



THE ROYAL AUTOMOBILE CLUB

BY-LAWS

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THE BY-LAWS

Particulars of the charges for the various facilities of the Club can be obtained from the Membership Office. They are not printed here as they vary from time to time.

<i>Car Badges</i>	1. The original design of the members' car badge was approved by His Late Majesty King Edward VII, and was first used in November 1907. This badge of King Edward VII may be used only by Full members. The badge should be fitted to a car with the King's head facing forward.
<i>Membership Cards</i>	2. Members are expected to carry their membership card with them at all times, and to present it to any staff member who requests it. The card must always be shown when purchasing items in the Club.
<i>Use of Club Address etc.</i>	3. Members may rent post office boxes located in the Pall Mall clubhouse for their personal use. Members renting such boxes must ensure that the Club is not associated with any business activity which they undertake. A member renting a post office box agrees to indemnify the Club on demand against any loss, cost, expense or liability which it shall suffer or incur in connection with the use of the post office box for illegal or improper purposes. No circulars, other than those relating to Club business, shall bear the name or address of the Club, unless this has been agreed by the Committee, nor may the Club badges or logos be used by a member in any circumstances.
<i>No Business to be conducted etc. Mobile telephones</i>	4. Public rooms within the clubhouses shall not be used for the purpose of conducting a business or profession, other than the Simms Centre at the Pall Mall clubhouse, which is available for individual and group business use. Briefcases and laptop bags may be taken into the Library with the use of business papers and laptops permitted for individual use only. Private rooms may be hired for these purposes; details of hire are available from the Banqueting Manager. The use of mobile telephones is only permitted in the Simms Centre at Pall Mall, in the car parks at Woodcote Park, and in bedrooms, banqueting rooms during private functions and in the telephone booths at both clubhouses. Mobile phones must be switched to 'silent' at all times within the clubhouses though text messages may be received. Members are also asked to refrain from using mobile phones in the vicinity to the front of the Pall Mall clubhouse. The use of headphones or earbuds is not permitted anywhere except in the gyms and where laptops are used.
<i>Lockers</i>	5. Cabinet lockers suitable for storing business papers and correspondence at the Pall Mall clubhouse may be rented through the Club Office.
<i>Private notices</i>	6. No notices or announcements shall be exhibited in the Club premises, unless authorised by the Club management.
<i>Removal of Club Property</i>	7. No member shall take away from the Club, nor remove from any rooms at the clubhouses, any book, newspaper, pamphlet or other article which is the property of the Club.
<i>Damage to Club Property</i>	8. Any member damaging the property of the Club shall pay

	the cost of making good.
<i>Gaming</i>	9. No betting, wagering or gaming shall take place on the Club's premises, nor shall any game of hazard or chance, other than for nominal stakes.
<i>Guests</i>	10. Members are not restricted as to the number of guests they may introduce to the Club premises except on special occasions, of which notice shall be given, although discretion is urged so as not to abuse this facility. Exceptions to this By-Law apply for Golf, Squash, Billiards, Snooker and Tennis, where the sub-committees lay down directions.
<i>Smoking</i>	11. Smoking is not permitted anywhere inside either clubhouse. This includes the use of electronic e-cigarettes or vapes. Smoking is permitted at Pall Mall on the Club Room Terrace, and on the 2 nd floor terrace but only when the Terrace Room has been booked for a private or club function. Smoking is permitted at Woodcote Park in all open air areas surrounding the main clubhouse, the golfers' clubhouse, and the Cedars sports complex but not on the tennis patio.
<i>Members' Addresses</i>	12. No person shall request any official of the Club to communicate any personal details of a member to another person without the consent of the member in question.
<i>No Responsibility for Death etc.</i>	13. No responsibility or liability shall attach to the Club, the Royal Automobile Club Limited or any subsidiary Company of the Royal Automobile Club Limited, or to any servant, officer or agent of any such bodies in respect of the death or injury to any person, or the loss of or damage to the property of any person.
<i>Cheques</i>	14. Members' personal cheques may be cashed only at the reception offices to the limit set by the Committee and upon production of a valid cheque card and membership card.
<i>Gratuities</i>	15. The Club is a no tipping environment where members and guests are not expected to tip. Exceptionally, discretionary gratuities may be paid in recognition of excellent service but only after service and at the point of delivery. Members or guests may not tip or pay any form of gratuity either to procure favours or before service.
<i>Dogs</i>	16. Dogs, except for guide dogs and service dogs, are not permitted at the Pall Mall clubhouse. At Woodcote Park dogs are permitted on the estate, whilst on a lead, in the woodland between the clubhouse and the Walled Garden, along the Captain's Drive, along the Downs Trail, in the designated area on the Fountain Terrace. They are permitted in the clubhouse in the Fountain Bar Area and in bedrooms 17 & 18 to stay overnight only. Guide dogs and service dogs are permitted throughout the Woodcote Park clubhouse.
<i>Club Employees</i>	17. No member shall take any employee of the Club into his service, nor intimate to such employee his willingness to do so, until at least three months after such employee has ceased to be employed by the Club.
	DESS REGULATIONS PALL MALL CLUBHOUSE
	18. The pride which members feel for their Pall Mall

	<p>clubhouse is reflected in the appropriateness of dress within the building.</p> <p>General Information</p> <p>Outerwear (overcoats, hats, scarves etc.) must be left in the cloakroom or your bedroom. They may not be brought into the public spaces of the clubhouse. Luggage, including hand luggage (apart from small handbags or man bags), carrier bags and umbrellas must also be left in the cloakroom or your bedroom. They may not be brought into the public spaces of the clubhouse. Briefcases and coats may be taken to the Simms Centre.</p> <p>The dress code for men is: Jacket (suit, blazer or sports jacket) and fully button-fronted collared shirt tucked in with tailored trousers, corduroys, chinos or moleskins.</p> <p>The dress code for women is: Smart attire (dress, tailored trousers or skirt with a smart top or shirt), business attire or other clothing of appropriate formality.</p> <p>In addition to the general dress code provisions, in the Cocktail Bar, Drawing Room and Great Gallery, at all times, men should wear a jacket over a collared front-buttoning shirt (not a polo shirt). In June, July and August, men are not required to wear jackets.</p> <p>Sportswear, denim and trainers are acceptable in the sports and spa area and while travelling to or from the sports and spa area from the clubhouse entrance or your bedroom via a lift.</p> <p>Dressing gowns may be used between the bedrooms and the Spa if going via the lifts. The dress code for sporting activities is displayed in all changing rooms and in the Frigidarium.</p> <p>Children aged seven or above are required to follow the same dress code rules as adults.</p> <p>Banned Items are as follows:</p> <ul style="list-style-type: none"> • Cargo/combat style trousers • Rugby or football shirts • Denim is not permitted anywhere, at any time, except when in transit between the entrance and the sports changing rooms or the bedrooms. • Anything which is ripped (by design or otherwise), dirty or stained • Anything which displays a potentially offensive slogan or is inappropriately revealing • Hats, caps and hoodies • Flip-flops, casual sandals, casual boots, hiking shoes/boots, wellington boots and 'Ugg'-style boots. <p>And, other than appropriate sportswear in the sports and spa areas:</p>
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	<ul style="list-style-type: none"> • Sports trainers/sneakers, shoes in a distressed condition, shoes that are multicoloured or which have a large, visible logo. • Leisurewear, such as shorts (applies to men only), polo shirts of more than one colour, T-shirts, items with large logos and leggings (even leather) except under dresses.
	<p style="text-align: center;">DRESS REGULATIONS WOODCOTE PARK CLUBHOUSE</p>
	<p>19. Whilst there is no dress code in most areas of Woodcote Park, members and their guests are asked to dress appropriately for the Club environment, time of day and occasion.</p> <p>General Information Outerwear and luggage (including umbrellas and carrier bags) may not be kept in the public spaces of the clubhouse. They must be left in the cloakrooms or your bedroom or can be deposited in the banqueting room if you are attending a function.</p> <p>The ground floor of the clubhouse is a more formal area than most of the estate, particularly in the evenings. Therefore, there are still specific dress requirements for Stirling's Restaurant, the Hurricane Bar and Sunday Lunch in the Cedar Room.</p> <p>Men: Collared shirt (including short sleeve button-fronted shirts and polo shirts), sweaters (including turtle or polo necks), smart trousers (corduroys, chinos or moleskins) and shoes (not trainers).</p> <p>A tailored jacket is required in Stirling's Restaurant after 6.00pm except in June, July and August.</p> <p>Women: Please dress with equivalent formality. Smart open-toed sandals are permitted in June, July and August.</p> <p>For children aged under 13, there is no official dress code but we ask that large slogans are not worn.</p> <p>Golf Dress Golfers are required to be appropriately dressed for playing golf.</p> <p>Banned Items. Dirty, ripped or torn clothing; clothing with prominent or offensive slogans; clothing exposing midriffs or underwear. Heavily used sportswear should not be worn indoors.</p>
	<p style="text-align: center;">CREDIT FACILITIES</p>
	<p>20. All Full members have a member account, which they are encouraged to use in all areas of the Club. Members must sign the bill at the time of charging any item to their account.</p>
<i>Retention of Bills</i>	<p>21. The original copy of a bill must be retained by the member for future reconciliation with his monthly statement of account. Only in exceptional cases will copy bills be provided upon application to the credit controller.</p>
<i>Statements and Payment</i>	<p>22. Monthly statements of account will be sent to members,</p>

	and are to be settled by the last day of the month in which the statement is rendered. Members are encouraged to settle their account by variable direct debit.
<i>Offences</i>	23. Attention is drawn to Rule 57 of the Club Rules which states: <i>"If any member shall be convicted of any arrestable offence, or shall be adjudicated bankrupt, or shall make a composition or scheme of arrangement under the Insolvency Acts, or if his cheque negotiated through the Club shall be dishonoured, he shall thereupon cease to be a member of the Club, but the Committee shall have power, upon inquiring into the circumstances, to re-instate him should they see fit."</i>
<i>Overdue Accounts</i>	24. Any charges incurred in recovering overdue accounts will be the responsibility of the member.
<i>Credit Limit</i>	25. The credit limit will be fixed by the Committee from time to time.
<i>Default</i>	26. Any member in default of the By-Laws relating to payment of accounts due will not be allowed further credit, and the member may be reported to the Committee. He will also cease to be a member, but the Committee shall have power, upon inquiring into the circumstances, to reinstate him should they see fit.
	GUESTS
<i>Members Responsible for Guests</i>	27. Members shall be held responsible for their guest's behaviour and dress in all respects, and shall be responsible for all charges incurred by their guests.
<i>No Credit for Guests</i>	28. No credit will be extended to members' guests, nor to visitors under reciprocal arrangements with other clubs. Charges incurred by such persons must be paid in full before leaving the clubhouse.
<i>Alcoholic Drink</i>	29. Guests may not purchase alcoholic drinks; they may only be purchased by members of the Club.
<i>Guests at Pall Mall Clubhouse</i>	30. Guests arriving at the Pall Mall clubhouse are asked to wait in the front hall until the host member arrives.
<i>Exclusion of Guests</i>	31. The Committee has the right to exclude, without stating a reason, any visitor or guest, who, in the opinion of the Committee, or management acting for them, is undesirable.
	32. <i>The attention of members is drawn to Rule 48 of the Club Rules which states: "Subject always to The Committee's right to refuse admission to the Club premises at Pall Mall or Woodcote Park to any person (including without limitation any Member or guest of a Member) in its absolute discretion and without giving any reason, Members may introduce any person, in accordance with the by-laws, as a guest at the Club premises. However, except by authority of The Committee, no Member shall introduce as a guest a person who has been suspended, required to resign or expelled, or whose name has been struck off the register of Members for non-payment of subscription or any other reason, or who has not been re-elected as provided by Rule 32. Members shall be responsible for the conduct and behaviour of their guests while on the Club premises."</i>

<i>Children</i>	<p>33. Children under 7 years of age may visit the Pall Mall clubhouse to attend a private members function in a banqueting room. In addition, they may stay in the bedrooms on Saturday evenings and have breakfast and lunch in the Brooklands Room on Sundays. When attending a function or staying in the clubhouse they are not entitled to use any of the other facilities in the clubhouse.</p> <p>Children of all ages may visit Woodcote Park. However, only children aged 7 years or over are permitted in Stirling's Restaurant and the Hurricane Bar (at any time).</p>
<i>Reciprocal Arrangements</i>	34. Persons enjoying reciprocal arrangements are required to produce a valid card or letter of introduction and to obtain a temporary membership card from the Reception or Club Office at the Pall Mall clubhouse and the reception office at Woodcote Park as soon as possible after their arrival. They should also produce evidence of membership of their own club(s).
	LUGGAGE
	35. No luggage can be accepted for storage or safe-keeping. Any luggage or any article whatsoever left at the Club premises shall be at the risk of the member, whether brought in by, or left for, the member.
<i>Valuables</i>	36. No jewellery or other valuables can be accepted for safe keeping.
<i>Disposal</i>	37. Items left in the Club premises for a period exceeding one calendar month may be disposed of as the Committee may decide, and all charges in connection with such disposal shall be charged to the member to whom such items belong, or for whom they were left.
	SUGGESTIONS AND COMPLAINTS
	38. All members' suggestions shall be put in writing to the Club management. Additionally, a suggestions book is provided in the Pall Mall clubhouse and the Woodcote Park clubhouse.
	39. All complaints not satisfactorily resolved by the Club management shall be made in writing to The Secretary of the Club.
	RESTAURANTS
	40. No table shall be kept for a member for more than fifteen minutes after the hour for which the meal had been reserved. Members are required to give their membership number and name at the time of booking a table in any of the clubhouse restaurants or dining rooms.
<i>Time of Meals</i>	41. The service of meals shall be at the times to be published separately and may be amended by the House Committees.
	PRIVATE DINING AND BANQUETING
<i>Members' Table</i>	42. The Members' Table in the Long Bar in the Pall Mall is reserved for the use of members only.
	43. Members wishing to book any of the Club's function rooms may do so through the Banqueting Office.
	44. Final numbers for catering in private rooms are required no later than 48 hours prior to the date of the function and this

	number - or the greater number served on the day - will be charged to the member's account.
	BEDROOMS
<i>Reservation of Bedrooms</i>	45. All reservations for bedroom accommodation must be confirmed in writing, quoting the member's membership number.
	46. When reserving a room a member shall state the number of nights for which the room is required, and he shall not be entitled to retain the room after the period stated, if it has been reserved for another member. A member shall be deemed to have booked a room for one night only, unless a longer period has been specified.
<i>Bedrooms for Guests</i>	47. Members may book bedroom accommodation for guests within the limits and periods specified at each clubhouse when the reservation is made, and they must confirm the booking in writing on behalf of their guest. The membership number of the sponsoring member must be quoted at the time of booking.
<i>Rooms not taken up</i>	48. Any bedroom not taken up will be charged for one night only and then released.
<i>Room Service</i>	49. Early morning tea or coffee and continental breakfast is available in the bedrooms during specified hours each morning. A limited room service menu is available at Pall Mall for a specific time period each day.
<i>Vacating of Rooms</i>	50. Rooms must be vacated before 11am on the day of departure. Rooms are not normally available before 2.00pm on the day of arrival.
<i>Bedroom Accounts</i>	51. Bedroom accounts shall be settled upon departure.
<i>Keys</i>	52. A member will be supplied with a key to his room, which should be deposited at the Hall Porter's desk at the Pall Mall clubhouse, or the Reception desk at Woodcote Park, on leaving the clubhouse.
<i>Determination of Occupancy</i>	53. All lettings are subject to the absolute right of the House Committees to determine any occupancy which, in its opinion, it is desirable in the general interests of the Club should be determined. In the case of illness of an occupant, the management, after consultation with the Club's honorary physician, may order the removal of the occupants. The cost of such removal shall be defrayed by the member.
	POST OFFICE - PALL MALL CLUBHOUSE
	54. The Post Office will be open for transactions at such times as are displayed from time to time at the Post Office counter.
	55. Letters will not be delivered to bedrooms, but must be called for, personally, at the Post Office counter.
	56. Letters, parcels, etc., will not be forwarded to a member's private address, unless special instructions are lodged by the addressee.
	57. Members wishing their letters to be redirected should fill in a redirection form and lodge it with the post office employee. Verbal instructions will not be accepted for the redirection of mail. Third parties are not permitted to receive any letter or parcel, without the written authority of the addressee.
	58. Members shall not request officials of the Post Office to

	disclose members' addresses.
	59. All complaints should be made in writing to The Secretary of the Club accompanied, where possible, by the cover bearing postmarks. An investigation will be made, and if appropriate a report furnished to the member. Members shall not personally reprimand Post Office Officials.
	60. All unclaimed matter is held in the Post Office for three months and then forwarded to the Returned Letter Office of The Post Office.
<i>P.O. Boxes</i>	61. P.O. lockable boxes may be rented by the year. The member will be held responsible for any replacements or repairs to his box. Letters addressed to the box-holders should bear the P.O. box number in the address. Post will only be held for members with P.O. boxes or who have an advance bedroom reservation.
	BILLIARDS
	62. The Regulations for the use of the Billiards rooms and their times of opening are posted in the rooms and are subject to such alteration as the Billiards sub-committees may from time to time consider desirable.
	63. The Rules of the Billiards Association and Control Council are placed in the rooms, and shall be the sole guide in all differences that may arise.
	64. The Billiards sub-committees are empowered to define the rules governing the day to day running of the Billiards rooms, subject always to the over-riding approval of the House Committees.
	CHESS
	65. The Regulations for the playing of Chess in the clubhouses will be posted, and are subject to such alterations as the Chess sub-committee may from time to time consider desirable.
	66. The Chess sub-committee is empowered to define the rules governing the playing of chess in the clubhouses, subject always to the over-riding approval of the House Committees.
	BRIDGE
	67. The regulations for the playing of Bridge in the clubhouses will be posted, and are subject to such alterations as may be decided by the Bridge sub-committee from time to time.
	68. The Bridge sub-committee is empowered to make such regulations as it considers desirable, subject always to the over-riding approval of the House Committees.
	SWIMMING POOLS
	69. The hours of opening of the swimming pools will be displayed on the sports area notice board. They may be varied at the discretion of the House Committees. The pools must not be used outside of these hours.
	70. Members and their guests must wear suitable swimming trunks or costumes.
	71. Members and their guests must shower before entering the swimming pool.

	SUB-AQUA
	72. The regulations governing the Sub-Aqua section are derived from the authority of the Sub-Aqua sub-committee and the British Sub-Aqua Association, and are posted. They may be varied from time to time as decided by the Sub-Aqua sub-committee.
	73. The Sub-Aqua sub-committee is empowered to make such regulations as it considers desirable, subject always to the over-riding approval of the House Committees.
	TENNIS AND SQUASH RACKETS
	74. The Regulations for the tennis and squash rackets courts are posted, and are subject to such alterations as the Tennis and Squash Rackets sub-committees may from time to time consider desirable.
	75. The Tennis and Squash Racket sub-committees are empowered to make such regulations as they consider desirable, subject always to the over-riding approval of the House Committees.
	GOLF
	76. The regulations governing the game of golf, shall be adopted from the Royal and Ancient Golf Club of St. Andrews. They may be varied from time to time as decided by the Golf Sub-Committee.
	77. The Golf sub-committee is empowered to make such regulations as it considers desirable, subject always to the over-riding approval of the House Committee.
	JUNIOR MEMBERS
	78. The By-Laws applicable to Junior Members are printed on the application form for Junior membership.
	ALTERATION AND INTERPRETATION
	79. These By-Laws may be added to or altered by the Committee at any time.
	80. These By-Laws shall be read in conjunction with the Rules of the Club. If there shall be any inconsistency between these By-Laws and the Rules, the Rules shall prevail.