

SEVEN SEAS CLUB

SIMON'S TOWN



By-laws

2018

1. CHILDREN

- a. Children of members and/or their guests are permitted in the club provided that they do not disturb other members.
- b. Children of members and/or their guests are to be accompanied at all times by one or more of their parents or designated custodians and are only allowed in the out-of-bar areas.
- c. At no time will the club assume any responsibility for such children on the premises – they remain the responsibility of the member or the guest and the introducing member.
- d. Children are not permitted to use club facilities such as the piano, TVs, sound systems and snooker table.

2. PRIVATE FUNCTIONS

- a. Members wishing to use the club facilities for a private function are to submit an application in writing to the Club Manager or the Honorary Secretary using the “Memorandum of Agreement for Private Function” form obtainable from the Club Manager. The application will be tabled at the next committee meeting where the function will be considered by the committee for approval and the fees applicable to the function determined. The result of the committee’s deliberations will be communicated to the member by the Manager or the Honorary Secretary.
- b. Club members are to be advised at least a week in advance by the Club Manager of the dates and times of any private function that has been approved.
- c. No private function will be approved if it is to take place on a Friday afternoon.
- d. Members using the facilities for a private function may only use the facilities to prepare for the function from the time agreed to with the Club Manager and function attendees are expected to vacate the facility within 1 hour of the agreed ending time of the function
- e. It is emphasized that, despite approval to hold a private function, the Club remains open to all members.
- f. While it is desirable for all such functions to be arranged in accordance with the above procedure, it is recognized that certain circumstances may arise requiring a function to be approved at short notice (eg a wake). In such exceptional cases, the request is to be given to the Club Manager or one of the club executive committee members (Chairman, Vice Chairman, Honorary Treasurer or Honorary Secretary) and the executive committee will provide expedited consideration/approval.

3. GUESTS

- a. Members remain responsible for the behaviour of their guests at all times. This responsibility applies to the guest’s behaviour even if the member leaves the club premises before the guest.
- b. Members are expected to only introduce, as guests, persons of a similar status to that of the members.
- c. Members may not introduce more than 10 guests per day. Should a member wish to introduce more than this number, they are to follow the “Private Function” procedures in By Law 2 above.

4. DRESS DEFINITIONS

When dress is specified for a particular function the minimum level in the Club is:

- a. **Formal:** Lounge suit unless dinner jacket is specifically stated.
- b. **Smart Casual:** Open neck shirt, trousers, shoes and socks.
- c. **Casual:** Open neck shirt, trousers or shorts, shoes and socks or sandals.

Ladies are expected to dress to an equivalent level.

5. DRESS REGULATIONS

- a. Where dress is not associated with a specific function, the attire of members and their guests shall conform to the following:
 - i. At all times
 - Clothing is to be neat, clean and in good repair.
 - Sporting rigs are not permitted in the club (including sailing gear).
 - Overalls and Action Working Dress are not acceptable unless you are a volunteer working in the club.
 - T shirts are not allowed. All shirts worn in the club must have a collar.
 - Appropriate footwear shall be worn at all times.
 - Officers, when in uniform, are expected to wear the dress of the day.
 - ii. Before 18h00
 - If shorts are worn they are to be tailored – rugby shorts are not permitted.
 - If sandals are worn, only those that are securely fastened with straps are permitted to be worn. These sandals should be in line with the current driving regulations. Flip-flops are not allowed in the club.
 - iii. After 18h00
 - Smart Casual – shorts and sandals are not acceptable.
- b. In summary, comfortable casual clothes are permitted until 18h00. After 18h00 smart casual clothes as defined in these by-laws are to be worn. (This cut-off time may be relaxed during the summer holidays, i.e. from 16th December to the 15th January, when the cut-off time will be extended from 18h00 to 20h00)
- c. While members and their guests are expected to adhere to these dress requirements, to avoid embarrassment to unwitting transgressors, the club shall maintain a small set of collared shirts allowing one to be provided on loan to the transgressing party. Such loaned dress items are to be returned in a freshly laundered and pressed state.
- d. An inappropriately attired member or guest may be denied service at the bar and asked to leave the club premises by the manager or any member present. Failure to leave the premises when requested to do so in terms of this bylaw, shall result in a written complaint being lodged with the committee for consideration in accordance with Rule 14.2 of the Club's constitution.

6. PARKING

The parking area forming part of the Club's premises is strictly for the use of members and their guests and may only be utilized while physically present in the Club premises. Utilization of the parking area by members for any other purpose shall be considered inappropriate conduct and referred to the committee for action.

SUGGESTION BOOK

Members are encouraged to enter suggestions, for the improvement of facilities and service in the Club, in the Suggestion Book. Such suggestions must be realistic and take into account the limited budget of the Club. However, if you have an appropriate sponsor, the sky's the limit.

7. METHOD OF PAYMENT

- a. Payment to the Club for subscriptions is either by cash, cheque or EFT (Electronic Funds Transfer).
- b. Alternatively, members can arrange for monthly stop orders to be processed by their banks, which would be payable at the beginning of each month. The use of monthly stop orders and the amounts to be paid shall be agreed with the Honorary Treasurer.
- c. The Club's banking details are:

Account Name: Seven Seas Club
Bank: Standard Bank
Branch: Fish Hoek
Branch Code: 036009
Account No: 072078537

- d. Unfortunately, the Club does **not** have Credit Card facilities.

8. INTERPRETATION OF ORDINARY RESIDENCE

When eligibility for membership requires the applicant to be ordinarily resident in the prescribed area, the Committee will apply the following interpretation:

"A person will be considered to be ordinarily resident if he/she resides (lives) within the prescribed area for not less than six (6) months in any period of twelve months."

9. CLUB OPERATING HOURS

- a. The Club shall be closed on the following days:
 - Sundays
 - Good Friday, Christmas Day and New Year's Day
- b. On all other days, the normal Club operating hours shall be:
 - Monday to Thursday 11h00 to 21h00
 - Friday 11h00 to 22h00
 - Saturday 11h00 to 21h00

- c. In the event that no members are present, the duty barman may close the club after:
- Monday to Friday 20h00
 - Saturday 19h30

10. APPLICABILITY

These by-laws supersede all previous versions of the by-laws with effect from the Committee Meeting of the 16th January 2018.



(D. LAW BROWN)
HONORARY SECRETARY: MR