

# **Timaru Bridge Club Constitution**

## **Rules of the Timaru Bridge Club Incorporated**

### **1. Name**

The name of the Club is "Timaru Bridge Club Incorporated" ("the Club").

### **2. Registration**

The Club is registered under the Incorporated Societies Act 1908.

### **3. Objects**

The objects of the Club are to foster, promote and sustain the game of Contract Bridge by:

- a. Providing and supporting Educational Programmes for Learners, Improvers, and Advanced Bridge Players.
- b. Managing, and administering Bridge sessions, matches, competitions and Tournaments.
- c. Providing and maintaining premises, facilities, and equipment for the advancement of these objects.

### **4. Affiliation**

The Club is affiliated as a member of New Zealand Bridge Incorporated ("NZ Bridge"), being the governing organisation responsible for the management, control, administration and regulation of Contract Bridge in New Zealand.

The Club shall seek to comply with any requirements imposed from time to time for membership of that organisation so as to continuously maintain such affiliation and the benefits of such membership.

All members of the Club are, by virtue of that affiliation, also bound by the provisions of the Rules of NZ Bridge to the extent the same apply to members of affiliated Clubs participating in the game of Contract Bridge.

### **5. Notices**

These Rules, the By-laws and any notices required to be given to members shall be displayed on the Notice Board at the Club Rooms. Copies will be provided on application to the Secretary.

### **6. Membership**

- a. The members of the Club shall be:
  - i. Life Members
  - ii. Ordinary Members
  - iii. Youth Members
  - iv. Non-Playing Members

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**Life Members** – Shall be persons the Club desires to honour, and shall be elected in accordance with Rule 7. A life member is not liable to pay any Club subscription, and is entitled to all privileges of the Club.

- c. **Ordinary and Youth Members** – Shall be accepted for membership under Rule 8.
- d. **Youth Members** – Shall have the playing rights of ordinary members while under the age of 23 years and not in full-time employment.
- e. **Non-Playing Members**
  - i. Ordinary members may request to become Non-Playing members by advising the Committee in writing
  - ii. Similarly, Non-Playing members may request to become ordinary members by advising the Committee in writing
  - iii. Non-Playing Members are not entitled to play on ordinary competition nights but are entitled to play in the Club on Charity Nights and at Friday Bridge up to a maximum of 5 times in any playing year and also at Holiday Bridge.
  - iv. Non-Playing members shall have no voting rights nor be eligible for elections to Club Committees.

## **7. Election of Life Members**

Recommendations for election to life membership can be made only by the Committee and shall require the approval of a majority of the votes cast in a secret ballot at a General Meeting – due notice of the recommendation having been given in accordance with rules 22(b) or 23(b).

## **8. Membership of Ordinary and Youth Members**

- a. Every candidate for ordinary or student membership shall sign the membership application form prescribed by the Committee.
- b. The Committee shall consider the application of the candidate, and if approved the candidate shall become a member of the Club.
- c. Every new member shall be notified of their acceptance by the Secretary, and shall then be bound by the Rules and By-laws of the Club.

## **9. Resignation of Members**

Notice of resignation from membership shall be given to the Secretary in writing. A member who has not resigned before the end of the financial year is liable for the subscription for the ensuing year.

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## **10. Discipline and/or Suspension of Members**

- a. The Committee has the power to censure, suspend from membership for a period, or expel any member, but the member shall be given full opportunity to offer an explanation and otherwise treated in a manner consistent with the requirements of natural justice.
- b. Any member expelled under Rule 10(a) has the right to appeal, by delivering a notice in writing to the Secretary to that effect within ninety (90) days from the date of expulsion, to a Special General Meeting to be convened within thirty (30) days of the date of delivery of such notice. A majority of two-thirds of those present at a Special General Meeting may reverse the Committee's decision and/or in the alternative censure or suspend the member from membership for a period.
- c. Any member whose subscription remains unpaid for three months shall be deemed to be suspended from membership and shall not be entitled to the privileges of the Club until the subscription has been paid. Should a subscription remain unpaid at the end of the Club's financial year the person concerned shall cease to be a member of the Club but shall still be liable to pay the outstanding subscription.
- d. Notwithstanding the provisions of sub-clauses (a) and (b) the Committee also has the power to refer any matter, allegation, or complaint of conduct, discipline or dispute that it considers sufficiently significant, concerning or important to the Board of Management of NZ Bridge. The Board enquiry, investigation and/or determination by the Board's appropriate Standing Committee, and in the event any such referral is accepted by the Board for that purpose the Committee shall abide by any consequent verdict, decision or determination as the case may be.

## **11. Annual Subscriptions**

- a. Annual subscriptions shall be set by the Club at a General Meeting, due notice of the recommendation having been given in accordance with Rules 22(b) or 23(b).
- b. The Subscription Year is from 1<sup>st</sup> January to 31<sup>st</sup> December.
- c. Subscriptions are due on the 1<sup>st</sup> day of February and are to be paid before the 1<sup>st</sup> day of March.
- d. New Members
  - i. The annual subscription is payable on or within thirty (30) days of acceptance to membership of the Club.
  - ii. If not paid the membership may be cancelled at the discretion of the Committee
  - iii. A member accepted after the first three months of the Subscription Year shall pay a first subscription calculated on a pro rata basis

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## **12. Officers**

- a. The Officers of the Club shall be the President, Vice-President, Secretary and Treasurer who shall be members of the Committee ex officio.
- b. No person shall hold the office as President at any one time for a period longer than three (3) consecutive years
- c. The immediate Past President shall be an Officer of the Club for one (1) year after vacating the office of President
- d. All General Meetings of the Club and all Committee meetings shall be chaired by the President or in the President's absence by the Vice-President. In the absence of both of them the meeting shall elect one of their number to fill the chair.

## **13. Election of Officers and Committee**

- a. Only financial members of the Club are eligible for election as an Officer and/or Committee member.
- b. The Annual General Meeting shall elect the officers and five (5) other members all of whom with anyone appointed under rule 13(f) or co-opted under rule 14(f) shall be the Committee.
- c. At least forty two (42) days before the Annual General Meeting, a nomination sheet for Officers of the Club and for elected Committee Members shall be posted on the Club Notice-board. Nominations are to be signed by two (2) financial members and the nominee.
- d. Nominations will close twenty eight (28) days before the Annual General Meeting.
- e. In the absence of sufficient valid nominations being received and remaining current at the date of the Annual General Meeting, nominations for any vacancies remaining may be made from the floor.
- f. If a vacancy on the Committee occurs between Annual General Meetings the Vice-President shall fill a vacancy in the position of President, and any other vacancy may be filled by appointment by the Committee. The Committee may continue to act despite any vacancy.
- g. Representation from Playing Divisions
  - i. The Chairperson of each Playing Division shall be a member of the Committee to present that Division's views. If the Chairperson is unable to accept such appointment, the Divisional Committee may appoint another member to be a member of the Committee.
  - ii. In any case where a Division has fewer than three (3) members elected or appointed under 13(b) & 13(g)(i), that Division may appoint up to two (2) members of that Division to enable that Division to have three (3) members of the Committee.

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- iii. In any case where the person appointed under (i.) or (ii.) above is unable to attend a meeting of the Committee, another member of that Division may be delegated to attend to represent that Division. In such cases the delegate would have full speaking and voting rights.

## **14. Management by the Committee**

- a. From the end of each Annual General Meeting until the beginning of the next, the Club shall be administered, managed and controlled by the Committee, which shall be accountable to the members for the implementation of the policies of the Club as approved by any General Meeting and having regard to the best interests of the Club.
- b. The Committee may engage employees on such terms and with such powers as it thinks desirable.
- c. The Committee may fix and pay an Honorarium to the Secretary and Treasurer, and to any other Officers appointed to it.
- d. Other than matters required by law or by these Rules to be decided by the Club in General Meeting, the Committee shall do all things in the exercise of the Club's powers and management.
- e. The Committee shall meet at such times and places as it may determine and otherwise where and as convened by the President.
- f. The Committee may co-opt any member to the Committee for a specific purpose for a limited period.
- g. The quorum for Committee Meetings is five.
- h. Only Committee Members elected under rule 13(b) or appointed under Rules 13(f) or 13(g) or co-opted under rule 14(f) who are present in person shall be counted in the quorum and be entitled to vote.
- i. The Committee may appoint sub-committees consisting of such members as it thinks fit and with or without power to co-opt. The President shall be an ex officio member of all sub-committees.
- j. The Committee may act by resolution approved by more than half the members present. In the case of an equality of votes, the Chairperson shall have a deliberative and casting vote.
- k. The Committee shall make By-Laws consistent with these Rules for any matter affecting members and the management of the Club.
- l. These Rules, any By-laws, the resolutions of General Meetings, the decisions of the Committee on the interpretation of these rules, and all actions taken by the Committee in accordance with these rules, and on matters not provided for in these rules, shall be final and binding on all members.
- m. Each officer or Committee member shall immediately on resigning or ceasing to hold office deliver to the Secretary all books, papers and other property of the Club.

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- n. The Committee may, by resolution make, amend or rescind the By-law for the proper administration of the Club as follows:
  - i. The motion to make, amend or rescind the By-law, with full details of the change, shall be displayed on the General Notice Board of the Club for at least twenty-one (21) days.
  - ii. During this time, any fifteen (15) members of the Club may deliver a written request to the Committee requiring that the motion be put to a General Meeting of the Club. At such General Meeting the Club may accept, reject or amend the motion.
  - iii. In the absence of any such request, the Committee may make a further resolution to confirm the proposal to make, amend or rescind the By-law at a meeting following the expiry of the twenty-one (21) day period above.

## **15. Records**

- a. The Secretary shall record the minutes of all General Meetings and Committee meetings, and all minutes when confirmed by a subsequent meeting and signed by the Chairperson of that meeting shall prima facie be evidence that that meeting was duly called and that the minutes are a true and correct record of what occurred at the meeting.
- b. The Club's records and documents prior to 2020 will be stored at the Club rooms. From 2020 onwards, the records will be stored electronically. They will be available on the Club website and a physical copy can be provided upon request of any member.

## **16. Treasurer**

The functions of the Treasurer shall include:

- a. Keeping such books of account as may be necessary to provide a true record of the Club's financial position.
- b. Presenting a reviewed annual statement of accounts to the Annual General Meeting
- c. Supervising all the financial affairs of the Club.

## **17. Financial Year**

The financial year of the Club begins on the 1<sup>st</sup> day of October in each year, and ends on the 30<sup>th</sup> day of September.

## **18. Major Transactions**

The Officers of the Club without any restriction whatsoever may decide if any proposed transaction is a major transaction and this decision shall be final in every respect. Major transactions shall be referred to a General Meeting of members.

In all other matters the Committee may purchase, take on lease or otherwise acquire real and personal property of every description and generally act in all matters which may be thought necessary or expedient for the attainment of any of the objects of the Club. The Committee may sell, exchange, lease, let, hire out, sub-let, mortgage or otherwise dispose of or deal with the same or any part thereof and may build on any land and may repair, alter, improve, or otherwise deal with any building.

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## **19. Finance and Accounts**

- a. The Committee shall set Playing Fees from time to time and may impose additional fees for visitors to the Club and other charges as it may decide.
- b. Moneys belonging to the Club shall be deposited in bank accounts under such conditions as the Committee decides. The Committee shall also give such directions as it may consider desirable for the payment of accounts. Authorities for payment shall be signed by two persons, including the Treasurer and/or Secretary and another appointed by the Committee for that purpose. For the purpose of paying into the Club's bank account, cheques may be endorsed by any of them. The Committee shall ensure that proper books of account are kept.
- c. At the Annual General Meeting the Committee shall submit a reviewed Statement of Accounts of the Club as of 30<sup>th</sup> September and an account of the Income and Expenditure for the year.
- d. Any financial transaction involving a Committee member must be fully disclosed and the member must not vote on the issue.

## **20. Payments to Members**

No member shall derive any personal pecuniary benefit from membership of the Club.

## **21. Auditor**

The Club shall appoint an accountant to review the annual financial statements of the Society ("the Reviewer"). The Reviewer shall conduct an examination with the objective of providing a report that nothing has come to the Reviewer's attention to cause the Reviewer to believe that the financial information is not presented in accordance with the Club's accounting policies. The Reviewer must be a suitably qualified person, and must not be a member of the Committee, or an employee of the Club. If the Club appoints a Reviewer who is unable to act for some reason, the Committee shall appoint another Reviewer as a replacement.

## **22. Annual General Meeting**

- a. The Annual General Meeting shall be held in late November or early December each year on a date fixed by the Committee.
- b. At least forty-two (42) days' notice of this meeting shall be given to members.
- c. Any member who wishes to have a subject on the Agenda for this meeting, shall deliver to the Secretary (or in the Secretary's absence, any member of the Committee)- At least twenty-one (21) days before the meeting, a notice in writing of the subject to be included and any motion the member intends to move.

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- d. A copy of the Agenda shall be posted on the Club Notice Board at least fourteen (14) days before the meeting.
- e. At any General Meeting, the meeting shall transact the Business set out in the Agenda and any resolutions so passed shall be binding on the members of the Committee.

Resolutions on other matters which are duly passed shall only be recommendations to the Committee.

## **23. Special General Meeting**

- a. The Committee shall call a Special General Meeting:
  - i. whenever it considers it is in the interests of the Club to do so,
  - or
  - ii. upon receipt of a requisition to do so signed by more than ten (10) members and stating the business of the meeting.
- b. Notice of any Business to be considered at any Special General Meeting must be given at least ten (10) days before the meeting and in the case of a meeting called under rule 23(a)(ii), the meeting must be held within thirty (30) days of the receipt of the requisition.
- c. At any Special General Meeting no Business shall be transacted other than that stated in the notice convening the meeting.

## **24. Voting**

- a. At all General Meetings and Special General Meetings voting shall be on a show of hands or a ballot shall be conducted in such manner as the Chairperson shall determine. In the event of any vote being tied the tie shall be resolved by another ballot.
- b. Two members (who are not nominees) appointed by the meeting shall act as Scrutineers for the counting of votes and destruction of any voting papers.

## **25. Quorum**

At all General Meetings twenty (20) members or one-half of the Club's current members, whichever is the lesser, shall form a quorum. If there is not a quorum present fifteen (15) minutes after the time set down for the meeting, the meeting shall be adjourned and immediately reconvened. At the reconvened meeting if there is no quorum within fifteen (15) minutes the members present shall either adjourn the meeting or the meeting can then transact its business if three-quarters of those present agree.

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## **26. Alteration to Rules**

No alteration, addition or deletion shall be made to these Rules except at an Annual General Meeting or a Special General Meeting called for that purpose. Particulars of any proposed changes must be given in the notice convening the meeting. A majority vote of those members present on that occasion is required to effect any change.

## **27. Common Seal**

The common seal witnessed by two (2) members of the Committee shall be affixed to documents only as the Committee by resolution directs.

## **28. Dissolution**

In accordance with the Incorporated Societies Act 1908, or any law in substitution for that Act, members present at a General Meeting of the Club may resolve that the Club be dissolved as from a date specified in that resolution. Any such resolution must be confirmed at a subsequent Special General Meeting called for that purpose and held not earlier than thirty (30) days after the passing of the resolution.

After all debts of the Club have been paid the members shall direct how the method of disposition of the remaining funds and property of the Club is given or transferred to New Zealand Bridge Incorporated or to any other organisation that is charitable under New Zealand law and has as one of its principal objects the fostering and promotion of and participation in the game of Contract Bridge.