

March 2015

BUSSELTON BRIDGE CLUB INCORPORATED

CONSTITUTION

1. NAME :

The name of the club is the “Busselton Bridge Club Incorporated.”

OBJECTIVES:

The objectives of the Club are:

- (a) To provide a meeting place for bridge players.
- (b) To hire or acquire premises and do such things as are incidental to attain either of those objectives.
- (c) To promote, foster and encourage and the playing of bridge.
- (d) To promote, foster and encourage a harmonious bridge playing environment.

2. MEMBERSHIP:

(a) Application for Membership

Membership shall be open to all persons wishing to play bridge. Application for membership shall be made on the forms provided by the club and election to membership shall be made by the Committee. The club may admit visitors for up to six visits , and thereafter they should be invited to apply for membership.

(b) Disciplinary Powers of the Committee

The Club shall appoint a club member of high standing, as determined by the Committee (refer section 6) to the role of Club Recorder. This to be an annual appointment to a maximum of 3 years. The recorder shall consider verbal or written complaints regarding behaviours, or other issues, to do with conduct at the playing table or on the club premises, and shall mediate those complaints in accordance with The Recorder Terms of Reference approved by the Committee. The Club Recorder may nominate a relief person to act in their position in the event of a long absence from the club. This nomination needs to be agreed by the Committee.

Upon receipt of a written complaint from the Recorder to the Committee, the Committee shall determine an appropriate course of action which could include a formal warning, a period of suspension or expulsion from the club

In addition, if any Member wilfully refuses or neglects to comply with the provisions of the Constitution of the Club or shall be found guilty by the Committee of any conduct which in the opinion of the Committee is unbecoming of a Member or prejudicial to the interest of the Club or otherwise undesirable behaviour, the Committee shall have the power by resolution to warn, suspend for up to 6 months, or expel the Member from the Club.

The member concerned shall have the right to be heard by the Committee before its decision is made.

If the Committee decides to expel the member, the member may by notice in writing to the Secretary within (7) days of the communication to him/her of the decision of the Committee refer the decision without delay to a Special General Meeting of all available club members. The decision of the Committee to expel shall prevail unless reversed by resolution of the majority of those present and entitled to vote at the meeting: if so reversed the expulsion shall become void.

3. REGISTER OF MEMBERS

The Honorary Secretary shall maintain the Register of Member in which shall be recorded the names, addresses, telephone numbers and ABF numbers of all members. It is the responsibility of members to inform the Honorary Secretary of any change of these details.

4. SUBSCRIPTIONS

The amount of the subscription shall be fixed at the Annual General Meeting. The fees shall apply to the following calendar year, and shall be due and payable by the 1st January each year. Failure to pay within one month of that date automatically excludes a member from membership. The committee shall collect all subscriptions and weekly fees, and shall pay all expenses in connection with the function and incorporation of the club.

The committee may accept donations, legacies, grants or subscriptions from other sources, but may not incur any debt, mortgage or financial obligation that does not refer directly to the general running of the club. All financial obligations that incur a long-term debt to the club must be presented to all club members and voted on at an Extraordinary General Meeting at which the proposal must receive a minimum of 75% of votes from eligible members present

5.1 ENTRANCE FEES:

Entrance fees for members and visitors for events and tournaments shall be as decided by the committee.

6. THE COMMITTEE. The control and management of the Busselton Bridge Club Inc. shall be vested in the committee, membership of which shall consist of not less than seven and not more than nine officers, namely the President, Vice-Presidents (two), Honorary Secretary, Honorary Treasurer, Honorary Tournament Director and ordinary members. One vice-president shall be responsible for accounting of property. The positions of President, Hon Secretary, and Hon Treasurer may each be held by those elected for a maximum of three consecutive years.

6.1 President and Vice-Presidents.

The President, or in his/her absence one of the Vice-Presidents shall preside at all General and Committee meetings. In the absence of all three, those present shall elect a chairman.

6.2 Honorary Secretary.

The Honorary Secretary shall, subject to the control of the committee:

- (a) convene all general and committee meetings
- (b) attend all meetings and keep minutes of all proceedings

- (c) attend to all general correspondence
- (d) maintain the register of members
- (e) perform such other duties as directed by the committee.

6.3 HONORARY TREASURER

The Honorary Treasurer shall, subject to the control of the committee:

- (a) keep correct accounts and books showing the financial affairs of the club
- (b) collect and bank all monies received and give proper receipts thereof,
- (c) arrange for all payments and disbursements authorized by the committee and obtain and keep proper receipts thereof,
- (d) prepare and submit financial statements to the committee as required by it,
- (e) prepare and present the Treasurer's report to the Annual General Meeting after being audited.

6.4 HONORARY TOURNAMENT DIRECTOR

The Honorary Tournament Director shall, subject to the control of the committee:

- (a) carry out the duties and exercise the powers as described in Laws 81 to 91 of the Laws of Contract Bridge (1997)
- (b) prepare and organize a programme of events, including Club Championships, Pairs, Teams and Individual events, inter-club and social matches as directed by the committee.
- (c) maintain a record of results and members' performances.

6.5 FIDUCIARY SIGNATURES

The Club may open bank accounts and/or Building Society deposit accounts. Any two of the following:- President, Vice-Presidents, Honorary Secretary, Treasurer are authorized to sign and keep records of all cheques, deposit and withdrawal forms or other negotiable instruments for and on behalf of the club.

6.6 TENURE OF OFFICE

The officers of the committee shall be elected annually and shall hold office from the declaration of election at the Annual General Meeting until the declaration of election at the next Annual General Meeting. Officers and members of the committee shall be available for re-election.

6.7 ELECTION OF COMMITTEE

At least 14 days before the Annual General Meeting the Honorary Secretary shall post on the club's notice board a notice calling for nominations for office or membership of the committee for the following year.

Only subscribing members shall be eligible for election to the committee.

In the event that more than one person stands for election for a place on the committee, election shall be by secret ballot arranged by the Honorary Secretary and counted by 2 scrutineers elected at the meeting. Any tie shall be settled by resolution of subscribing members at the meeting. The President shall immediately declare the results of the election at the Annual General Meeting

6.8 VACANCIES ON THE COMMITTEE

The position of any member of the committee shall become vacant if he/she:-

- (a) resigns;
- (b) fails to attend three consecutive committee meetings without satisfying the committee that he/she had good reason for failure to attend;

(c) ceases to be a subscribing member of the club.

The committee may appoint any subscribing member to fill any vacancy on the committee until the next Annual General Meeting.

6.9 COMMITTEE MEETINGS

At all meetings of the committee four members shall form a quorum, the President shall have the casting vote as well as an ordinary vote and the President may adjourn the meeting from time to time. No less than six meetings shall be held throughout the year.

7 QUORUM FOR ANNUAL AND EXTRAORDINARY GENERAL MEETINGS:

At all Annual and Extraordinary General Meetings fifteen members present shall constitute a quorum. Other than as required in clause 18 all questions shall be decided by a simple majority of those present and entitled to vote. In the event of equality of votes, the chairman shall have a casting vote in addition to his vote as a member. No member whose subscription is in arrears shall be entitled to vote or take part in such meetings

8 ANNUAL GENERAL MEETINGS.

The Club's financial year shall be from October 1 in each year till September 30 the next year. The committee shall fix a date for the Annual General Meeting to be held during November each year.. The Honorary Secretary shall advise members of the date, time and place of the meeting by means of a notice on the Club notice board at least a fortnight prior to the meeting.

The order of business of the meeting shall be:-

- (a) confirmation of minutes of previous meetings needing confirmation;
- (b) the President's report;
- (c) the Honorary Treasurer's report which shall contain an audited statement of receipts and expenditure and balance sheet showing all assets and liabilities;
- (d) election of an Honorary Auditor;
- (e) declaration of the election of the committee;
- (f) amount of members' subscriptions for the ensuing year
- (g) any other business.

8.1 EXTRAORDINARY GENERAL MEETING.

The Honorary Secretary shall convene an Extraordinary General Meeting if directed to do so:-

- (d) by resolution of the committee, or
- (e) by written request signed by at least fifteen subscribing members of the Club.

Such resolution or request shall specify the purposes for which the meeting is to be convened. The meeting shall be convened by the Honorary Secretary not less than fourteen nor more than twenty-one days by placing a notice of the date, time and place and the reason for the meeting on the Club notice board. No business shall be considered at such a meeting other than the business relating to the purpose(s) for which the meeting has been convened.

9. INCOME AND PROPERTY OF THE CLUB

Income and property of the Club shall be applied solely to the promotion of its objects and no part thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of pecuniary profit to the members, provided that honoraria may be paid in good faith to officers and servants of the Club for services rendered.

10. DISSOLUTION

The Club may be wound up by resolution by 75% of members present and entitled to vote at an Extraordinary Meeting called for the purpose where notice has been given as per clause If at the winding up of the Club there remains after the satisfaction of all its debts and liabilities, any property whatsoever the same shall not be paid to or distributed among the members or former members but shall be given or transferred to either:-

- (i) some other Club or Association incorporated under the Act having objects similar to the objects of the Club, or
 - (ii) charitable purposes,
- which association or charitable purposes, as the case requires, shall be determined by resolution of the members.

11. ALTERATION TO RULES AND NEW RULES: alterations and additions to rules may be made at the Annual General Meeting or at an Extraordinary General Meeting, and must be passed by 75% of the members present.

12. COMMON SEAL

The Common Seal of the Busselton Bridge Club Incorporated, engraved with the name of the Busselton Bridge Club Incorporated, shall be kept in the care of the President. The Seal shall not be used or affixed to any deed or any other document, except pursuant to a resolution of the Committee and in the presence of the President and two members of the Committee, both of whom shall subscribe their names as witnesses.

13. CUSTODY OF RECORDS, BOOKS AND SECURITIES: Custody of records, books and securities shall be the responsibility of the President and Committee. And an accounting of all property shall be presented at each Annual General Meeting together with all other reports. Any member of the Busselton Bridge Club Incorporated may inspect any documents or records of the Club upon request to the committee.

14. CONSTITUTION

All members of the Club are bound by this constitution, a copy of which shall be kept on the Club notice board and be available at all times for inspection by all members of the Busselton Bridge Club Incorporated.

15. TOURNAMENTS

All tournaments sponsored by the Club shall be conducted under the International Code of Laws of Duplicate Contract Bridge and such code shall, so far as it is not inconsistent with this Constitution be deemed to be part thereof.

16 LIFE MEMBERSHIP

Life Membership can be offered to anyone who has rendered outstanding service to the Club. Nominations for Life Membership are to be made by the committee and put forward at the next Annual General Meeting. Not more than two members in one year are to be offered Life Membership .

17. AUDIT

The accounts will be submitted to the Annual General Meeting and they will be audited by an Auditor appointed by members at the Annual General Meeting.

“ I hereby certify this to be a true and correct copy of the Busselton Bridge Club Constitution as presented at the Extraordinary General Meeting held 27th April, 2004, and amended on 23rd May 2004 and further amended on 14th March 2015, as required by the Department of Consumer and Employment Protection.”

Brian Appleyard, President

Busselton Bridge Club.

Date: