

THE LAUNCESTON BRIDGE CLUB INC. **CONSTITUTION & RULES**

(As adopted 25th May, 1992)

1. NAME

The name of the Club shall be The Launceston Bridge Club Inc. (In this Constitution called "The Club").

2. INTERPRETATION

In this Constitution, unless the contrary intention appears:

"Committee" means the Committee of the Club to which Clause 14.1 refers;
"General Meeting" means a general meeting of members convened in accordance with Clause 13.

3. THE CLUB'S OFFICES

The offices of the Club shall be at 22-24 Glen Dhu Street, Launceston or at such other place as the Committee may, from time to time, determine.

4. OBJECTS

The basic objects of the Club shall be to promote and foster interest in the game of Bridge and, in particular, the game of Duplicate Contract Bridge by such means as possible.

5. POWERS

For the purpose of promoting the objects in Clause 4, the Club may:

- a. Procure contributions to the funds of the Club by subscriptions, donations, levy or otherwise, as approved by the Committee or members in General Meeting.
- b. Borrow money as approved by members in General Meeting.
- c. Accept any gift, whether subject to special trust or not, for any of the objects or purposes of the Club.
- d. Invest money in any security authorised by the Committee.
- e. Buy, hire, take on lease or in exchange, sell and deal in any real or personal property.
- f. Construct, maintain and alter buildings or works.
- g. Publish books, papers, leaflets or documents.

- h. Establish and support any organisation or Club formed for any of the basic objects of the Club.
- i. Purchase or acquire and takeover all or any part of the property, assets, liabilities and engagements of any organisation or Club with which the Club may become amalgamated in accordance with the provisions of the rules of the Club.
- j. Do all other such lawful things as are incidental to these powers or conducive to achieving the objects of the Club.

6. MEMBERSHIP

6.1 A person who is nominated and approved as provided in these rules is eligible to be a member of the Club on payment of the annual subscription and fees fixed under these rules, including (if appropriate) any fees payable to the Australian Bridge Federation Incorporated.

- 6.2 A nomination of a person for membership of the Club shall be:
- a. In writing, signed by two members of the Club who shall have been members for not less than twelve months;
 - b. Accompanied by the written consent of the nominee on the nomination form; and
 - c. Lodged with the Secretary of the Club.

6.3 The Secretary shall refer any nomination received to the Committee as soon as practicable.

6.4 The Committee shall decide on the election of nominated persons at the next Committee meeting.

6.5 The Secretary shall notify the nominee in writing if he/she has been approved for membership of the Club and the amount payable for subscription and fees. Upon payment, the member shall become entitled to the benefits and privileges of the Club and such payment shall be considered a declaration of his/her agreement to abide by the Constitution, Rules, regulations and By-Laws of the Club.

6.6 A member of the Club may at any time resign from the Club by written notice of resignation to the Secretary and thereupon shall ipso facto cease to be a member of the Club, but no such resignation shall relieve any member from payment of any subscription or other money due and payable.

6.7 In the event of the Club being wound up, no member is liable to contribute towards the payment of the debts or liabilities of the Club or the costs, charges and expenses of winding up, other than a sum equal to a member's unpaid subscription.

7. CATEGORIES OF MEMBERSHIP

7.1 Members of the Club shall be:

a. **Ordinary Members** — members who are ordinary members at the time this Constitution is adopted and members admitted under Rules 6.1 to 6.4 above.

b. **Life Member** — a member who, for outstanding services rendered to the Club or to the game of Bridge or for other sufficient reason, is nominated by the Committee and elected a life member by a majority of at least two—thirds of members present and voting at the next Annual General Meeting, provided that such nomination is included in the notice paper of such meeting. A Life Member shall enjoy all the rights and privileges of an Ordinary Member and shall not be liable for payment of annual subscription nor any levy imposed upon Ordinary Members.

c. **Honorary Member** — the Committee may admit any person as an Honorary Member. A person may not be granted honorary membership for periods aggregating more than three months in any twelve months.

7.2 Honorary Members shall have the rights and privileges of Ordinary Members, except that:

a. they shall not be eligible to hold any office of the Club nor vote at any meeting; and

b. they shall neither be eligible to win Club or State Championships nor be selected to represent the State in National events.

7.3 An Honorary Member who willfully infringes any of the Rules and Regulations of the Club or who, in the opinion of the Committee, is guilty of conduct prejudicial to the interests of the Club may be required to withdraw from the Club and his/her privileges as a member shall cease forthwith.

8. REGISTER OF MEMBERS

8.1 The Secretary shall maintain in a form prescribed by the Committee a complete list of all members of the Club showing the name, category, address and date of admission of each member. Such Register — listing names, date of admission and category of membership only — shall, on request, be available at reasonable times for perusal by any member of the Club.

8.2 A member is responsible for advising the Secretary his/her address. Any notice sent to the last advised address shall be considered duly delivered.

9. ANNUAL SUBSCRIPTION

9.1 The Annual Subscription of the Club shall remain fixed at its current rate unless changed at a General Meeting after due notice of motion has been given in advance in the Agenda of such Meeting. A simple majority of members present will suffice to pass such motion.

9.2 The Annual Subscription and, if applicable, any A.B.F. fees shall be due on the 1st January in any year and payable by the 1st March, or, in the case of newly elected members, within one (1) month of election.

9.3 Any member who has not paid his/her annual subscription by the 1st March and, if applicable, any A.B.F. fees shall not be eligible to compete in any Club, Tasmanian State or National Championship event, or vote at any meeting or be a member of the Committee.

9.4 If any member shall fail to pay his/her subscription when due the Treasurer shall notify the defaulting member. Any member who fails to pay his/her subscription by 1st April shall thereupon cease to be a member of the Club, but such cessation of membership shall not relieve the member from payment of the subscription or other money due or payable to the Club.

10. INCOME AND PROPERTY OF THE CLUB

10.1 The Income and Property of the Club, however derived, shall be applied solely towards the promotion of the objects and purposes of the Club in such manner as the Committee and/or the members in general meeting may determine from time to time.

10.2 The President, the Secretary and the Treasurer of the Club shall be the Trustees of the property of the Club and shall have the legal ownership thereof and may sue in the name of the Club.

11. ACCOUNTS OF RECEIPTS AND EXPENDITURE

11.1 The financial year of the Club shall be the period beginning on the 1st January and ending on the 31st December each year.

11.2 Proper accounting records shall be kept in a form prescribed by the Committee and in a manner as will enable:

- a. the preparation at any time of a true and fair financial statement of the Club's affairs; and
- b. the accounts of the Club to be conveniently and properly audited.

11.3 The Treasurer shall see that all moneys received are correctly brought to account.

11.4 All money and funds of the Club shall be kept in such bank accounts and investments (subject to the limitations imposed in Clause 5 d) as the committee decides.

11.5 All cheques and other negotiable instruments shall be signed by any two of the President, Vice-President, Secretary and Treasurer.

11.6 Any payment from the Club's funds shall be only for purposes authorised by the Committee.

11.7 As soon as practicable after the close of the financial year, the Treasurer shall prepare in a form prescribed by the Committee statements of:

- a. the financial transactions for that year; and
- b. the financial position of the Club at the end of that year.

11.8 Custody of the books, documents and securities of the Club shall be the responsibility of the Treasurer.

12. AUDIT

12.1 The Auditor of the Club, who shall not be a member of the Committee or an officer or servant of the Club, shall be appointed at the Annual General Meeting.

12.2 The Committee shall have power to fill a temporary vacancy in the office of Auditor.

12.3 The Auditor:

- a. has a right of access at all reasonable times to the books and records of the Club; and
- b. may require from any officer or servant of the Club such information and explanations as may be necessary for the completion of the audit.

13. GENERAL MEETINGS

13.1 The Annual General Meeting shall be held not later than three (3) calendar months after the close of the financial year on a date decided by the Committee.

13.2 The business of the Annual General Meeting shall be:

- a. to confirm the Minutes of the last preceding Annual General Meeting and of any General Meeting held since that meeting;
- b. to receive from the Committee, Auditor and servants of the Club reports upon the transactions of the Club during the last preceding financial year, including those statements prepared in Compliance with Rule 11.7
- c. to elect the Committee members of the Club;
- d. to appoint the Auditor;
- e. to determine if and, to whom honorariums shall be given and the amount of such honorariums;
- f. to deal with any special business proposed by the Committee or requisitioned by at least ten (10) members entitled to vote, provided such business is specified in the notice of meeting; and
- g. to deal with any other business which may be properly brought forward within the rules of the Club.

13.3 The Committee may at any time convene a Special General Meeting of the Club.

13.4 The Committee shall, on the written requisition of not less than ten (10) members eligible to vote convene a Special General Meeting of the Club.

13.5 A requisition for a Special General Meeting shall state the objects of the meeting and shall be signed by the requisitionists and deposited with the Secretary and may consist of several documents in the like form, each signed by one or more of the requisitionists.

13.6 If the Committee does not cause a Special General Meeting to be held within twenty eight (28) days from the date on which a requisition is deposited with the Secretary, the requisitionists, or any of them, may convene the meeting; but any meeting so convened shall not be held after three (3) months from the date of the deposit of the requisition.

13.7 A Special General Meeting convened by the requisitionists in pursuance of these sub—clauses shall be convened in the same manner as nearly as possible as that in which those meetings are convened by the Committee, and all reasonable expenses incurred in convening the meeting shall be refunded by the Club to the members convening them.

13.8 A Special General Meeting may not transact or entertain any business except that specified in the notice calling the meeting or, as in the opinion of at least two thirds of those present, directly arise from the matter under discussion.

13.9 Members shall be notified in writing at least fourteen (14) days before a General Meeting of the Club and a notice specifying the place, date, time and business of the meeting shall be displayed until the date of the meeting on the Club's notice board.

13.10 At any General Meeting of the Club, twenty per cent of members entitled to vote shall form a quorum.

13.11 If, within one (1) hour of the time appointed for a General Meeting to commence, a quorum is not present:

- a. a meeting convened on the request of members shall lapse;
- b. any other meeting shall stand adjourned to such time and place as decided by those present and, if a quorum is not then present within one (1) hour, the meeting shall lapse.

13.12 A meeting may be adjourned from time to time and place to place to deal with unfinished business; no other business may be entertained at an adjourned meeting. Notice shall be given of an adjourned meeting in similar form to notice of the original meeting if the adjournment is for more than fourteen (14) days; otherwise notice is not necessary.

13.13 Voting at a General Meeting shall be by show of hands unless five (5) members present call for a ballot. The presiding officer shall have a deliberative and, if necessary, a casting vote.

13.14 If the President and Vice-President are both absent, the members present shall elect one of their number to preside.

14. COMMITTEE

14.1 The affairs of the Club shall be managed by a Committee consisting of President, Vice-President, Secretary, Treasurer, Master Points Secretary and four (4) other members, all of whom shall be elected at the Annual General Meeting.

14.2 Nominations for committee members, in writing signed by the nominee and two members entitled to vote, should be lodged with the Secretary at least ten (10) days before the date of the Annual General Meeting, but must be lodged no later than twenty four (24) hours before the scheduled commencement of the Annual General Meeting (subject only to the overriding provisions of Clause 14.4 below).

14.3 A member may not occupy the office of President or Vice-President for more than three (3) consecutive years; and a member vacating the position of President at the end of three (3) consecutive years is not eligible to nominate for Vice-President but may be elected to any other position on the Committee.

14.4 If insufficient or only sufficient nominations are received to fill the offices vacant, those candidates nominated shall be declared elected at the Annual General Meeting and, if any offices then remain vacant, nominations may be received at the meeting.

14.5 If the number of nominations received exceeds the number of vacancies, a ballot shall be held in such manner as decided by the Committee.

14.6 A casual vacancy shall be filled by a re-count of the ballot papers if the position was last filled by election. If a candidate is not available by a re-count, the Committee may fill the vacancy.

14.7 Vacation of Office:

The office of any committee member becomes vacant if the member:

- a. dies;
- b. becomes of unsound mind;
- c. resigns office;
- d. is absent without approved leave from three consecutive meetings;
- e. ceases to be a member of the Club;
- f. ceases to be a resident of the State; or
- g. becomes bankrupt or applies to take or takes advantage of any laws relating to bankrupt or insolvent debtors or compounds with his/her creditors or makes any assignment of his/her estate for their benefit.

14.8 Meetings of the Committee and of Sub-Committees:

- a. The Committee shall normally meet once a month at such time and place as the Committee may determine.
- b. A Special Meeting may be convened by the President, Vice-President or four members of the Committee. Notice of the Special Meeting shall specify the general nature of the business to be transacted and no other business shall be entertained.
- c. The quorum at a Committee meeting shall be five (5) members.
- d. If, within half an hour of the appointed time for the meeting, a quorum is not present, the meeting shall stand adjourned to a time and place decided by those present, except a Special Meeting shall lapse.
- e. If the President and the Vice-President are absent, the members present shall elect one of their number to preside.
- f. Voting at a meeting of the Committee (or Sub-Committee) shall be by show of hands unless a member demands a ballot. The Presiding Officer shall determine the manner of the ballot. The Presiding Officer shall have a deliberative vote and, if necessary, a casting vote.
- g. If the date of a meeting has not been fixed at a prior committee meeting, each member shall be notified and, if the time and manner (written or oral) of the notice is reasonable, it shall be deemed to have been given.

14.9 Disclosure of Interest:

A member who has an interest in any contract or arrangement proposed or made with the Club;

- a. shall disclose that interest at the first opportunity; and
- b. shall not vote on any decision relating to the contract or arrangement.

14.10 A member who has a direct interest in:

- a. the level of fees for services rendered (e.g. tournament directing, teaching or supervising play);
 - b. the level of subsidies (e.g. travel);
- shall not vote on any relative decisions.

14.11 Sub-Committees:

The Committee may set up sub-committees and determine their functions and may appoint non-members of the committee to serve thereon.

14.12 Executive Committee:

- a. The President, Vice-President, Secretary, Treasurer, Master Points Secretary constitute the Executive Committee, which may issue instructions to the Secretary and the servants of the Club, or make such other decisions as they deem necessary in matters of urgency connected with the management of the affairs of the Club during the intervals between meetings of the Committee.
- b. Where any such instructions are issued or decisions made, the Executive Committee shall report thereon to the next Committee Meeting.

14.13 By Laws:

- a. The Committee shall have power to make, amend or repeal by-laws as may be necessary or convenient for the proper carrying out of the Objects of the Club.
- b. The decisions of the Committee on any question of interpretation of the Constitution or By-laws or upon any matter affecting the Club, and not provided for in these rules, shall be binding on the members unless and until the same shall be amended by a resolution of members at an Annual General Meeting or an Extraordinary General Meeting.

15. DISCIPLINE AND EXPULSION:

15.1 The Committee shall have the power to reprimand, fine, suspend from any privileges of membership, or expel a member for unbecoming or improper conduct judged to have prejudiced the best interests of the Club.

15.2 The Committee shall not impose a penalty under this rule until it has:

- a. notified the member in writing particulars of the alleged conduct;
- b. given such member an opportunity to offer an explanation, verbally or in writing, to a committee meeting to be held not less than seven (7) days after delivery of the notice; and
- c. at least two thirds of the Committee members present consider the explanation unsatisfactory.

15.3 A member suspended for more than three (3) months or expelled shall be notified in writing promptly and the member may, within (14) fourteen days appeal in writing to a Special General Meeting of the Club.

15.4 The Committee shall convene a Special General Meeting within four (4) weeks of receiving an appeal under 15.3 above. If a quorum is not present, the appeal shall be referred to the next Annual General Meeting.

15.5 The voting relating to the appeal shall be by secret ballot.

15.6 Any decision of the Special General Meeting shall be final.

16. ALTERATION OF CONSTITUTION:

The Constitution of the Club shall not be altered save with the approval of at least three-fourths of the members present at a General Meeting, for which meeting notice including the proposed alteration has been delivered by hand or post at least fourteen (14) days before such meeting is to take place.

17. DISSOLUTION OF THE CLUB

17.1 On application in writing to the Committee by at least one fifth of the financial members of the Club signifying their desire that the Club be dissolved, a Special Meeting shall be called to consider the proposition. Notice of such meeting and its objects shall be exhibited on the Club's notice board for at least one (1) month preceding the day of the meeting and a copy thereof sent to every member forthwith.

17.2 At the meeting, votes by proxy will be received and the votes of at least two-thirds the total membership of the Club shall be necessary to carry the proposition of dissolution. The quorum for such meeting shall consist of one quarter of total membership of the Club in person.

17.3 The instrument appointing any proxy shall be in writing under the hand of the member appointing the proxy and may be made in favour of any member of the Club. The instrument appointing the proxy shall be delivered to the Secretary not less than twenty four (24) hours before the time appointed for the meeting at which the member named in such instrument proposes to vote. No such instrument shall be valid after the expiration of twelve (12) months from the date of execution except in the case of an adjournment of any meeting held previously to the expiration of such time.

17.4 A proxy may be appointed for and attend at an adjourned meeting although he/she was not appointed for the original meeting.

17.5 If, upon winding up or dissolution of the Club there remain, after satisfaction of its debts and liabilities, any property, the same shall not be distributed among members of the Club, but shall be given or transferred to some other organisation or organisations having similar objects to the Club, as may be recommended by the Committee and approved by at least two-thirds of

the members present at a General Meeting called to consider the dissolution of the Club and any adjournment thereof.

18. SEAL OF THE CLUB:

18.1 The seal of the Club shall be in the form of a rubber stamp, inscribed with the name "The Launceston Bridge Club Inc." encircling the word "Seal".

18.2 The seal of the Club shall not be affixed to any instrument except by the authority of the Committee and the affixing thereof shall be attested by the signatures either of two members of the Committee or of one member of the Club and of the Secretary of the Club or such other person as the Committee may appoint for that purpose and that attestation is sufficient for all purposes that the seal was affixed by authority of the Committee.

18.3 The seal shall remain in the custody of the Secretary.