 - b. Prepare for Board approval annual budgets to give effect to Item 1.
 - c. Conduct an annual review of the Standard Operating Procedures of Perisher Lodge;
 - d. Conduct an annual muster of the Asset Register for Perisher Lodge;
 - e. Manage expenditure of funds on upkeep, maintenance, and development not exceeding the budget approved by the Board;
 - f. Liaison with the Booking Officer for the provision of lodge managers for the Perisher lodge;
 - g. Liaison with ACT & NSW skiing organisations in relation to Perisher;

- h. Liaison with NSW National Parks & Wildlife Service in relation to Perisher;
- i. Liaison with the NSW Department of Planning in relation to Perisher;
- j. Liaison with NSW Fire Brigade in relation to Perisher;
- k. Hold meetings and direct the activities of the Perisher Lodge Committee as necessary.
- l. Representation on the "Ski Lodges Organisation of Perisher, Smiggins and Guthega" (SLOPES);

Vice President Thredbo Lodge

- 8. VP Thredbo Lodges shall manage the Thredbo Lodge behalf of the Board, including:
 - a. Management of the Thredbo Lodge including the general management, upkeep, maintenance and development of the lodge(s) and adjacent grounds, subject to and in accordance with policies and directions of the directors
 - b. Prepare for Board approval annual budgets to give effect to Item 1.
 - c. Conduct an annual review of the Standard Operating Procedures of Thredbo Lodge;
 - d. Conduct an annual muster of the Asset Register for Thredbo Lodge;
 - e. Manage expenditure of funds on upkeep, maintenance, and development not exceeding the budget approved by the Board;
 - f. Liaison with the Booking Officer for the provision of lodge managers for the Thredbo lodges;
 - g. Liaison with ACT & NSW skiing organisations in relation to Thredbo;
 - h. Liaison with NSW National Parks & Wildlife Service in relation to Thredbo;
 - i. Liaison with the NSW Department of Planning in relation to Thredbo;
 - j. Liaison with NSW Fire Brigade;
 - k. Hold meetings and direct the activities of the Thredbo Lodge Committee as necessary.

Vice President Mt Buller Lodge

- 9. VP Victorian Lodges shall manage the Victorian Lodges behalf of the Board, including:
 - a. Management of the Club's lodge(s) in the Victorian snowfields including general management, upkeep, maintenance and development of the lodge(s) and adjacent grounds, subject to and in accordance with policies and directions of the directors.
 - b. Prepare for Board approval budgets to give effect to Item 1.
 - c. Conduct an annual review of the Standard Operating Procedures of Victorian Lodges;
 - d. Conduct an annual muster of the Asset Register for Victorian Lodges;
 - e. Manage expenditure of funds on upkeep, maintenance, and development not exceeding the budget approved by the Board;
 - f. Liaison with the Booking Officer for the provision of lodge managers for the Victorian lodge during winter;
 - g. Manage Bookings for the Victorian lodge(s) during the summer period;

- h. Liaison with Victorian skiing organizations, including representation on the Victorian Ski Association
- i. Liaison with Mount Buller Management;
- j. Liaison with the Victorian Department of Planning;
- k. Liaison with Victorian Fire Brigade;
- l. Hold meetings and direct the activities of the Victorian Lodges Committee as necessary.

Booking Officer

10. The Booking Officer is a contracted service provider who aids members book accommodation and completes operational membership and financial bookwork for a Director's approval. The booking office is staffed as published on the book sheet (business hours, 4 days per week).

Authority of Directors

- 11. As agents of the Club, Directors are authorised to undertake routine club business as agents of the Club where the business;
 - a. is aligned with that Director's specified duties and responsibilities,
 - b. can be conducted in accordance with the Club Constitution and By-Laws, and
 - c. entails expenditure within the scope of the promulgated Budget allocations for that business.

Conflicts of Interest

12. Directors are to ensure that any known or potential conflicts of interest are disclosed prior to any decision involving club resources.

Financial Management

13. Invoices for goods and services at the lodges are to be approved for payment in the first instance by the relevant lodge VP, with either the Treasurer or the President to provide secondary approval.

14. Invoices for all administration related goods and services to be approved for payment in the first instance by the Secretary, with either the Treasurer or the President to provide secondary approval.

15. Invoices for all "exceptional circumstance" member refund requests to be approved for payment in the first instance by VP MMC, with either the Treasurer or the President to provide secondary approval.

16. Under these arrangements, the Director authorizing the work or service (or signing the Purchase Order for goods) and providing first line approval must only do so if he / she has sufficient funds in their budget and is happy the service has been carried out or the good has been delivered to the required standard.

17. The club's constitution provides that "the assets and income of the Club will be applied solely in furtherance of its above mentioned objects, and no portion will be distributed directly or indirectly to the Members of the Club except as bona fide compensation for services rendered to, or expenses incurred on behalf of, the Club."

18. Consequently, in considering approval of entitlements for members, the Board shall ensure that such entitlements are modest and the minimum required for the effective and efficient operation of the club. Entitlements may include, but are not limited to, reimbursement of reasonable expenses associated with lodge management and travel for meetings.

Fraud Control (Improper Use of Club Resources and Authority of Office Holders)

19. Decisions involving the use of club resources are not to be made by one director or one committee member acting alone, as this could leave that director or committee member exposed to claims by an external party, person or club member that the director or committee member may have acted improperly to obtain a benefit.

20. Disbursement of club monies. Directors and authorised Club Members (designated Lodge Managers and Lodge Representatives) may only commit the club to expenditure for the purposes and no greater than the amounts specified in the current Club Annual Budget or otherwise as authorised by the Treasurer and at least one other Director.

21. Winter Lodge managers must not expend club Funds or commit the Club to expenditure (including for consumables and engagement of trades people) without approval of the appropriate VP or, in an emergency when the VP cannot be contacted, another Director.

Club Badge

22. The Club badge (shown on page 1) is a pentagon surmounted by the Naval crown. Within the pentagon is a field divided horizontally into sky blue and white, a crossed pair of skis and the letters "RAN" in the upper three spaces around the skis.

23. The Board will determine use of the badge.

By-Law 2

Membership

Ordinary Membership

1. Ordinary Membership of the R.A.N. Ski Club is restricted to present and past members of the Australian Permanent Navy or the Australian Naval Reserve.

Associate Membership

2. There is provision in the Club's Constitution for certain other persons not eligible for Ordinary Membership to be granted Associate Membership. Subject to any total membership capacity restrictions, the following may be considered:

- a. Australian Army, Royal Australian Air Force and their Reserves personnel/ex-personnel may be accepted as Associate members. Applications must include 'proof of service' i.e., ID card, Discharge Certificate or similar and be supported by a brief reference from another RAN Ski Club member (of any membership category).
- b. Widows/widowers, former spouses and children (having attained the age of 21 as at 1 January) of Honorary Life, Ordinary and Associate Members, are also eligible to seek Associate Membership.
- c. Applications for membership from civilians who do not meet the conditions in paragraph 2a or b above may be considered from persons who meet the constitutional provision that they 'have rendered services to the Club or who, in the opinion of the Directors, would be 'in a position to render services to the Club'. The manner in which this applies should be identified by the applicant in some detail and supported by the proposer.

Temporary Membership

3. VPMMC may approve Temporary Membership (TM) for a person for the period of a booking at a Club lodge where the booking is deemed to be in the interest of the Club, subject to payment of a TM administration fee and confirmation that a Club lodge manager is appointed for the period of the booking.

4. TMs are permitted to host guests at the Club Lodge premises and remain responsible for the behaviour of their guests. Accommodation for TMs and their guests is to be charged at Guest rates, with discounts authorised as proposed by VPMMC and agreed by the Directors. TMs are personally responsible for payment of all booking fees and provision of the list of guests prior to the booking. Each occasion of approval for TM is at the discretion of VPMMC, subject to review by Directors.

5. Foreign Military Personnel who are assigned temporarily for duty in Australia, and/or their accompanying family members will be accepted as Temporary Members upon 'proof of service' i.e. ID card and posting order.

6. With the exception of Foreign Military Personnel coming under the TM scheme, bookings for TMs and their guests for winter season periods will be considered after 31 May each year. Bookings for TMs and their guests for summer season periods will be considered after 30 November each year.

Family Membership

7. The spouses and children (under 21 years of age) of Ordinary and Associate Members may join as Family Members. Specifically, members of a family are attached to a membership until they become a member in their own right and pay a joining fee.

Honorary Life Membership

8. Honorary Life Membership may be granted to any Ordinary, Associate or Family Member who has given exceptional Service to the Club. Exceptional Service is regarded as service which has resulted in a tangible, significant and enduring enhancement of the Club Lodges or the Administration of the Club.

9. Any Ordinary or Honorary Life member may nominate another member as an Honorary Life Member in a written signed application to the Club Secretary. The Nomination is to be seconded and signed by another Ordinary or Honorary Life member. The nomination shall include a citation which describes in detail the nature of the exceptional service that the nominee has given to the Club.

10. Directors will consider the nomination and provide a recommendation that the nomination should be accepted or rejected by members, together with the reasons for the recommendation.

11. In the event that Directors recommend rejection of the nomination, the Secretary shall provide the recommendation and reasons to the nominator prior to the General Meeting and seek confirmation whether the nominator member agrees to maintain, rescind or otherwise amend the nomination and associated citation.

12. The nomination and citation together with the Directors recommendation and reasons will be considered as a special resolution at the next general meeting.

Membership Fees

13. Joining and Annual Subscription rates are determined at the Annual Budget Board meeting in November and are published in the website at <http://www.ranskiclub.com.au/Membership/Membership.html>.

14. A joining fee is payable for each membership upon joining. Should a member become unfinancial and/or their membership ceased, they will be required to re-apply to join the club and pay a new joining fee.

15. Members of a family may be added as such to the original membership without having to pay another joining fee. Joining fees are only payable for original membership, noting when children come of age (21) they may join the club as their own member and pay a joining fee.

Membership Applications

16. All applications for membership must use the current applicable membership application form located on the Club website and irrespective of category, must be proposed and seconded by a financial Ordinary or Honorary Life member.

Membership Voting

17. All members are encouraged to attend AGMs and discuss Club matters; however, only Ordinary or Honorary Life Members may vote.

By-Law 3

Accommodation Booking Policies

Contact for Booking Enquiries

The Booking Officer
The R.A.N. Ski Club
PO Box 3484
MANUKA ACT 2603
Tel: (02) 6295 6634 0930-1430 Tue to Fri, only.
Fax: (02)62951791 all hours.
We do not take bookings by email

1. Snow Season accommodation bookings for all lodges may be made online using the CBDWeb System. There may be occasions where offline (manual) bookings are required. Offline bookings are made through the Club Booking officer. Work Party Priority bookings will only be taken offline as members entitled to them cannot be identified through the CBDWeb System. Short notice accommodation bookings during the winter snow season may be made directly with the resident Lodge manager.

Accommodation Rates

2. Current accommodation rates and the periods they apply to are determined at the Annual Budget Board meeting in November each year. When considering setting the rates for the next year, the Board will follow these general principles:

- a. The Board will generally apply rate increases aligned with the current Consumer Price Index (CPI)
- b. Any variation in rates between our lodges will be based on the amenities provided; e.g. ensuite vs shared ablutions
- c. The Board will consider applying variable rates where appropriate to attract increased bookings to maximise lodge occupancy across the seasons

3. Decisions by the Board on rates are final and are published in the Club's website at <http://www.ranskiclub.com.au/Home/Bookings.html>. Revised rates will be promulgated in the annual booking rules before the beginning of the next year (by 1 January). With the approval of the appropriate Lodge Vice President, Summer Rates will apply whenever there is insufficient snow for skiing and boarding. As a basic rule, Winter rates will apply when the lifts are operating.

Booking Periods

4. The standard booking periods are:

Weekly:

Seven Nights – Sunday PM to Sunday AM, Friday PM to Friday AM
Five Nights – Sunday PM to Friday AM

Weekends:

Two Nights - Friday PM to Sunday AM

5. Non-standard bookings may also be available once the snow season officially commences; however, Friday and Saturday nights must always be booked together.

Priorities

6. The following priorities will apply to the allocation of accommodation:

- a. **Priority 1:** Members in sea postings.
- b. **Priority 2:** Members who have participated in work parties (based on previous year participation) and members who in the opinion of Directors have provided special service to the Club which has resulted in reduction or avoidance of operating costs during the past year (refer note).
- c. **Priority 3:** Other Ordinary and Associate members.

7. Bookings will generally open up progressively in March each year with various 'booking bands' allocating which category of priority booking can be made and for what periods (e.g. 7-day bookings, 5-day bookings, weekends, etc.)

8. Booking band dates can vary each year. They are promulgated with the Club booking rules on the website.

9. To facilitate recognition of volunteer service by members which results in a reduction or avoidance of Club operating costs and for which no other Club benefit is provided, the Board Directors may approve allocation of a Priority 1 Booking Priority to select Club members in recognition of such service during the past year.

9. Members with Priority 1 & 2 may only exercise these priorities during the Band 1 Booking Period. Work party priorities are valid for the next calendar year only. Eligibility is determined from individually signed work party attendee lists compiled by lodge VPs or designated work party managers and submitted to the booking officer at the end of each work party. A member conducting a work party is only entitled to one Band 1 Priority Booking regardless of how many work parties they have attended in the previous calendar year. In the case of multiple family members or couples undertaking a work party, the entitlement is only for a single booking for the family or couple. The lodge booking does not need to occur at the lodge where the work party was conducted.

Making a Booking

10. The normal and preferred method of making a booking is via the CBDWeb online system. Only currently financial members may make accommodation bookings. Guests may only be booked for periods when the host member is present, i.e., members' guests are not to be considered as 'guests of the Manager'.

11. For various reasons, including Priority 1 & 2 bookings, there will be occasions when bookings are made using the Offline Booking Form. For offline bookings, the Club's approved Booking Form is to be used for all accommodation requests. Separate forms and separate payment are required for each booking period. Forms with multiple bookings will be returned.

12. Offline Booking Forms must show the name of each person requiring accommodation and the ages and gender of all persons must be shown. The Bookings and Administration Officer is authorized to return any incorrect application which could delay the processing of your request.

13. Booking Opening Dates are shown in the Booking Rules page of our website at <https://www.ranskiclub.com.au/home/bookings/>

14. Only standard bookings will be taken during booking bands 1 – 4 as detailed on the Website. Bookings for non-standard periods will not be taken before the end of the opening weekend.

15. Every effort will be made to satisfy members' requests while endeavoring to achieve maximum utilization of the lodges, noting that combinations of age and gender of members and guests can restrict occupancy to below full capacity. To maintain an equitable allocation of accommodation, applications for bookings of more than 7 days will be considered as multiple bookings and thus treated as separate applications.

16. Where members seek Bookings for more than 28 days in each lodge per season, the first 28 days will be processed as above, and the remainder will not be processed until the beginning of the season (i.e., June Long Weekend).

17. Further, persons booked for the maximum continuous stay (28 days) must be absent from the lodge for a minimum of two days before being eligible for a further stay.

Children

18. There are no restrictions on accommodation of children at club lodges. Accommodation will be charged at Member or Guest rates dependent upon the classification of the child (i.e. whether the child has a family membership). There is no special rate for children - they are either a member or a guest.

Family Member Bookings

19. Family Members 18 years and over may stay in the lodges without their related Ordinary or Associate Member. Family Members under 18 years must be accompanied by an adult member (i.e., a Member aged 18 or over).

Last Minute Bookings

20. Lodge Managers usually control accommodation for the following week from the time the booking sheets are finalised, normally Thursday of the prior week. From this point, members may continue to make online bookings, but should contact the respective lodge manager directly for all accommodation enquiries.

Payment for Bookings

21. Full payment must be made by either an Ordinary, Honorary Life, Associate or Temporary Member at the time of booking. Online bookings using CBDWeb can only be paid for using Visa, Mastercard or American Express debit or credit cards through the E-way system. This incurs a surcharge of 1.5%.

22. Offline booking payment by credit card can only be accepted with the Member's written authorisation or by telephone and must include the card's expiry date.

Single Members/Guests

23. Members making a booking in winter for one person who is not prepared to share a cabin will be required to pay for all the beds in the cabin at the applicable rate. Adult single members and guests will not be forced to share with someone of the opposite sex or a child, but may be required to share with a person of the same sex and age category (i.e., adult or child).

Special Parties

24. Members wishing to take special parties to the lodges (e.g. Adventurous Training) are to forward their requests to the Booking Officer for consideration by the Directors. The Booking Officer will advise the outcome of the request.

Non-snow Season Bookings

25. Members and their guests may use any of the three Club lodges outside of the snow season. This will be subject to the availability of managers and deconfliction with planned work parties and maintenance activities.

26. Bookings for all lodges are made using the CBDWeb system for the periods that the lodges are declared open. Any enquiries are handled by the Booking Officer or respective Lodge Manager.

27. Non-snow season booking periods will generally be promulgated after the end of the snow season.

Whole Lodge Bookings

28. Members may book to have exclusive use of a lodge for a period at special discount prices. The rates applicable for having exclusive use of a lodge are published in the Club's website.

29. Whole of lodge bookings can only be made outside of the snow season and a set price will apply regardless of the number of people or the mix of members and guests. At least one of the persons must be a member who is deemed competent by the respective Lodge VP and they must ensure compliance with the rules for the use of lodges. Whole of lodge bookings may not be available in popular periods (e.g. Christmas, Festival weekends, etc.) where other members may wish to use the lodges.

30. Members must not make a whole of lodge booking with the intent to make commercial and / or financial gain. Members must pay for whole of lodge bookings through personal means and not through another party.

Cancellations

31. The Club's Cancellations Policy is as follows:

- a. Cancel with more than 42 days' notice – Full refund
- b. Cancel with 14 to 42 days' notice – 50% refund.
- c. Cancel with less than 14 days' notice – No refund.

32. Members are to ensure they are fully aware of the Club's booking policy, especially for early and late season bookings, where the snow conditions may not be conducive to resort snow activity, and are to consider taking out their own personal travel insurance. The Club policy is refunds will not be granted for booking cancellation due to poor snow quality including if the resort, where the respective Club Lodge is located, is closed early. The Lodges will remain open for member accommodation requirements unless advised by the respective Lodge Vice-President.

33. In exceptional circumstances, the Board of Directors may approve a full refund (less administration fee) for a canceled booking. Exceptional circumstances are those where the reasons for the cancellation could not have been foreseen and/or are outside the member's control. Changes in work and family commitments are not considered exceptional circumstances; including cancellation of resort activities such as entertainment, training and race events. Again, members are encouraged to consider travel insurance to protect themselves against these types of events. Examples of exceptional circumstances include:

- a. those of a compassionate nature e.g., hospitalisation, injury, illness or death
- b. those where the member is not able to take up their booking due to a government travel ban or quarantine obligation during the period of the booking.

34. Members wishing to cancel a booking and seek a full refund based on exceptional circumstances are to advise the Bookings and Administration Officer in writing, with formal documentary evidence to support the request e.g., a signed doctor's certificate, state or territory Public Health Order etc. Requests for refunds will be processed by the Bookings and Administration Officer as they are received. Requests submitted without evidence will not be considered. Where applicable, the 'affected' person will receive a refund with the remainder of the booking party still expected to undertake the booking.

Transfers

35. Bookings are not transferable from one period to another or from one member to another i.e. booking dates cannot be altered and the host member for a booking cannot be changed. Members unable to fulfill a booking at one time but able to fulfill it later are to cancel the first booking and rebook at the later time.

36. Members may replace guests or other members within their booking subject to the prior agreement of the Club Booking officer (or the Lodge Manager for Last-minute Booking changes). Such transfers may be rejected by the Club's Booking Officer where there is a waiting list or where the proposed change cannot be accommodated because of bedding allocation limitations. Where a member is replaced by a guest under this arrangement relevant guest accommodation rates will apply and the additional cost is to be paid prior to commencement of the booking.

By-Law 4

Establishment of, and Regulation of Proceedings of Committees

1. Club Committees are advisory bodies that assist the relevant VP to discharge his/her responsibilities.
2. Where a VP determines that Committee meetings are required, the VP shall chair the meeting, ensuring appropriate notice of the timing and venue of the meeting is provided to Committee members and that the deliberations of such meetings are recorded and lodged with the Club Secretary. Minutes of meetings shall include but are not limited to, the time and venue, attendance, a synopsis of the matters discussed and the VP's decision in relation to each matter. Minutes are to be signed by the VP and seconded by another Committee member. Where a VP determines that Committee meetings are not required or practical, the VP shall ensure that Committee members are consulted with regard to key initiatives. An annual summary of Committee consultation shall be signed by the VP and lodged with the Club Secretary.

By-Law 5

Conduct of Board Deliberations

1. Board meetings shall be conducted as described in the Club constitution. Directors may be reimbursed for reasonable costs associated with travel and accommodation to attend Board meetings on application.

By-Law 6

The Admission of Visitors to Club Lodges

1. Visitors to Club Lodges, whether occupying accommodation or as a casual visitor, shall remain under the supervision of the sponsoring Club member who shall be responsible for the conduct and actions of their visitor.

By-Law 7

Visitors

1. Visitors may enjoy some or all of the benefits conferred on Members of the Club. Visitors shall only be accommodated at a Club Lodge as guests of a member who is concurrently accommodated at the Club Lodge (this may be as a guest of the resident Lodge Manager subject to his/her concurrence).

By-Law 8

Payment Terms for Visitors and Guests

1. Members shall be charged for accommodation of their visitors at guest rates as promulgated on the Club web site.

By-Law 9

The Payment of all Moneys (Other than the Guarantee and Annual Subscription Fee) Payable by Members Including the Charging and Payment of Interest on Overdue Accounts

- 9.1 Monies are received through the payment gateway with transaction fee (no more than 1.5%) payable by the payer. This payment service is linked with both the clubs membership booking system and the bank account which facilitates an automated process of matching receipts to bookings.
- 9.2 The booking officer is able to receive electronic payments either in person or over the phone via an EFTPOS machine in the office. This is a manual process that does not automatically populate the booking system. This process incurs a 2.5% fee payable by the payer.
- 9.3 Donations are able to be received manually or in consultation with either the booking officer or the Treasurer.
- 9.4 Cash requires two persons to receive, bank and account. Failure to provide two persons to handle cash may result in an audit qualification. The club is not staffed to receive cash.
- 9.5 In the event of a system failure, Lodge Managers may accept a manual booking; with Visa, Mastercard or American Express debit or credit card. The member remains liable until payment is received, typically next business day.
- 9.6 Members may accrue a credit on their account. This credit is to be utilised before any other payments can be received. If the credit has been applied in error, each member is expected to notify the club to seek correction. To use a credit received in error is fraudulent and contrary to the club values.
- 9.7 Overdue accounts result in membership being classified as unfinancial and unable to make bookings. Members are expected to be financial and it is therefore not the Club's intention to penalise or collect interest on outstanding balances. Unfinancial members will be retired to make way for new memberships.

By-Law 10

1. Member, Guest and Visitor Behavior in Club Lodges

2.

1. As described in the Constitution at Clauses 30-35 and 123-125, the Directors are authorized to sanction members who for various reasons are considered to have contravened the Constitution or the Club By Laws. This By Law describes the process Directors will employ to consider alleged contraventions and possible sanctions, consistent with and supplementary to that described at Clauses 34,35 and 124 of the Constitution.
2. Where a report is raised or received in accordance with Clause 124 of conduct by a member which is alleged to be in contravention of the Club Constitution or By Laws, the President will acknowledge the report in writing and will ask a Director to assess the veracity of the report and recommend action described. This may include action by the Director to seek statements from other members concerning the alleged conduct.
3. The assigned Director will present findings and recommendations concerning the alleged conduct for Directors' consideration.
4. In the event Directors consider that expulsion in accordance with Clause 33 may be appropriate, the provisions of Clauses 34-35 will apply, and the matter will be referred for consideration at the next routine Directors' meeting.
5. In the event that the Directors consider sanctions in accordance with Clause 123 b. i or ii may be appropriate, the President will advise the affected member of the alleged conduct and the proposed sanction and invite the member to respond within 21 days.

6. The Directors will again consider the findings and recommendations proposed by the assigned Director, together with any response tendered by the affected member, and determine whether a sanction is to be implemented. The President will again advise the affected member of the outcome of this deliberation.

House Rules

7. To ensure the comfort and amenity for all, Members and Guests are required to observe the following Club "House Rules":

- a. In all areas, consideration of other occupants is essential. Foul language, shouting, or lewd/obnoxious behavior is not appropriate. The Managers have the duty and the full authority of the Directors to take necessary action, which could involve calling of the Police if unruly behavior is upsetting to other residents. The Directors will take action to suspend membership privileges or to expel members from the Club if members persist and do not heed the directions of the Managers. Overindulgence of alcohol is not an excuse.
- b. Footwear is to be worn in communal areas – that is lounges, kitchens, dining rooms and TV rooms.
- c. Headwear (i.e., hats, caps, hoodies etc.) is to be removed in communal areas.
- d. Quietness is required in the Accommodation corridors at all times.
- e. **Members** are responsible for the **behaviour**, safety and supervision of the **children in their charge**. Running on stairs is particularly dangerous.
- f. Members are responsible for the **behaviour** of their guests.
- g. All Chores are to be completed BEFORE occupants go out skiing / boarding or seek an alternative arrangement with the manager.
- h. Occupants are to clean up their own mess in the Kitchen, Dining Room and Lounge and Ski room. Plates etc. are not to be left on draining racks or in the sinks overnight.
- i. No Smoking in the Lodge, balconies, or in the areas within **6 metres of the entrances, windows or ventilation intakes**.
- j. **No drug use or illegal activities are to be undertaken in the lodge.**
- k. The entrance doors shall be fully closed and locked at all times for security.
- l. On arrival, rooms are generally not available for occupation before 1400. Departure time is 1000 and rooms are to be cleaned and clear of luggage by this time. Arriving/Departing guests may place luggage in downstairs Rumpus Rooms (Perisher/Thredbo) or in the luggage racks near the front door (Buller).

Club Property

8. No Club property or equipment shall be removed from the Club premises, nor shall it be loaned or hired to any person or body without the written approval of a Board Member or the Lodge Manager.

Personal Property

9. The Club shall not be held responsible for the loss, theft, or destruction of, or damage to, personal property on Club premises.

By-Law 11

3.

4. **The Duties and Functions Not Defined by the Constitution of any Officer of the Club**

5.

Returning Officer

1. The Board may appoint a Returning Officer whose duties are to control counting of votes at the Annual General Meeting and Extraordinary General Meetings. He or she must also collate proxy votes sent by mail or electronic media to the Secretary.
2. The Returning Officer will enlist the assistance of such a number of scrutineers as required to conduct the ballot. The Returning Officer or any scrutineer must not be a candidate in such ballot.
3. The Returning Officer must advise the Chairperson of the meeting the result of the scrutineer's count and the Chairperson must announce the result to the meeting.

Lodge Managers

4. Before the commencement of each ski season, the VPs NSW & VIC Lodges (on behalf of the Board) shall appoint Lodge Managers to manage each of the lodges during the season. The roster is to be provided to the Board prior to promulgation. The period(s) of appointment shall be at the discretion of the Board but where possible will normally be for a minimum of 4 weeks duration. Lodge Managers must complete appropriate training in equipment and management systems and procedures relevant to the lodge they are to manage prior to appointment. Lodge Managers are to comply with the Standard Operating Procedures approved and promulgated for each lodge by the relevant VPs. The Board shall issue such other directives for the performance of the Lodge Managers' duties as it sees fit.
5. Free accommodation will be provided for the Lodge Manager plus spouse / partner OR one member of the Manager's immediate family. Because of Lease restrictions on occupancy of the lodges, any additional family members or other guests MUST be paid for at appropriate rates by the Manager.
6. Summer Lodge Managers will be similarly appointed as required.
7. The Lodge Manager has the full authority of the Directors to ensure that Club lodges are managed in accordance with the provisions of the RAN Ski Club Constitution and applicable By-Laws and Standard Operating Procedures.
8. Only one Lodge Manager can be appointed per lodge at any one time, though it is acceptable that the Lodge Manager may have an assistant (e.g. partner) to help with the day to day running of the lodge. Notwithstanding this, only the appointed Lodge Manager should exercise the Directors' authority in terms of expenditure of funds and the enforcement of behavioral standards of members and guests.
9. Where a Lodge Manager identifies a procedure to be inadequate or the need to provide another procedural definition, the Manager should contact the respective Vice President for advice.
10. The Lodge Manager is to ensure that the total number of members and guests accommodated in the lodge per night does not exceed the total number allowable in accordance with the Occupancy certificate or equivalent.
11. The Manager must only expend funds associated with the routine running of the lodge and not expend Club funds or commit the Club to expenditure (including for consumables and to engage tradesmen) without reference to the relevant VP. Procedures for accounting for the petty **expenditure** are to be adhered to and the Manager is to ensure consumable lists, defect lists and petty **expenditure** forms are updated on his/her departure.
12. Most importantly, the Lodge Manager is to ensure standards of behaviour of members and guests are in accordance with Club protocols and take action as necessary to immediately rectify any detraction from these standards. The respective VP is to be notified of any significant issues in this area **and the Managers end of tour report annotated accordingly**.

Work Parties

13. From time to time the Lodge VPs will arrange Work Parties to maintain and refurbish the lodges.

Limitations of Skills / Licenses

14. All members acting as volunteers must be employed within their areas of competence and not asked to carry out work which is beyond their technical or physical capability. **All skilled work requiring a license is to be certified by a licensed professional.**

Volunteer Workers Over 80 Years of Age

15. **No volunteer may work in or about the lodge without insurance.** The RAN Ski Club's insurance cover does not cover volunteer workers over the age of 80. **Any member affected must provide their own insurance cover.**

Environmental Management System Manager

16. Each Lodge in the Perisher Range is required to report on an annual basis the environmental performance of that Lodge. The R.A.N. Ski Club Board through the VP Perisher Lodge appoints club members to act as its representative year-round, to monitor and report environmental performance of the Perisher Lodge to the NSW NPWS.

Thredbo Redevelopment Project Manager

17. The Thredbo redevelopment Project Manager is responsible to the Board for management of the activities of the appointed committee, whose responsibilities include:

- b. Delivery of a complete design package (including an approved Development Application and an approved Construction Certificate) for the demolition of the existing accommodation wing and construction of a new accommodation wing (subject to Board approval of the final design);
- c. Maintain a Schedule of Events and an Expenditure Spreadsheet for the duration of the project, providing updates to the Board for review at each Board Meeting or at other times when requested by the Board;
- d. Manage the contractual arrangements with the Design Team selected for this project, seeking Board approval of design changes;
- e. Liaise with the appointed Project Manager (Grounded Engineering) on technical, scheduling and financial matters relating to the project;
- f. Seek Board approval prior to any expenditure of club funds or proposed changes to the currently endorsed scope of work;
- g. Liaise with members of the Thredbo Standing Committee (in consultation with VP Thredbo) on any proposed changes to the currently approved design, prior to submission to the Board; and
- h. Liaise with the Club's Admin officer on project contractors pending or submitted invoices.

By-Law 12

1. Safety Policy

2.

1. Workplace Health and Safety (WHS) legislative arrangements exist in each state and territory. Because the RAN Ski Club is a not-for-profit organisation and does not employ people, the various WHS legislative arrangements in the ACT, NSW and Victoria do not apply to the RAN Ski Club. However, the club nevertheless has a duty to take reasonable and practicable measures to ensure the safety of its volunteer workers and its members and their guests while working or staying at the club's lodges. The RAN Ski Club meets its obligations in this regard through its compliance with NSW and Victoria state fire and safety legislation.

2. This also means that all members acting as volunteers must be employed within their areas of competence and not asked to carry out work which is beyond their technical or physical capability.
3. The RAN Ski Club's insurance cover does not cover volunteer workers over the age of 80. As there is no means available to the club for insuring volunteer workers over the age of 80, any member affected must accept that it is their responsibility to arrange their own cover. This situation includes Volunteer Lodge Managers.

By Law 13

3. Pandemic and Infectious Diseases Policy

4.

1. This policy outlines the measures that the RAN Ski Club intends to take to manage the risk of transmission of infectious diseases that are epidemics or pandemics, between members and guests resident at the Club Lodges. **Infectious diseases** mean diseases caused by pathogenic microorganisms, such as bacteria, viruses, parasites or fungi; the diseases can be spread, directly or indirectly, from one person to another. This Policy is focused on infectious diseases that are declared to be an epidemic or pandemic.
2. The RAN Ski Club will implement, through its policies and procedures, measures intended to reduce risks to its members and their guests while resident at the Club Lodges. The RAN Ski Club will comply with all directions from Australian Government authorities and Lessors in relation to the epidemic or pandemic.
3. In the event of an epidemic or pandemic, The RAN Ski Club will, as far as is appropriate:
 - a. Assist its members, guests, volunteers and contractors, as relevant, to minimise their exposure to the illness concerned.
 - b. Advise those who have reason to believe that they are at risk of contracting the epidemic or pandemic to obtain a diagnosis.
 - c. Support members, guests, volunteers and contractors to take reasonable precautions to prevent infection or contagion within Club lodges
 - d. Provide appropriate materials such as personal protective equipment (e.g. soap, disinfectant and gloves) to maintain lodge hygiene in accordance with Government direction and advice
 - e. Maintain its services and operations throughout the period of concern
 - f. Defer discretionary expenditure to manage the risk of reduced revenue.
4. The RAN Ski Club may refuse the provision of accommodation to those affected or reasonably at risk of being affected by the pandemic or epidemic.

Obligations of Members and Guests

5. In the event of an infectious disease being declared an epidemic or pandemic, the RAN Ski Club requires Club members and their guests to take the following precautions in accordance with Australian Government directions and guidance.
 - a. Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water.
 - b. Maintain at least 1 meter distance between yourself and non-family members in the communal areas of the lodge.
 - c. Wear a face mask (provided at own expense) in the communal areas of the Lodge.
 - d. Avoid touching your eyes, nose and mouth, or shaking hands with others.

- e. Make sure you follow good hygiene and encourage others to do the same. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze, and disposing of used tissues immediately.
- f. Vacate the Lodge accommodation if you feel unwell.
- g. Comply with Government direction for quarantine or self-isolation. The RAN Ski Club lodges are not appropriate venues in these circumstances – you are obliged to vacate the lodge if you are subject to such orders
- h. If you are or are likely to be contagious, notify the lodge manager as soon as possible. It will be necessary for you to vacate Club accommodation and self-isolate by returning home until you recover
- i. Seek medical advice promptly and follow the directions of your local health authority.

Responsibilities of Club Officers

- 6. The Club President, in consultation with the Directors, is responsible for:
 - a. Nominating the Epidemic Officer. The President will normally assume the role of Epidemic Officer but may appoint an alternate Director to assume the role.
 - b. Assessing the Club's risk, in addition to the transmission of infectious diseases between members and guests, in relation to the declared pandemic or epidemic.
 - c. Ensuring that the Club's Workplace Health and Safety measures are consistent with the intention of this Policy.
 - d. Giving notice to staff, volunteers, clients, and any persons likely to be affected that epidemic or pandemic procedures are in effect.
 - e. Directing the implementation of the epidemic or pandemic management procedures specified below.
 - f. Developing and directing the implementation of any administrative measures necessary to reduce the impact of the vulnerabilities detailed above.
 - g. Obtaining Government posters and fact sheets concerning epidemic avoidance and response measures (e.g., handwashing, soap, sneezing policy) for distribution by Lodge Vice Presidents as appropriate.
- 7. Lodge Managers are responsible for:
 - a. Ensuring that members, guests and contractors are aware of the epidemic procedures in effect at any time.
 - b. Supervising the implementation of procedures (described below and at 10 below) to mitigate the transmission of infectious diseases or respond to instances where a resident member, guest or contractor is diagnosed with an infectious disease.
- 8. Members, Guests and Contractors are personally responsible for:
 - a. Complying with Australian Government direction and guidance concerning the pandemic/epidemic as well as the procedures specified below, when informed by Lodge Managers that epidemic or pandemic procedures are in effect.
 - b. Members are responsible for supervision of their guests in complying with the directions of Lodge Managers and the requirements of this Policy.
- 9. The Epidemic Officer is responsible for:

- a. Developing risk mitigation measures in consultation with Lodge Vice Presidents.
- b. Advising the Directors when epidemic procedures should be activated.
- c. Liaison with Lessors and Resort operators through Lodge Vice Presidents concerning pandemic/epidemic management arrangements

Procedures

10. The following procedures apply in the event of the President giving notice that epidemic or pandemic procedures are in effect, subject to overriding Australian Government direction and guidance.

- a. **Events.** The Directors will consider on a continuing basis whether any events involving the attendance of members, guests or contractors should be changed, rescheduled or canceled to mitigate the risk of infection.
- b. **Lodge Management.** Directors in consultation with the Epidemic Officer, will consider on a continuing basis whether:
 - i) it is necessary or appropriate for Lodges to be closed or accommodation capacities to be reduced.
 - ii) Club accommodation refund policies should be amended.
 - iii) arrangements for Lodge managers who work with members, guest or contractors should be modified to minimise risks for all parties.
 - iv) any member, guest or contractor is to be instructed to vacate the Lodge.
 - v) any member, guest or contractor is required to provide satisfactory evidence that they not subject to medical conditions which may increase the risk of infection in Club premises.
 - vi) arrangements with existing contractors and suppliers need to be modified or supplemented to ensure uninterrupted service delivery.
- c. **Mitigation Measures.** In addition to Clause 5 above, the Lodge Vice President may;
 - i) Require Lodge occupants to implement periodic cleaning of high touch surfaces with appropriate cleaning products.
 - ii) Require Lodge occupants to wear face masks (purchased at own expense) in communal lodge areas as a condition of continued occupancy of the Lodge.
 - iii) Require Lodge occupants to conduct additional cleaning and personal hygiene measures as a condition of continued occupancy of the Lodge.
 - iv) Limit the maximum number of Lodge occupants who may concurrently occupy communal areas of the lodge.
- d. **Response Measures.** In addition to Clause 10c above, in the event of a confirmed diagnosis of a resident member, guest of contractor with an infectious disease, the Directors may;
 - i) Require Lodge occupants, supervised by the Lodge Manager, to implement cleaning of high touch surfaces and specified cabins with appropriate cleaning products.
 - ii) Determine that a Cabin is not to be used for a period of up to 7 days.
 - iii) Advise State Health authorities that resident members or guests may have been exposed to an infectious disease.

- iv) Determine additional cleaning and hygiene products to be supplied by Lodge Vice Presidents.

By-Law 14

Cyber Security

1. The R.A.N.Ski Club adheres to cyber security guidance provided by The Australian Cyber Security Centre (ACSC) which sits within Australian Signals Directorate (ASD), specifically guidance provided for small business and not-for-profit organisations.
2. A cybersecurity incident could result in any or all of the following:
 - a. financial loss to the Club.
 - b. data breaches of membership information.
 - c. reputational damage to the good reputation of the Club.
 - d. loss of trust by our membership.
 - e. harm to the membership community we aim to serve.
3. The following cyber security measures will be implemented:
 - a. Turning on multi-factor authentication where possible.
 - i) for all 'ranskiclub' email addresses.
 - b. Checking automatic updates are on and installing updates as soon as possible.
 - i) all personal computers.
 - ii) all lodge and office computers.
 - c. Backing up important files and device configurations.
 - i) Using a 'G-drive' account for storage of all Club files and documents.
 - ii) Testing these backups on a regular basis.
 - d. Creating strong, unique passwords or passphrases for all accounts.
 - e. Providing cyber security training, particularly on how to recognise scams and phishing attempts. This shall include:
 - i) Bi-annual training for Club Directors.
 - ii) Pre-season training for all lodge managers.
 - f. Regularly reviewing access controls to Club systems so staff can only access what they require for their duties. (This will reduce potential damage caused by malware or unauthorised access to systems).
 - g. Using only reputable and secure cloud services:
 - i) Google Mail for all communications.
 - ii) Google Drives for storage of Club documents and files.

- iii) WordPress/Hostpapa for website management.
- h. Testing cyber security detection, incident response, business continuity and disaster recovery plans at least annually.
- i. Reviewing the cyber security posture of remote work and connections. Ensuring staff are aware of secure ways to work remotely such as not accessing sensitive information in public.
- j. VPMMC will take the lead on cyber security strategies and management, providing a regular progress report at each Board meeting.
- k. Conducting incident response training in accordance with the Club Incident Response Plan (to be drafted).