

THE FILIPINO CLUB BYE-LAWS

GENERAL

1.1 The Bye-laws regulate the Club, its officers, servants and agents, Members, Affiliates and Visitors (Guests) as to the use or enjoyment of the Club or any part thereof. Affiliates are not members of the Club, which include Patron, Corporate Nominee Members, Honorary Members, Temporary Members and Family Members.

1.2 The Club premises will normally open at 8:00 am and close at 1:00 am, provided always that the General Committee may, at their discretion, vary these times.

The General Committee may reserve all or any part of the Club premises when it is deemed necessary.

1.3 Membership cards must be produced on demand to any Club official. Such cards must not be lent to or allowed to be used by any other persons. On signing chits, Members and Affiliates shall produce their membership cards for rolling.

1.4 Loss of any membership card must be reported to the Club Office and application be made for issuance of a duplicate. The fee for a duplicate card is HK\$100.00.

1.5 No Member or Affiliate shall give money or gratuity to any staff of the Club under any pretext whatever.

1.6 No staff of the Club shall be reprimanded or in any way punished by any Member or Affiliate. In the event of any fault being found to have been committed by a staff, complaint may be made in writing to the Honorary Secretary who, after reporting to the General Committee, will take steps to correct it and will communicate the result to the Member or Affiliate complaining.

1.7 Any complaint of whatever nature must be made in writing to the

Honorary Secretary/Club Officer of the Club.

- 1.8 No dogs or other animals are allowed within the premises of the Club.
- 1.9 No persons shall be allowed to sleep on the premises of the Club, who shall only sleep in the quarters provided for them.
- 1.10 No persons of immoral character shall be allowed to enter the premises of the Club, nor shall they be introduced by any Member or Affiliate to visit the Club.
- 1.11 No gambling or game of chance in any form shall be allowed on the premises of the Club.
- 1.12 No musical instruments, wireless sets or other sound reproducing devices shall be played or operated on the premises of the Club without the consent of the General Committee.
- 1.13 No subscription list, raffle, canvassing of any kind will be allowed within the Club unless the prior consent of the General Committee has first been obtained.
- 1.14 The picking of flowers and fruits from plants in the Club is forbidden.
- 1.15 Newspapers, magazines belonging to the Club shall not be removed from the Club premises and must be returned to the newspaper rack after reading.
- 1.16 Any Member or Affiliate (except Family Member) breaking or damaging any article which is the property of the Club, shall pay the cost of replacing the same. In the event of a Family Member breaking or damaging any article which is the property of the Club, the Member concerned shall be held strictly responsible. In the event of a Visitor breaking or damaging any article which is the property of the Club, the Member or Affiliate concerned shall be held strictly responsible. The General Committee's valuation of

such article or property shall be final.

- 1.17 No responsibility whatsoever shall be attached to the Club, its General Committee or Office for the loss, or damage to any property belonging to Members, Affiliates or Visitors left on the premises of the Club.
- 1.18 Valuables or money may be handed to the Office of the Club for safe custody at the owner's own risk.
- 1.19 No bicycles, roller-skates, scooters, pogo-sticks, etc., shall be used on any part of the Club premises.
- 1.20 No persons wearing shoes or boots with spikes or points shall be allowed to walk to or run on the floors of the Club House or on the Lawn Bowls green.
- 1.21 No baskets, bags, sports gears, clothing, towels, etc., shall be left lying about in the Club House.
- 1.22 Members, Affiliates and Visitors shall obey the Club's Bye-laws and follow the advice of the Club's staff.
- 1.23 No meetings, exhibitions or group activities, without having received the General Committee's prior approval, shall be allowed within the Club's premises.
- 1.24 Any articles found on the premises of the Club shall be stored for a period of ninety days and if unclaimed after the expiration of that period shall be disposed of in such manner as the General Committee may think fit.

ACCOUNTS OF MEMBERS/AFFILIATES

- 2.1 A numbered account will be assigned to each Member or Affiliate (except Family Members). Each Member shall be responsible for any chits or expenses incurred by his/her Family Members.

- 2.2 When signing a chit, any Member or Affiliate shall on request of the Club official (including any Club officials or employees or the caterer's waiters or employees), produce his/her membership card for identification purpose. If such member or affiliate shall fail to produce his/her membership card on request, he/she may be denied access to the Club's facilities or services.
- 2.3 Payment of all accounts shall be made "Autopay" or to the Club's Office by cheque made payable to "The Filipino Club" and crossed.
- 2.4 All accounts due from Members or Affiliates must be paid in full before 25th day of each month, failing which a reminder will be sent to the Members or Affiliates concerned. Should the accounts remain unpaid after 10 days of the date of the reminder, a final reminder shall be sent. Should the accounts remain unpaid within 7 days from the date of the final reminder, the name of the Members or Affiliates concerned and the amount due shall be posted upon the Notice Board of the Club for 2 weeks, at the expiration of which if their accounts are still unpaid, the matter shall be referred to the General Committee and their rights and privileges may be terminated by the General Committee in accordance with the Articles of the Club. Notwithstanding termination of their rights and privileges, the Members or Affiliates shall remain liable for their debts due to the Club.

Patron

- 3.1 A Patron is not a Member of the Club and shall not be qualified to be officers or members of the General Committee or Sub-Committee.
- 3.2 The General Committee shall have the power to invite a person of distinction and over and above the complement of Members and who is a resident in Hong Kong as Patron of the Club. The Patron is accorded the use of the Clubhouse and Club Facilities at the prevailing costs and charges. The Patron pays no entrance fee or monthly subscriptions.

- 3.3 The General Committee can by special resolution terminate a person's status as a Patron of the Club.

Corporate Nominee Members

- 4.1 Each Corporate Member shall be entitled to nominate, subject to the approval of the General Committee, at any one time up to 5 Nominees to use the facilities of the Club on the same basis as a Member of the Club. As Nominees are not Members of the Club, they have no voice in the management of the affairs of the Club, but they have the obligations and duties of Members of the Club such as ~~in~~ paying entrance fees and monthly subscriptions fixed by the General Committee.
- 4.2 The General Committee has the right at any time to stop any person from being a Nominee of a Corporate Member.

Honorary Members

- 5.1 Honorary Members are not Members of the Club and shall not be qualified to be officers or members of the General Committee or Sub-Committee.
- 5.2 The General Committee shall have power to invite any person or persons whether resident in Hong Kong or not to become Honorary Members of the Club, who are in the opinion of the General Committee worthy of such distinction by reason of their position or dignity, literary, artistic or scientific attainments, or other suitable qualifications or have rendered signal services to the Club provided there shall not be at any time more than ten Honorary Members. All persons so invited shall be accorded the use of the Clubhouse and Club Facilities at the prevailing costs and charges. They shall pay no entrance fees or monthly subscriptions.
- 5.3 For the election of Honorary Members, the General Committee meeting shall be specifically summoned and no election shall take

place unless 60% of the members of the General Committee are present and all those present are unanimous in their election.

- 5.4 The names of Honorary Members so elected shall be posted in the Club.
- 5.5 The General Committee can by special resolution terminate a person's status as an Honorary Member of the Club.

Life Members

- 6.1 The Club assembled at the Annual General Meeting may elect Members who have rendered signal services to the Club as Life Members of the Club. The Life Membership of such persons shall commence as soon as they have resigned as Members of the Club. During the Life Membership, Life Members do not have to pay monthly subscriptions but are accorded the use of the Clubhouse and Club Facilities at the prevailing costs and charges.
- 6.2 The General Committee can by special resolution terminate a person's status as a Life Member of the Club.

Temporary Members

- 7.1 Temporary Members are not Members of the Club.
- 7.2 The General Committee shall have power to elect Temporary Members on terms as they may from time to time determine. As Temporary Members are not Members of the Club, they have no voice in the management of the affairs of the Club, but they have the obligations and duties of Members of the Club such as in paying entrance fees and monthly subscriptions fixed in the General Meeting by Members. Further, use of the lawn bowling green by any Temporary Member is subject to prior approval of the General Committee.
- 7.3 The General Committee has the right to terminate a Temporary Membership at any time.

FAMILY MEMBERS

- 8.1 Only the family members of Members of the Club can apply as Family Members of the Club.
- 8.2 Family Members are not Members of the Club and shall not be qualified to be officers or members of the General Committee or Sub-Committee.
- 8.3 A Member shall be responsible for all expenses incurred by and the conduct of such member's family within the Club premises.
- 8.4 Member's children under 16 are not entitled to bring Visitors to the Club's facilities other than the Club's catering services.
- 8.5 Children under 8 must be accompanied by an adult when entering the Club's premises.
- 8.6 Children under 18 years of age are not allowed under any circumstances in the Card Rooms and the Billiard Room. Parents shall be fully responsible for the behaviour of their children while they are in the Club.
- 8.7 The General Committee may at their absolute discretion exclude any Family Members from the premises of the Club.

OTHER RULES RELATING TO MEMBERS AND AFFILIATES

- 9.1 Absent Members shall not be qualified to be officers or members of the General Committee or Sub-Committee until they re-activate their membership and resume paying their monthly subscriptions.
- 9.2 The rights and privileges of an Affiliate shall be personal to him. They shall not be transferable by his own act or by operation of law and shall cease upon his death or upon his ceasing from any cause to be an Affiliate under the provisions of the Articles or these

Bye-laws. However, in case of the death of an Affiliate (not Family Member), the General Committee may offer to the spouse to take over the affiliated membership.

- 9.3 Any person who shall for any cause cease to be a Member or an Affiliate shall nevertheless remain liable for and shall pay to the Club all monies which at the time of ceasing to be a Member or an Affiliate due from him to the Club.

VISITORS

- 10.1 Visitors may be permitted to enter the Club's premises in the company of a Member or Affiliate (except Temporary Member) and their names must be entered in the Visitor's book provided for the purpose.
- 10.2 Visitors are not allowed to take part in any sport unless partnered or opposed by the Inviting Member or Affiliate.
- 10.3 A Member or Affiliate (except Temporary Member) can bring Visitors twice in a month and a maximum number of two different Visitors at a time to use lawn bowls green. The same Visitor is not allowed to use the lawn bowling green more than twice during any one month. The Visitors have to pay a fee as determined by the General Committee.

Temporary Members cannot bring their guests into the Club to use any facility of the Club.

- 10.4 A Member or Affiliate shall be personally responsible for the general behaviour of his/her Visitors brought into the Club's premises and shall ensure the due observance by such Visitors of the Bye-laws of the Club.
- 10.5 The General Committee may in their absolute discretion at any time withdraw the privileges accorded to any Visitor.
- 10.6 The above Bye-Laws for Visitors shall not apply to gentlemen and

ladies taking part in matches or other entertainments of the Club or who may be invited to such entertainment by the General Committee, whose rights and privileges shall from time to time be determined by the General Committee.

KARAOKE AND RESTAURANT

11.1 Opening hours are as follows:

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| Restaurant | 11:00 am to 1:00 am | daily |
| Karaoke | 9:00am to 1:00 am | daily |
| Karaoke VIP room | 11: am to 1:00 am | daily |

The General Committee may, however, cause the Karaoke/Restaurant to be kept open until a later hour on special occasions.

11.2 (1) The Karaoke/Restaurant may be booked and used exclusively by a Member or an Affiliate subject to such conditions and at such charges as the General Committee may prescribe.

(2) Application for booking of Karaoke/Restaurant must be made in writing to the Club Officer at least 7 days beforehand, and on approval the charges must be pre-paid.

(3) Should there be more than one application, the one first received shall have priority. The General Committee may at their discretion refuse any application without giving any reason for it.

(4) The Member or Affiliate to whom Karaoke/Restaurant is hired shall be responsible for its proper care and for any breakage or damage done to the property of the Club by any person in his/her party.

11.3 Shouting, foul language and finger guessing are not allowed in Karaoke and the Restaurant.

11.4 No refreshments or food of any kind shall be brought in for consumption inside the premises of the Club unless sanctioned by the General Committee who may make a corkage charge. No wines,

provisions, etc., shall be sent out of the Club except with the consent of the General Committee.

- 11.5 The prices of refreshment and all other charges shall be regulated from time to time by the General Committee and posted at the Karaoke/Restaurant of the Club.
- 11.6 Wines and liquors may be served during such hours as the General Committee may decide.
- 11.7 No persons under 18 years of age shall be served with liquor within the premises.
- 11.8 The Club Officer and the Caterer have the right to exclude anyone not properly dressed or causing annoyance to others.
- 11.9 The extent of Members' or Affiliates' credit facilities shall be left at the absolute discretion of the General Committee.

LAWN BOWLING

- 12.1 The bowling green ("the Green") shall be open from 10:00am to 11:00pm on Tuesday, Thursday, Saturday and Public Holidays, or on such days and at such time as may be determined by the Lawn Bowls Sub-Committee or the General Committee.
- 12.2 The Green may be closed for play upon such days as the General Committee may decide for its preservation. In inclement weather, the Green may be closed at the discretion of the Green Manager or, in his absence, the Club Officer after consultation with the Fah Wong, may decide to close it.
- 12.3 The Green or any part thereof may be reserved for any particular lawn bowls games or for league practices at the discretion of the Lawn Bowls Sub-Committee or the General Committee.
- 12.4 Club players must wear smooth soled heel-less shoes and suitable

clothes or shall be dressed as stipulated by the Rules of the Hong Kong Lawn Bowls Association when they participate in league matches and national tournaments.

- 12.5 To make full use of the Green, Members or Affiliates waiting for the Green may join at a Rink despite that there may be a game of Singles, Pairs or Triples playing at that Rink unless a Club or National Competition is being played.
- 12.6 When there are other Members or Affiliates waiting to participate the Singles, Pairs, Triples or Fours games, other than Club Competitions or national matches, Club staff or Fah Wong(s) may not participate in the games and may not be counted as players available.
- 12.7 Club staff and Fah Wong(s) should not be counted as regular Club player(s) available to participate in leagues matches and national tournaments.
- 12.8 Should any player be found causing damage to the Green in any way, in practice or in a match, any members of the Lawn Bowls Sub-Committee or of the General Committee may stop him/her from playing and ask him/her to leave the Green.
- 12.9 Members or Affiliates inviting Visitor players shall be subject to the Bye-Laws of the Club regarding the invitation of Visitors.
- 12.10 Visitor players must be accompanied by a Member or an Affiliate. Children under 8 years old are not allowed to enter the Green.
- 12.11 To prevent damage to the Green, persons other than lawn bowls players, are not allowed to play lawn bowls.
- 12.12 Members, Affiliates and Visitors, other than lawn bowls players, shall not be allowed to play in the Green, unless they have attended lawn bowling training courses and applied to the Lawn Bowls Sub-Committee to be absorbed as lawn bowls players.

12.13 Members and Affiliates, other than lawn bowls players, can apply to the Lawn Bowls Sub-Committee for attending lawn bowling courses run by accredited coaches of the Club. They shall have to pay a course fee as prescribed by the General Committee.

12.14 The Lawn Bowls Sub-Committee or the General Committee has absolute discretion to decide the limitation of number of lawn bowls players.

12.15 The Green or any Rink may be reserved by the General Committee or the Green Manager for special matches and tournaments.

BILLIARD ROOM

13.1 The Billiard Room shall be open from 8:00 am to 1:00 am daily.

13.2 Members or Affiliates wishing to play shall put their names on the waiting list kept in the Reception and the person whose name stands first on the waiting list has the prior claim. When the game has commenced, his/her name shall be removed from the waiting list by the Receptionist.

13.3 Should any Member or Affiliate having booked the Table be absent from the Billiard Room when the Table becomes vacant and cannot be found immediately, the Receptionist shall remove his/her name from the waiting list.

13.4 No person in swimming suit or slippers is allowed to enter the Billiard Room.

13.5 No jump-shot or using colour ball as cue ball is allowed. Players must not sit or climb on the Table with both feet off the floor.

13.6 Placing of pipes, cigarettes or cigars on any part of the Table is strictly prohibited. No one is allowed to hold a pipe, cigarette or cigar in the mouth when playing the game.

13.7 Players concerned are responsible for any cut or tear or any part of

the Billiard Cloth or damage caused to the Billiard Table. Compensation for damaged Cloth shall be the cost of the whole piece of Cloth and repair expenses plus the average daily incomes of the Table for the entire idle period.

13.8 Complete set of Snooker or Billiard Balls must be accounted for to the Reception after use. Players will be held responsible for any loss or damages caused to the Balls.

13.9 Children under 18 are not allowed to play the Billiard games.

13.10 When games are in progress, spectators are requested to maintain silent and remain in their seats. The marker is entitled to stop any person from making any annoying noise or gesture, or to ask them to leave the Room.

13.11 The charges for the Table shall be set by the General Committee and displayed.

13.12 Only Visitors invited by Members or Affiliates are eligible to use the Table.

13.13 Members (or Affiliates) shall have priority in using the Tables. Visitors may use the Tables only when there is no Member (or Affiliate) waiting. Not more than four persons shall be allowed to use the same table simultaneously.

13.14 When another Member (or Affiliate) is waiting, Visitors will not be allowed to participate. If a game participated by a Visitor has started when the other Member (or Affiliate) books a Table, the game shall be concluded as soon as possible, limited to 20 minutes from the time when the Table is booked.

13.15 When other Members (or Affiliates) are waiting, playing with the Club's staff is not allowed.

13.16 The Billiard Sub-Committee or the General Committee reserves the right to use the Tables for special occasions or for matches.

13.17 Persons who do not know how to play the games are not allowed to play.

CARD ROOM

14.1 The Card Room shall be open from 8:00 am to 1:00 am daily.

14.2 Charges shall be set by the General Committee and displayed.

14.3 Players are requested not to use any cash on the table when playing games.

14.4 Players are requested not to throw any part of the winnings into a “Kitty” or “Pool” for the purpose of paying for dinner, etc., after the game.

14.5 Games of cards or dice known as “Banker’s Games” are not allowed.

14.6 Children under 18 are not allowed to reserve tables or play games in the Card Room.

14.7 Each Member or Affiliate can only reserve one table per day and that reservation should be made not earlier than one week in advance.

14.8 If persons making a reservation for the Card Room do not show up within 30 minutes of the booked time, the Club has the right to forfeit the booking and charge such penalty as prescribed by the General Committee but not more than the cost at 3 hours hire.

14.9 No Visitors are permitted to enter into the Card Room, unless accompanied by Members or Affiliates.

14.10 Of every four persons playing mah-jong, at least one must be a Member or Affiliate who will be responsible for the card room charges for the session.

14.11 Members or Affiliates should register their names, account numbers and number of Visitors on the register book at the Reception.

14.12 Members or Affiliates should surrender their membership cards to the Reception before starting the game.

14.13 Persons under 18 years of age are not allowed in the Card Room.

14.14 No shouting and foul language is allowed in the Card Room.

GYMNASIUM

15.1 The Gymnasium is open to males and females simultaneously.

15.2 Opening hours: from 8:00 am to 11:00 pm daily.

15.3 Charges shall be set by the General Committee and displayed.

15.4 Children under 14 years of age are not allowed to enter the Gymnasium.

15.5 Health Club users are responsible to clean the equipment after usage.

15.6 Suitable sports clothing and rubber shoes must be worn when using the Gymnasium. The staff on duty shall have the power to assess the suitability.

15.7 No food is allowed to be brought into the Gymnasium.

15.8 No shouting, foul language or smoking is allowed.

15.9 Gymnasium users are warned to be careful. The Club staff will not be responsible for any accident.

15.10 Users causing damage to the Gymnasium's machines and apparatus shall pay suitable compensation to be determined by the General

Committee.

- 15.11 Users failing to comply with any of these Bye-laws may be deprived of their right to use the Gymnasium by the General Committee.

SAUNA & STEAM BATH

- 16.1 The Sauna/Steam Bath Room is open from 8:00 am to 12:00 midnight daily.
- 16.2 Charges for Sauna/Steam Bath shall be set by the General Committee and displayed.
- 16.3 Any persons after drinking alcohol, or suffering from high blood pressure or heart disease or who are physically unfit for sauna/steam bath are not allowed to use the services.
- 16.4 Children under the age of 16 are not allowed to use the Sauna and Steam Bath services.
- 16.5 The Club shall have no responsibility for whatever accident that may occur.

LOCKERS

- 17.1 Rental charges for lockers shall be set by the General Committee and displayed.
- 17.2 Each locker-holder will be supplied with a key to his/her locker on payment of the rental charge.
- 17.3 During the rental period, the locker-holders shall keep their locker clean and tidy. Should the locker be damaged, the Member or Affiliate concerned shall be responsible for the cost of the repair.
- 17.4 If any locker is no longer required, it must be vacated and surrendered with the key to the Club. No refund of any rental

charge will be made. If the locker is not vacated, it will be opened and content therein will be disposed of at the Club's discretion.

- 17.5 Should the locker key be lost, the Member or Affiliate concerned shall pay the cost of replacing it.
- 17.6 No responsibility whatsoever shall be attached to the Club for any loss of, or damage to, any articles placed in any of the lockers occasioned by any cause.
- 17.7 A Member or an Affiliate is eligible to hold only one locker in a specific area of the Club.

CAR PARK

- 18.1 A Member or an Affiliate who owns a car under his/her own name or the name of his/her spouse may apply for a parking label upon presenting the relevant Hong Kong Vehicle Registration Document or other attesting legal documents. In case of a Corporate Nominee Member, the Hong Kong Vehicle Registration Document under the name of the Company holding the nominee membership is also acceptable.
- 18.2 Only cars displaying valid labels will be permitted to enter the car park. The label can be used only on the car/cars of the Member or Affiliate designated on the label. The Club has the right to forbid entry of any car with an inappropriate label.
- 18.3 Any Member or Affiliate who has sold his/her car shall return the label to the Club immediately. The label shall not be transferred to another person or be used on another car.
- 18.4 Should the label be found lost, destroyed or accidentally defaced, an Application Form for a new one should be filed. (Forms are available at the Club's Office).
- 18.5 Any Member or Affiliate who changes his/her car or the registration number of his/her car shall return the old label for a

new one.

- 18.6 Cars shall not be permitted to enter when the “CAR PARK FULL” sign is displayed at the entrance of the car park.
- 18.7 The car park will be open daily from 8:00 am to 1:00 am. No overnight parking will be allowed.
- 18.8 Parking labels shall be displayed prominently behind the windscreen for inspection by the Club official.
- 18.9 No responsibility whatsoever shall be attached to the Club for any loss, injury or damage to person or property arising out of or in respect of the use movement or presence of any vehicle or person in the car park.
- 18.10 Members or Affiliates failing to comply with any of these Bye-laws may result in the withdrawal of their parking labels.
- 18.11 The Club reserves the right, under special conditions, to handle affairs concerning parking without being subjected to limitations from any of the above Bye-laws.

The General Committee reserves the right to interpolate and amend the above Bye-laws.