



**BY-LAWS
OF
THE RHEIN-DONAU CLUB
INCORPORATED**



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1. **ORDINARY MEMBERS**

Ordinary Members will

- (a) Have voting rights at member meetings;
- (b) Have reduced entry fees for Club events and activities;
- (c) Be eligible to become a member of any of the Club Activity Groups;
- (d) Have free access to all Club premises, including bars and restaurant;
- (e) Have the right to bring up to 5 non-member guests to the Club;
- (f) Be eligible to stand as a Club Committee member;
- (g) Have the right to nominate other Committee Members for Committee elections;
- (h) Have the right to nominate Life Members;
- (i) Are entitled to reserve or book areas of the Club Premises for private functions; and
- (j) May be asked to volunteer to contribute time to the club to organise and participate in The Club's activities and events.

2. **SOCIAL MEMBERS**

Social Members will

- (a) Have no voting rights at member meetings;
- (b) Have reduced entry fees for Club events and activities;
- (c) Not be eligible to become a member of any of the Club Activity Groups;
- (d) Have free access to all Club premises, incl. bars and restaurant;
- (e) Have the right to bring up to 5 non-member guests to the Club;
- (f) Not be eligible to stand as a Club Committee member; and
- (g) May be asked to volunteer to contribute time to the club to organise and participate in The Club's activities and events.

3. **LIFE MEMBERS:**

Recommended members' names shall be published in the Club magazine and placed on the Notice Board of the Club. Club members who wish to object to such a recommendation may lodge their objection in writing not later than fourteen (14) days after publication date.

Elected Life Members shall pay no subscriptions.

4. **HONORARY MEMBERS**

- (a) Applicants for honorary membership shall be proposed and seconded in writing on a form setting out that such person is, to the knowledge of the proposer, eligible according to the Rules of the Club to be elected an honorary member, and it will be in the interest or to the benefit of the Club. If the nominated person for honorary membership is elected by the Committee, he or she shall become an Honorary Member of the Club for a maximum period of twelve (12) months from the date of election. The Committee shall have the power to renew the honorary membership after expiration for a further period or periods as they feel is necessary in the interest of the Club.
- (b) The number of honorary members shall not exceed one percent (1%) of the total number

of Club members at any one time.

- (c) Honorary members shall pay no subscriptions.
- (d) The Committee shall have the power in cases appearing to them to require it, to revoke the admission of any honorary member without any notice and without assigning any reason for so doing.
- (e) Honorary members shall not be entitled to vote or to be present at any meeting of the members of the Club, nor be entitled to hold office in the Club nor have any right, title or interest in any of the property of the Club, nor propose or second any candidate for admission as member or an honorary member, nor bring any guest into the Club premises. Except as aforesaid, honorary members shall be afforded all privileges enjoyed by members.

5. EXPIRY OF MEMBERSHIP

Any member who has failed to pay his subscription after having been requested three (3) times within a period of not less than twenty-eight (28) days following each request, or who fails to provide the Committee with an acceptable excuse for such failure, shall be struck off the Roll of Members. In such cases the membership shall be regarded as expired, but the member concerned shall not be regarded as expelled.

Any member who fails to pay his subscription fee on the due date will forfeit all privileges enjoyed by financial members of the Club.

6. COMMITTEE

- (a) The Committee shall in all cases give consideration to the will of the Members as expressed at General Meetings.
- (b) The Committee shall consist of the President, Vice-President, Secretary, Vice-Secretary, Treasurer, Vice-Treasurer, Entertainment Manager, Equipment Warden, Cellar Master and two (2) General Members.
- (c) All members nominating for a committee position must provide photo identification, which has to be sighted by a standing committee member and kept on record.
- (d) A Minute Keeper will be appointed from the members of the Committee.
- (e) A Committee member may not hold two offices at any one time.
- (f) Not more than one member of the same family shall be eligible to be a committee member, except in exceptional circumstances as determined by the membership.

7. TRUSTEES

The four (4) trustees shall be declared elected at the Annual General Meeting for a period of four (4) years provided that two (2) trustees retire at the end of the two (2) years after the introduction of these rules. The two (2) trustees who obtained the lowest number of votes when originally elected shall retire. The trustees shall not be members of the Committee.

In the event of a retirement of a Trustee a replacement Trustee shall be appointed by the Committee and must be confirmed at the next Annual General Meeting.

8. NOMINATIONS AND RETURNING OFFICER

- (a) A candidate can nominate for two positions on the Committee but can only be elected to one position.
- (b) A Returning Officer and not less than two (2) scrutineers who shall not be candidates for election shall be appointed by the Committee for the purpose of conducting the election.
- (c) The Returning Officer shall declare the candidates, which have been voted in by the appropriate majority of the members voting, as being elected, and his declaration shall be final.

9. THE COMMITTEE AND ITS DUTIES

General Duties of the Committee Members of The Rhein-Donau Club Inc.

- (a) All Committee Members attend Committee Meetings
- (b) Committee Members and/or Group Leaders are responsible for opening and closing the Club premises and for tidying the premises when on house duties.
- (c) All Committee Members should be available to assist in setting up for all major functions and working bees as conducted from time to time.
- (d) All Committee Members are entitled to a meal and drink when on house duty on Saturday nights.
- (e) All Committee Members are entitled to a monthly gratuity, relevant to the duties of their position.
- (f) All committee members who are dealing with banking matters must have a police clearance.

President

- (a) According to The Rhein-Donau Club Inc.'s Constitution, the President shall have full command of the German language.
- (b) Chairperson of the:
 - I. Club Committee and Executive Committee
 - II. Extended Committee
 - III. All committee meetings
- (c) Authoriser for electronic funds transfer.
- (d) Member of all major organising committees, e.g. Events Management, Oktoberfest and Admin sub-committee
- (e) Needs to stay informed of all Club activities to ensure smooth and successful operations of the Club.
- (f) Represents the club at official functions.
- (g) Responsible for sending out invitations to Club functions.
- (h) Organises membership awards, birthday cards for members, badges and certificates for the Club Birthdays.

- (i) Coordinates with the Admin assistant to notify the committee of any ill or deceased members, and ensures that get well or condolence cards are sent. Places death notifications on behalf of the Committee in the Club Magazine.
- (j) Ex-officio member of all Group Committees.

Vice President

- (a) Assists and aids the president in his/her duties. Carries out special assignments and duties as entrusted by the president.
- (b) Co-ordinates all Major Club functions for example:
 - Mother's Day
 - Club's Anniversary
 - Oktoberfest
 - Christmas
 - New Year's Eve.
 - Karneval
- (c) Prepares the events program and takes on Master of Ceremony at all major Club functions listed above. Co-ordinates and liaises with all Groups involved in these events.
- (d) In the absence of the President, the Vice-President is authorised to carry out the functions of the President, be responsible to meet the President's obligations and be entitled to exercise all privileges of the President's office.
- (e) Member of the Events Management Sub-Committee

Secretary

- (a) Conducts the affairs of the Club under the direction of the Club Committee.
- (b) Responsible for all incoming and outgoing correspondence.
- (c) Authoriser for electronic funds transfers.
- (d) Responsible for the Agenda and Minutes for all committee meetings and for the AGM. May delegate minute taking to another committee member when necessary.
- (e) Ensures that minutes of all meetings of the Committee, Members Meetings and Annual General Meetings are filed in the designated file and are available for Members' inspection.
- (f) Responsible for all Staff employed by the club.
- (g) In consultation with the Club Manager, updates and reviews annually the Club's Insurance policies, Workers' Compensation policy, lease agreements for car parks, Dance Power, kitchen, APRA licence and Neerlandia WA Club Inc. payments.
- (h) Custodian of the Club's Constitution: liaises with the Club Manager to ensure that all amendments are correctly recorded and that the relevant authorities are notified of the changes.
- (i) Ensures that the Club affairs are in compliance with the Club constitution.
- (j) Chairperson of the Admin Sub-Committee.

Vice Secretary

- (a) Assists the Secretary in their duties and deputises for the Secretary in her/his absence.
- (b) Responsible for compiling the House-duty roster.

- (c) Responsible for the Door Staff Roster when paid functions are on.
- (d) Takes Committee Meeting minutes if deputised to do so.
- (e) Ensures, in conjunction with the Club Manager, that the Club's keys are issued and a record of said keys is being maintained.
- (f) Ensures, in conjunction with the Club Manager, that Club Security Codes and Access Codes for Club related organisations, suppliers etc. are issued and recorded in a Security Code Register.

Treasurer

- (a) Ensures that accurate computerised accounts of all financial transactions of the Club are maintained and checked on a regular basis.
- (b) Ensures that records of all GST collected, GST paid and W.E.T. Wage System are correctly maintained.
- (c) Oversees the preparation of invoices issued to debtors and receipts of membership fees.
- (d) Oversees computerised Wage System.
- (e) Produces monthly Profit and Loss account statements for Committee Meetings, Members Meetings and Annual General Meetings.
- (f) Authoriser for electronic funds transfer.
- (g) Responsible for overseeing access to Club's bank account and communication with the bank.
- (h) Updates and reviews annually the Club's Insurance policies and Workers Compensation policy.
- (i) Member of the Admin and Bar Subcommittees.

Vice Treasurer

- (a) Assists the Treasurer in carrying out their duties and deputises for the Treasurer in his/her absence.
- (b) Assists with all ticket sales and bookings for special functions such as Oktoberfest
- (c) Member of the Entertainment Sub Committee.
- (d) Assists with seating arrangements for special events like
 - Karneval
 - Mother's Day
 - Club Anniversary
 - Oktoberfest
 - Christmas
 - New Year's Eve
- (e) Responsible for purchase of decorations for various Club functions, in conjunction with the president.
- (f) Oversees distribution of meal and drink vouchers for special events.

Entertainment Manager

- (a) Responsible for the organisation and the running of all functions of the Club.
- (b) Chairs the Events Management Sub-Committee and provides reports for committee meetings.
- (c) Responsible for the smooth running of the Saturday evening functions.
- (d) Responsible for booking the bands and special floor shows.

- (e) Together with the office staff, responsible for the planning for the two-monthly events programs for the Club's Magazine and for A5 advertising leaflets.
- (f) Advises the Committee at least two months in advance of what bands are booked and how much they cost.
- (g) In conjunction with the President, responsible for decorating the Club for special events like:
 - Mother's Day
 - Club's Anniversary
 - Oktoberfest
 - Christmas
 - New Year's Eve
 - Karneval

Equipment Warden

- (a) Responsible for the maintenance and repairs of the whole Club.
- (b) Responsible for recommending necessary major repairs, such as plumbing, electricity work, roof and water systems etc. to the Committee for external contractors to complete.
- (c) Responsible for reporting insurable damage to the Club Manager for actioning. Assists with insurance related enquiries or inspections.
- (d) Responsible for keeping an accurate record of all repairs and replacement parts, including costs and dates.
- (e) Responsible for all equipment used for maintenance.
- (f) Undertakes regular checks of the Clubs premises and repairs minor faults.
- (g) Responsible for organising volunteers to set up and take down extra tables and chairs for major functions.
- (h) Chairs the Building and Maintenance Sub-Committee and provides reports for Committee Meetings when necessary.

Cellar Master

- (a) Responsible for the operation of the two bars. Reports to the committee as required.
- (b) Manager of the Club's Liquor licence; ensures that the administration of liquor sales is in compliance with the rules of the Liquor Licensing Authority.
- (c) Must be in possession of a Responsible Service of Alcohol and Approved Manager Certificates.
- (d) Responsible for engaging bar staff for the weekly functions and extra staff for major functions like:
 - Mother's Day
 - Club's Anniversary
 - Oktoberfest
 - Christmas
 - New Year's Eve
 - Private Functions
 - Karneval

- (e) Responsible for all alcoholic and non-alcoholic drink purchases.
- (f) Maintains accurate inventory of all purchases, sales and stocks.
- (g) Responsible for an accurate stock take of all bars (half yearly in conjunction with the Trustees) : submits completed stocktake to the secretary and treasurer.
- (h) Oversees the cleaning of the Tap Beer Lines.
- (i) Responsible for stocking the two bars. On a weekly basis
- (j) Responsible for the maintenance and repair of all the bar equipment.
- (k) Chairs the Bar Sub-Committee and provides reports to committee meetings as necessary.

Extra Committee Members

- (a) Two (2) additional Committee positions who report to the President and carry out duties as assigned by the President.
- (b) The aim of these positions is to relieve a committee member where necessary when they are on leave or sick.
- (c) Assist with set up on all major events.
- (d) Extra Committee Members may be assigned specific roles from time to time as deemed necessary by the committee (e.g. Vice Cellarmaster). Attendance at Sub-Committee meetings may be required.

Trustees

- (a) The four (4) Trustees shall be declared elected at the Annual General Meeting for a period of (4) years provided that two (2) trustees retire at the end of the two (2) years after the introduction of these rules.
- (b) Trustees can attend all committee meetings, but do not have a counting vote.
- (c) Responsible for checking group accounts at the end of each financial year.
- (d) Responsible for conducting half yearly stocktakes of the two bars and store room.
- (e) Responsible for the RED Box when AGM nominations are closed; in the presence of either The President or Secretary.
- (f) Trustees may join a Sub-Committee.

10. SPORTING/CULTURAL GROUPS:

Formation and operation of Sporting/Cultural Groups:-

- (a) Groups can only be formed with the approval of the Committee for the purpose of carrying on and engaging in activities of the Club provided that they fall within the objectives and aims of the Club.
- (b) Members of groups shall only be fully paid up financial members of the Club.
- (c) Administration of each group shall be vested in the Group Committee, consisting of the Group leader who shall be the Chairperson, a Secretary and a Treasurer.
- (d) Financial statements of each group shall be presented annually to the Committee of the Club.
- (e) All requests from groups must be submitted in writing to the Secretary ten (10) days before the meeting of the Committee of the Club.

- (f) All groups are expected to be responsible for organising events at least once or twice a year to support the entertainment requirements of The Club.
- (g) All group leaders must provide photo identification, as they receive a key to the premises and are responsible for the opening and closing of the club.
- (h) All group leaders who have minors in their groups must have working with children check WA.

11. PROCEDURE FOR MEETINGS OF THE COMMITTEE

- (a) Unless the Committee shall by resolution otherwise determine, the procedure at all meetings of the Committee shall be governed by the rules ordinarily observed in the conduct of Committee meetings.
- (b) In any case of doubt the Chair of the Committee meeting shall give a ruling as to the procedure to be followed.
- (c) Full and correct Minutes of each Committee Meeting will be stored in a file and electronically distributed to each Committee Member.

12. PROCEDURE FOR MEETINGS OF THE CLUB

Meetings of the Club shall be conducted in the following manner:

- (a) The President, or in his or her absence, the Vice-President, shall be the Chair.
- (b) In the event of the President and the Vice-President being absent from a duly convened meeting, such meeting may elect a Chair from its midst.
- (c) The Chair shall open and close the meeting and conduct it in accordance with the rules ordinarily observed in the conduct of meetings.
- (d) All motions must be clearly formulated and must be seconded by a member eligible to vote.
- (e) Full and correct Minutes of each Meeting will be stored in a file and electronically distributed to each Member.
- (f) The Chairperson shall have the right in his or her absolute discretion and without assigning any reason for doing so, of adjourning the debate on any matter of particular importance until the next ensuing Members' Meeting.

13. ANNUAL GENERAL MEETING:

There shall be an Annual General Meeting of the Club during the month of May in each year unless otherwise decided by the Executive Committee.

14. MEMBERS' MEETINGS:

A meeting of members shall be held **once** yearly. The agenda for such meetings shall be:

- (a) Opening address by the Chairperson.
- (b) Counting of the number of members present and eligible to vote.
- (c) Reading and passing of the minutes of the last Members' Meeting.
- (d) Secretary's Report.
- (e) Treasurer's Report and passing of cash and bank balance.
- (f) Holding by-elections if required.
- (g) Sundry items submitted by the Committee for discussion or decision.
- (h) Questions to be put to the Committee.
- (i) Motions and discussion.
- (j) Closure of the Meeting.
- (k) Ten percent (10%) of the total number of members of the Club who are eligible to vote shall form

a quorum, and if a quorum be not present a new meeting shall be convened after the expiration of twenty-eight (28) days and at such adjourned meeting the members present shall form a quorum regardless of the numbers present.

15. SALE, LEASE, EXCHANGE:

- (a) In accordance with Clause 30 of the Club's Constitution, the Club shall not contract to lease, sell, transfer, assign, purchase, encumber any realty except on the authority of a resolution passed by three-quarters (75%) of members present and voting at a Special General Meeting of the Club.
- (b) The Club shall provide accommodation for the members and their guests upon the Club premises of which the Club is the bona fide occupier and no profit, direct or indirect, shall be divisible amongst the members or any of them, nor shall any of the assets of the Club be used in support of any object other than the accommodation of the members and their guests.
- (c) The accommodation and amenities shall be provided and maintained from the Club's joint funds, and except as otherwise expressly provided herein, no member shall be entitled to derive any benefit or advantage from the Club which is not shared equally by every member.

16. STAFF:

- (a) In order to maintain effective management and running of The Club, the Committee shall be authorised to employ and remunerate such staff as shall be necessary.
- (b) Where permanent employment of such staff is required a contract of service may be entered into in conformity with the Act.
- (c) A person under the age of eighteen (18) years shall not be employed by the Club except in the clerical or administrative capacity or in the entertainment work of the Club.
- (d) Members who are employees of The Club are entitled to all the rights and privileges of membership, excluding those rights concerned with the selection, election and holding of office with The Club.
- (e) A Manager of The Club may attend at a committee meeting to give their report if required and then leave at the discretion of the Committee.
- (f) All staff who are dealing with banking matters must have a police clearance.
- (g) All teachers employed by the RDC must have a working with children check WA.

17. Business Activities

- (a) No member shall carry on their profession or business in the Club without the express permission of the Committee or appoint the use of the Clubhouse by advertisement or otherwise as a business address or facility.
- (b) Advertising of or for any commercial product or enterprise is not permitted at any time except with written approval from the Committee.
- (c) No notices or advertisements may be posted on the Club noticeboards or elsewhere in the Club without the authority of the Club Manager.
- (d) No member shall take away from the Club any of its property other than as authorised by the Committee.

18. Property

- (a) All members and guests are required to treat all Club property and facilities with proper care. Members shall be required to pay for any of the Club's property they destroy or damage. The cost of replacing or repairing such loss or damage shall be determined by the Committee, whose decision shall be final.

- (b) Removal of Club property. No member shall take away any of its property other than as authorised by the Committee.

19. Dress Code

- (a) Members and their guests shall be suitably attired whilst inside the Club.

The minimum standard of dress shall be:

- Shirts, trousers, dress shorts and footwear supporting neat and casual clothing must be worn.
- Thongs, tank tops, singlets, scanty attire, or clothing with offensive slogans or artwork are not to be worn inside at any time.

20. Behaviour

- (a) No persons shall use bad or questionable language in the Club premises at any time.
- (b) Members are expected to show guests every consideration with particular emphasis on occasions where competitions are in progress. Riotous behaviour will not be tolerated under any circumstances.
- (c) Each member shall be responsible for the behaviour and dress of their guests.
- (d) There is no smoking permitted in the Club premises.
- (e) Any person can and will be refused bar service, if, in the opinion of the person on bar duty or any member of the Committee, consider that further service is unwarranted.
- (f) Any person asked by the person on bar duty or any member of the Committee to leave the premises shall do so without question.
- (g) No person shall enter the area behind the bar unless properly authorised to do so.
- (h) No person shall remain in or obstruct free access to that area set aside for service only.
- (i) No dogs or other pets are permitted on Club premises.
- (j) Members or persons under the age of 18 years must be accompanied by and under the supervision of a responsible adult.

21. Parking

- (a) All vehicles must be parked within the marked bays.
- (b) Parking violations may result in suspension of membership.