



NTU Alumni Club
Class of Your Own

REGULATIONS

1. Reprint Feb 2022
2. Reprint May 2022

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GENERAL

1) DEFINITION AND INTERPRETATION

In the Regulations, the following terms shall have the following meanings unless the context otherwise requires:

'The Club' shall mean 'Nanyang Technological University Alumni Club'.

'The Committee' shall mean the 'Management Committee' and its authorised nominees or authorised employees of the Club.

'Members' shall mean all classes of members and shall, if appropriate for observance of these regulations, include their spouses, children, guests and other persons under their charge.

2) OPENING HOURS

The Club's premises and facilities shall be open during such hours and subject to such conditions as the Committee may from time to time decide.

3) CONDUCT AND DECORUM

3.1 Use of Premises and Facilities

Members and their guests shall, at all times, use the Club's premises and facilities in such manner so as not to interfere with the reasonable comfort of, or be a nuisance to other members of the Club and so as not to damage or possibly damage the Club's property. They shall duly observe all reasonable requests made by the Club in that behalf. The Club shall be the sole arbiter as to the reasonableness of such a request.

3.2 Gambling

Gambling shall not be permitted within the Club's premises unless authorised by the Committee and approved by relevant authorities.

3.3 Members' Property

The Club shall not be responsible for any loss or theft of any article or property of any member whether left in any locker or elsewhere in the Club's premises.

Members shall not be permitted to entrust any articles or property to the care of the Club's employees.

3.4 Club's Property

No property of the Club shall be removed from the Club's premises without proper authorisation. There shall also be no unauthorised tampering of the Club's equipment. Members removing or damaging the Club's property shall pay the Club the cost of making good the same. The cost shall be assessed by the Committee, whose decision shall be final.

3.5 Dealing with Club's Employees

No member shall give any gratuity to any of the Club's employees, unless it is through giving to a fund officially authorised by the Committee.

No member shall induce or attempt to induce any of the Club's employees to leave the Club's service for whatever reason.

No member shall personally reprimand any Club employee. A member may report the unsatisfactory conduct of any employee to the Committee.

Any harassment of the Club's employees by any member or member of the public either by words, actions or electronic modes of communication, may subject the member to disciplinary action by the Committee. The member or member of the public may be reported to the police where appropriate.

3.6 Use of Carpark

Vehicles are parked at the carpark at the car owners' sole risk. The carpark's lessor/landlord/Club/Committee shall not be held responsible or liable in any way whatsoever for any loss or damage to any of the motor vehicles or any other property placed or parked in the carpark due to any cause whatsoever. This includes but not limited to theft, damage or other misdemeanour to vehicles while parked in the carpark.

The Club/Committee/lessor/landlord of the carpark and their agents reserve the right to amend the General Rules and Regulations of Carpark as and when necessary, without any prior notice.

4) CHILDREN

4.1 Members shall be fully responsible for the conduct and behaviour of their children and other children visiting the Club in their charge and

shall be liable to the Club in respect of any damage or injury howsoever caused by the children. Members shall keep the Club, the Committee, its employees and agents fully indemnified in respect of any action, claim or demand arising due to the act or default of any of the children.

- 4.2 Children below 12 years old must be accompanied and supervised by a member or parent at all times.
- 4.3 The Club/Committee (including its employees or agents) and its operator or representatives may, at its sole discretion, are able to request members and/or their guests or children who are found breaching any of the provisions of the Club's Constitution, Regulations or other rules of the Club, to refrain from such behaviour or leave the Club's premises.

5) DOMESTIC HELPERS

- 5.1 Domestic helpers may be brought to the Club's premises for providing caregiving, such as to the elderly, infirmed or young children.
- 5.2 Domestic helpers are permitted within the Club's premises only when a member or the spouse member is also present.
- 5.3 The Committee, may from time to time, regulate or restrict the use of premises and facilities by domestic helpers.

6) MEMBERSHIP CARDS

- 6.1 The Club shall issue a membership card to each member. Membership cards belong to the Club and shall be returned to the Club when requested to do so by the Committee.
- 6.2 Membership cards are not transferable and may only be used by the person whose name appears on the card.
- 6.3 Members shall carry their membership cards at all times while in the Club's premises and shall show their membership cards when requested to do so by any member of the Committee or authorised employee.
- 6.4 Members who lose their membership cards shall report the loss to the Club immediately and apply for the issue of a replacement card for which the member shall be charged such sum as may be decided by the Committee from time to time. Until a report of loss is made, the member shall remain liable to pay in respect of any expenses incurred

on the member's membership card. Pending the issuance of a replacement card, the member will be issued a temporary card for use.

- 6.5 Any member found using a card fraudulently or dishonestly or having unauthorised use of a card, may be handed over to the police and/or be subjected to disciplinary/legal action by the Club. The member shall be liable for all legal and court fees and disbursements due to the actions taken by the Club and shall make good any losses and damages incurred by the Club.

7) MEMBERS' ACCOUNTS

- 7.1 Members will receive a statement of accounts in the following month in respect of all amounts due. If any member upon receiving a statement considers that there is an error in the statement, the member should notify the Accounts Department within fourteen (14) working days of the date of the statement of accounts.
- 7.2 The due date for settlement of current charges is one (1) month from the date of the statement of accounts. Overdue amounts exceeding 30 days must be settled immediately. A late penalty including interest charged on this outstanding amount may be imposed by the Club and this shall be determined by the Committee from time to time.
- 7.3 When payment is not made by the due date, reminders will be sent with escalating late payment fees in view of failure to settle the outstanding account. A member shall be placed on default/suspended status if payment is not received within the period stipulated in the reminders.
- 7.4 A member who is placed on default/suspended status will not be entitled to any of the privileges of membership until full payment has been received. Any member placed on default status may not be signed in as a guest.
- 7.5 Members who have defaulted in payment exceeding sixty (60) days may have their membership suspended/terminated. Members who have had their membership terminated due to default or due to disciplinary actions taken by the Committee shall remain liable for all outstanding dues and shall pay them promptly and in full.
- 7.6 Members shall be liable for all legal and procedural costs incurred in the recovery of outstanding dues to the Club.

8) REINSTATEMENT OF MEMBERSHIP

A person whose application for reinstatement to the Register of Members if approved by the Committee will be required to:

- Settle in full all outstanding dues (if any);
- Pay an administrative charge of \$120 plus prevailing GST or such other sum as may be determined by the Committee from time to time.

9) SPOUSE MEMBERSHIP

- 9.1 Spouse Members shall not be entitled to any of the rights or privileges of members of the Club except those approved by the Committee.
- 9.2 Spouse Members shall pay a monthly subscription to be determined by the Committee from time to time. Spouse Members may not be liable to pay any entrance fee.
- 9.3 Spouse Members shall sign on the account of their spouses who are members and these members shall be liable to pay all expenses incurred by their Spouse Members.

10) JUNIOR MEMBERSHIP

- 10.1 Junior Membership shall be subject to the Rules and Regulations as decided by the Committee from time to time as it deems fit.
- 10.2 A member of the Club may apply for the member's child to be a Junior Member under Category J1, if the child's age is above 12 and below 21 years old.
- 10.3 Nanyang Technological University (NTU) undergraduate pursuing any recognised graduate coursework programme in NTU may apply for Junior Membership under Category J2.
- 10.4 An undergraduate pursuing any recognised graduate coursework programme in any university may apply for the Associate Membership when he/she turns 21 years old.
- 10.5 Junior members are not entitled to any of the rights or privileges of members of the Club except those approved by the Committee.
- 10.6 Category J1 Junior Members
- Shall pay a monthly subscription to be determined by the Committee from time to time and may not be liable to pay an

entrance fee or to make any deposit with the Club unless the Committee decides to do so.

- Shall sign on the account of the member's parent, and the parent member shall be liable to pay all expenses uncured by their Junior Member(s).
- Category J1 Junior Members who are pre-matriculated students of NTU can join as Junior Members Category J2 upon commencement of their undergraduate degree course. All applications shall be supported by the letter of acceptance from NTU and a letter of undertaking that the offer will be accepted.

10.7 Category J2 Junior Members

- Shall pay a monthly subscription to be determined by the Committee from time to time and may not be liable to pay an entrance fee or to make any deposit with the Club unless the Committee decides to do so.
- Shall be liable to pay all expenses incurred with the Club and link the member's account to GIRO (General Interbank Recurring Order).

11) TERM MEMBERSHIP

The Committee may in its discretion change the number of years in a term and the fee may be determined by the Committee from time to time.

12) CORPORATE MEMBERSHIP

The Committee may at its discretion change the number of nominees for each Corporate Membership.

13) TRANSFER OF MEMBERSHIP

- 13.1 Membership transfer will be subject to the Committee's approval and shall be required to pay a transfer fee which will be determined by the Committee from time to time.
- 13.2 Members who wish to transfer to a third-party will pay a fee of \$150, plus prevailing GST or such other sum which will be determined by the Committee from time to time.

- 13.3 Members who wish to transfer from spouse to spouse, parent to child or child to parent will pay a reduced transfer fee of \$100, plus prevailing GST or such other sum which will be determined by the Committee from time to time.

14) TRANSFER OF MEMBERSHIP UPON MEMBER'S DEATH

- 14.1 The Executor/Administrator may transfer the membership of the deceased to the beneficiary under the Will provided that the beneficiary satisfies the requirements of an Ordinary or Associate Member and upon payment of the transfer fee.
- 14.2 If the beneficiary does not satisfy the requirements of an Ordinary or Associate Member, approval must be obtained from the Committee to transfer the membership to a third party who satisfies the requirements of an Ordinary or Associate Member and upon payment of the transfer fee.

15) NTU STAFF, UNDERGRADUATES AND NON-MEMBERS

The Committee may allow staff and undergraduates of NTU and such other categories or persons to use specific areas of the Club's premises from time to time, and such permission may at any time be revoked by the Committee at its sole discretion.

16) SUB-COMMITTEES

- 16.1 The Committee may constitute various Sub-Committees or ad-hoc taskforces from time to time as it deems necessary.
- 16.2 Sub-Committees shall comprise a Chairperson, a Deputy Chairperson and other members as nominated by the Chairperson and approved by the Committee.
- 16.3 The terms of reference of the Sub-Committees shall be approved by the Committee and reviewed from time to time as deemed necessary by the Committee.
- 16.4 The Sub-Committees shall each hold regular meetings to review matters arising out of the Club.

FACILITIES AND USAGE

17) RECREATION ROOM

- 17.1 The Recreation Room is open to members, their guests and children. The minimum age to enter the Recreation Room shall be determined by the Committee. The use of the room may, at the discretion of the Committee, be restricted to members only.
- 17.2 Users of the room should at all times conduct themselves with decorum and refrain from behaviour that would cause a nuisance to other users of the room.
- 17.3 The following activities are not permitted:
- Smoking
 - Sleeping
 - Littering
 - Unseemly behaviour
 - Vandalism of newspapers, periodicals, books and furniture
- 17.4 Under no circumstances should newspapers, magazines/periodicals, books and furniture be removed from the room.
- 17.5 Users should take due care to keep the room tidy and clean. They should return reading materials to their respective places.
- 17.6 The Committee or Club's employees may, at their sole discretion, request users who are found breaching any of the rules to refrain from such behaviour or leave the room.
- 17.7 The Committee may charge a fee for rental of the Recreation Room, which will be determined by the Committee from time to time.

18) GYM

- 18.1 All members using the gym shall ensure that they have undergone a thorough physical examination and have their physician's approval for the appropriate exercise regime. Any exercise undertaken shall be at the member's own risk.
- 18.2 The Club/Committee (including its employees or agents) and its operator or representatives shall not be liable for any damage, loss, injury or death howsoever caused.
- 18.3 Children aged 12 and below will not be permitted in the gym. Children under 16 years old are not permitted to use the gym without proper supervision by an adult.

- 18.4 Persons under the influence of alcohol shall not be permitted into the gym.
- 18.5 Users are reminded to return all equipment to their respective places after use. Under no circumstances shall any exercise equipment be removed from the gym.
- 18.6 A member who is responsible for the loss/damage of the equipment in the gym shall bear the cost.
- 18.7 No person is allowed to tamper with the electrical switches and gadgets in the gym.
- 18.8 The following activities are not permitted:
- Smoking
 - Sleeping
 - Littering
 - Unseemly behaviour
 - Vandalism of gym facilities or equipment
- 18.9 Users of the gym must be properly attired. Suitable attire includes shorts, T-shirts or tank tops without lewd or offensive messages, sweat suits, leotards, tights, sports shoes and other suitable attire as the Committee may from time to time decide.
- 18.10 The Club/Committee (including its employees or agents) and its operator or representatives may, at their sole discretion, request members or members' guests who are found breaching any of the rules to refrain from such behaviour or leave the gym.
- 18.11 A member is only allowed to sign in one (1) guest per day.
- 18.12 All users of the gym shall comply with such additional rules as may be imposed by the Committee or the operator from time to time to regulate the use of the gym.

19) SWIMMING POOL

- 19.1 No persons suffering from any infection or contagious disease shall use the swimming pool.
- 19.2 Nothing whatsoever is to be taken or thrown into any pool, except articles permitted or approved by the Committee. Inflatable rings, toys, balls, face masks (except eye goggles), flippers and other floating appliances are not permitted except during periods of training classes, whereupon kickboards may be used in the areas reserved for such

training under supervision of the coach, parents or person authorised by the Committee.

- 19.3 Members and guests are not permitted to:
- a. Smoke in or within six feet of the edge of the swimming pool;
 - b. Bringing or consumption of food or refreshments in or near the edge of the swimming pool
- 19.4 Members are advised in their own interest to leave the swimming pool during heavy rain, thunderstorms and when there is lightning, and shall do so as and when requested by the staff on duty.
- 19.5 Children under 16 years shall be accompanied by an adult, who shall maintain strict supervision and control over the children. Dressing and undressing of children shall be done in the changing rooms allocated to the respective genders. Children below 5 years old may use the ladies' changing room.
- 19.6 No child shall be allowed in the swimming pool area except in the company of an adult who shall take full responsibility for the child's safety.
- 19.7 A member is only allowed to sign in one (1) guest per day.
- 19.8 All users of the swimming pool shall comply with such additional rules as may be imposed by the Committee or the operator from time to time to regulate the use of the gym.

20) TENNIS COURTS

- 20.1 Tennis shall be played according to the rules of the Singapore Lawn Tennis Association.
- 20.2 A single court booking shall be for a duration/slot of one (1) hour.
- 20.3 The member who books a court must be present during the hire.
- 20.4 Bookings are not transferable. A member failing to show up at the tennis court at the time the booking commences or within the grace period of 15 minutes, shall forfeit that booking. The court may then, at the discretion of the registering staff, be open to another member for the remaining period.
- 20.5 A member who arrives after the permitted grace period, but within the booking period, may be allowed to use the court if the court has not already been granted to another member.

- 20.6 A member who has booked and played in the Tennis Court shall pay the facility charge. Such fees shall be the prevailing charges as determined by the operator from time to time.
- 20.7 The players shall not book the courts for their commercial use.
- 20.8 The required dress code for tennis shall conform to a reasonable standard of propriety and cleanliness. Members playing tennis shall wear shoes without heels, nails, spikes or studs. Shoes shall have non-marking soles. No member or guest who is bare-bodied shall be allowed on the Tennis Courts. Only tennis equipment approved by the Committee are permitted.
- 20.9 Players not conforming to the above will be asked to leave the court. A member who has breached these Regulations on more than one occasion may be barred from the courts for a period, the duration of which shall be at the discretion of the Committee.

LIABILITY & FEEDBACK

21) NON-LIABILITY OF CLUB

The Club/Committee (including its employees or agents) shall not be made liable or responsible for any injury howsoever caused to the members, their guests or children or for any theft or loss of or damage to any property of such persons.

22) SUGGESTIONS AND COMPLAINTS

Any suggestions or complaints may be made in writing to the Honorary General Secretary via membership@ntualumni.org.sg.