



PREAMBLE

Section 12 of the Club's Constitution (2022) refers to the creation of By-Laws.

12.1 The Board may from time to time make, amend and repeal By-laws (not inconsistent with this Constitution, for the internal management of the Club and its premises.

DOCUMENT HISTORY

2015 - By-Laws 2 to 7 are transferred from earlier Constitutions

2019 - By-Laws 8 – 16 were added NOV-2019

2022 - By-Law 6 – **Supply of Refreshment**. Repealed.

2022 - By-Law 12 – **Motion by E-mail**. Repealed. – see By-Law 17

2022 - By-Law 13 – **Motions Register**. Modified to be Decision Register. Clause 13.2 removed

2022 - By-Law 14 – **Obligations of Newly Elected Directors** – Clause 14.4 added

2022 - By-Law 16 – **Registers to be Maintained** - Clauses 16.5 and 16.6 added

2022 - By-Law 17 – **Directors Handbook**. Added

2022 - By-Law 18 – **Undergroup Support Fund**. Added

2022 - By-Law 19 – **Directors Benefits**. Added

2022 – Preamble of the By-laws amended to reflect the revised Constitution.

2024 – By Law 20 – **Grievance Procedure**. Added

2024 – By Law 17.2.1 **Current Catering Lease Agreement**. Removed

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1. By-laws

- 1.1 The Board may make, repeal and amend all such by-laws (not inconsistent with these Rules) as they deem necessary for managing the affairs of the Association. For more details see Rules, rule number 51.

2. Sub-Committees

- 2.1 The Board / Management Committee may constitute from amongst its own members any sub-committee to examine and inquire into any special matter relating to the objects of business of the Association or to carry on any particular branch thereof and may dissolve such sub-committee at its discretion. The Board may also co-opt members of the Association as members of any committee created to conduct the social or sporting activities of the Association; and
- 2.2 For the purposes of the Association and in line with By-Law 2.1 the Board may also appoint members of the Association to act as members of any Undergroup created for social or sporting activities of the Association.

3. Record of Special Committees

- 3.1 Every sub-committee appointed by or under these Rules will keep records of its proceedings and the business done by it in carrying out the duties for which it was appointed, and at the conclusion of these duties or its term of office will report in writing to the Board.

4. Library and Reading Room (Boardroom)

- 4.1 A Directors' Boardroom and Archival Library shall be established and maintained on the premises of the Association.

5. Hours of Business

- 5.1 The premises of the Association will be open for the convenience of the members at such times as the Board determines.

6. Supply of Refreshments – *repealed. Covered by Liquor License.*

7. Life Honorary Director

- 7.1 Life honorary board membership may be granted by the current directors on retiring directors for their service of at least 25 years on the board.

8. Meeting of Directors / Management Committee

- 8.1 The Directors shall meet every third Thursday of each month at the same time agreed upon by every Director.

9. Frühschoppen

- 9.1 Frühschoppen shall be held every second Sunday of each month starting at 11.30am.

10. Monthly Membership Draw

- 10.1 Only full members of the Club are allowed to participate in the monthly membership draw which will commence with a \$100.00 Jackpot and increase each month by \$100 up to \$500.00 total if not won previously. Once the Jackpot has been won by a member, the amount of the Jackpot will reset to \$100.00 again; and
- 10.2 Should the Member whose number has been drawn at the Frühschoppen (2nd Sunday of the month) not be present at the draw, a \$100 consolation prize will be decided from a list of members present that day who signed the list ranging with the numbers from 1 to 100, by drawing a number out of a bag. Should the number drawn be the same as a number on an empty line, the next number will be drawn from the bag until a winner is declared.

11. Ban Process

- 11.1 If a member receives a Ban from the Club for whatever reason, he/she should have a chance to appeal such decision.
- 11.2 the member may submit an application, supported by written references from at least two (2) full members nominating the banned member. The Board will, in its sole discretion, review the Ban and evaluate the references and provide a response within two months of the review.
- 11.3 Should the member be allowed to hold membership once more, a probationary membership period will be set at the Board's discretion, acting reasonably.
- 11.4 Probationary membership means that the member may not hold any position of office or directorship and must not act in a manner which brings the member, their referees or the Club into disrepute.
- 11.5 At the end of such a period, the member, having not shown disrepute, will be considered a member without conditions.
- 11.6 A Ban may only be appealed once; and
- 11.7 A Ban Register will be held by the Office of the Club, noting the full names, addresses, incident details, duration of ban and appeal particulars.

12. Motion by Email – repealed Jan 2022. Included in Directors Handbook

13. Decisions Register

- 13.1 A Decisions Register will be held by the Office, detailing the date, the motion, the proposer, the seconder and how each Director voted.

14. Obligations of Newly Elected Directors

- 14.1 National Federal Police Check and Bankruptcy & National Personal Insolvency Check to be provided by each newly elected director. If available, these extracts cannot be older than six months. The cost will be carried by the Club. Nominated candidates will be asked prior to the election on election day to sign a declaration of consent for the Club to engage a third-party provider to do the checks on behalf of the successful candidate and Club. This only applies to the successful candidates; the other consent forms will be destroyed after the

election. These checks also apply to directors that are appointed by the BOARD as a replacement mid-term;

14.2 Every director must provide proof of his/her residential address. See 16.1.; and

14.3 Every director must attend a Governance Training Seminar as provided by Club Queensland and similar organizations for Not-for-Profit organizations within six (6) months after the election. A refresher seminar should be attended to every 2 to 4 years at the latest.

14.4 Every Director must undertake a Director Induction process (see 17.3) within 3 months of appointment.

15. Governance Policy

15.1 It is the responsibility of the Board to establish a Governance Policy for the club and to update the policy from time to time as see fits.

16. Registers to be maintained

16.1 Registers of all Directors with physical & postal address and other best contact details such as email, phone and mobile, to be maintained. Every change has to be reported by the Director without delay to the office;

16.2 Conflict of Interest Register for all Directors (see attached blank form);

16.3 Decision register (see attached blank form); and

16.4 Ban register.

16.5 Register of Club Policies

16.6 Register of Complaints

17. Directors Handbook

17.1 The Club Secretary shall produce and review each year a Directors Handbook for issue to all Club Directors.

17.2 The Directors Handbook shall contain the following:

17.2.1 Current Constitution

17.2.2 Current By-Laws

17.2.3 Governance Policy

17.2.4 Grievance Procedure

17.2.5 Procurement and Financial Delegations Policy

17.2.6 Conflict of Interest Policy

17.2.7 *Repealed – March 2024*

17.2.8 Undergroup Support Fund Policy

17.2.9 Risk Assessed Management Plan (RAMP)

- 17.2.10 Gaming Exclusion Processes
- 17.2.11 Register of Club Policies
- 17.2.12 Register of Board Decisions (2019 – Current)
- 17.2.13 Staffing Structures and Duty Statements
- 17.2.14 Volunteer Duty Statements

17.3 A the first convenient meeting following an election, a special board meeting will be held to issue the Handbook to all Directors. Contents of the Handbook will be explained and Directors will be required to sign a Directors Induction Worksheet which will be kept on file at the Club.

18. Undergroup Support Fund

18.1 The Undergroup Support fund will be administered by the Club in accordance with the guidelines established with the Undergroup Support Fund policy (2021).

19. Directors Benefits

19.1 All currently serving Directors (including honorary Directors) shall be entitled to the following benefits while serving as Directors.

19.1a 20% Discount over regular pricing at the Bar.

19.1b 1 x single, non-transferrable complementary ticket to the Club's Anniversary Ball each year.

19.1c \$100 in points added to the Directors individual points balance at the end of each full year served on the Board (i.e. AGM – AGM).

20. Grievance Procedure

20.1 The Club adopts the grievance procedure as per model rules for incorporated associations per *S47A Associations Incorporation Act 1981*.