

RULES OF WHAKATANE CONTRACT BRIDGE CLUB (INCORPORATED)
(Amended 10 September 2017)

1. NAME

The name of the Club is the **WHAKATANE CONTRACT BRIDGE CLUB (INCORPORATED)**.

2. OBJECTS

- (a) To provide facilities for playing bridge.
- (b) To establish and carry on a bridge club.
- (c) To promote tournaments and matches in the game.
- (d) To promote and conserve, without intention of pecuniary gain, the best interests of the game of contract bridge.
- (e) To adopt as part of the rules of the Club the international laws approved for the play of bridge.
- (f) To affiliate with the New Zealand Bridge Inc.
- (g) To enter into tenancy agreements or to acquire property and to hire or buy furniture and other effects.

3. MEMBERSHIP

The members shall consist of :

- (a) **Ordinary Members** who shall be elected in the manner hereinafter provided. Any limitation on the membership which may become necessary will be decided by a general meeting.
- (b) **Life Members** who may from time to time be elected by the Annual General Meeting in recognition of outstanding service to the Club and shall not be required to pay annual subscriptions.

Names of members recommended for Life Membership must be approved by the Committee and if approved, a Notice of Motion of the recommendation shall be given in the notice of the Annual General Meeting.

- (c) **Absentee Members.** Members temporarily leaving the district may on approval of the Committee have their names placed on the absentee list and if absent for a period of one year or more, the Committee may waive the payment of annual subscription for each whole year of absence.
- (d) **Visitors.** Visitors may be invited by any member for two playing sessions provided the member notifies the Secretary beforehand; thereafter permission for visitors to play shall be decided by an officer of the Club.
- (e) **Associate Members.** Members from other clubs may be admitted as Associate Members on such terms and conditions as decided by a resolution of the Annual General Meeting.

4. ELECTION OF MEMBERS

Ordinary members shall be elected by the Committee.

Each candidate must have his or her proposal nominated by one member and seconded by another member of the Club (entitled under the rules to vote) on a form prescribed by the Committee and signed by the Candidate.

Such applications must be posted on the Notice Board at the Club for fourteen days before election. The Committee may accept, defer or reject any applications without giving reasons for its decision. Members shall be elected on the majority vote of the Committee.

5. RESIGNATION OF MEMBERS

Notice of resignation shall be given to the Secretary in writing.

6. EXPULSION OF MEMBERS

The Committee may at any time by letter invite any member within a specified time to retire for breach of these rules or for conduct not in keeping with the objects and spirit of the Club and in default of withdrawal to submit the question of expulsion of such member to a General Meeting and to be held within 3 calendar months from the time of such letter and at such meeting the member whose expulsion is under consideration shall be allowed to offer an explanation verbally and/or in writing and if thereupon two-thirds of the members present shall vote for expulsion such member shall forthwith cease to hold membership of the Club but without being released from any antecedent liability to the Club, provided that voting at any such meeting shall be by ballot if demanded by a

majority of those present. The Secretary shall send the member written notice of the decision of such meeting within seven days of the date of such Meeting.

7. ANNUAL SUBSCRIPTION

The annual subscription for Ordinary Members shall be such sum as decided at the Annual General Meeting.

Subscriptions are due on the first day of January and must be paid before 28 February each year.

If subscriptions are not paid by the 28th February privileges of membership will cease. Names of unfinancial members as at 31st March will be removed from the membership roll, except as in Clause 3 (c).

8. TABLE MONEY

Table money shall be such sum as may be decided by the Committee from time to time.

9. OFFICERS AND COMMITTEE

The officers of the Club shall be :

- (a) Patron, and
the Committee
- (b) President
- (c) Vice President
- (d) Club Captain
- (e) Secretary
- (f) Treasurer, and
- (g) a minimum of two other Committee members

All Officers must be financial members and shall be elected at the Annual General Meeting. The Committee shall have the power to fill casual vacancies occurring during the year.

Nominations for officers and the Committee are to be called one month in advance of the Annual General Meeting, such nominations to be posted on the notice board in the club rooms and to be closed 24 hours prior to the Annual General Meeting.

In the situation where insufficient nominations are received in advance, nominations to fill the vacancies may be called for from the floor prior to elections taking place, ensuring that the nominees are eligible in every respect.

The President shall act as Chairperson and shall have a casting vote as well as an ordinary vote. In the absence of the President the meeting shall be chaired by the Vice President. In the absence of both, the Committee may elect their own Chairperson. The business of the Club shall be conducted by the Committee which shall be deemed to have the needful powers for the government of the Club in accordance with the set rules. The Committee shall act in accordance with any instructions given to it at the Annual General Meeting, provided such are not contrary to these rules.

The President and Secretary shall be members of all sub-committees ex officio.

The Secretary shall also keep the necessary records of the Club's activities and act under the direction of the Committee and shall also have custody of the Common Seal of the Club.

The quorum for a Committee meeting shall be greater than half the number of the total Committee.

One week's notice shall be given to each member of the Committee of any meeting of such Committee.

10. FINANCE

The financial year shall commence on the first day of July.

The Treasurer shall keep true records of the receipts and expenditure and issue receipts for all monies received by the Club. Monies due to the Club shall be paid to the Treasurer, by whom they shall be paid into the Club's current banking account, at such bank as may be from time to time decided by the Committee.

All cheques shall be signed by any two of the following: President, Treasurer, Secretary or other committee member appointed by the Annual General Meeting. All normal accounts are to be paid on or before the due date and submitted to the next Committee meeting for confirmation.

Extra-ordinary items are to be authorised by the Committee or a General Meeting.

The Club shall appoint a Financial Reviewer (“The Reviewer”) to review the Annual Financial Statements of the Club. The Reviewer shall conduct an examination with the objective of providing a report on that nothing has come to the Reviewers attention to cause the Reviewer to believe that the financial information is not presented in accordance with the Clubs accounting policies. The Reviewer must be a suitably experienced 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.

The Committee is responsible to provide the Reviewer with:

- (a) Access to all information of which the Committee is aware that is relevant to the preparation of the Financial Statements such as records, documentation and other matters.
- (b) Additional information that the Reviewer may request from the Committee for the purpose of the review; and
- (c) Reasonable access to persons within the Club from whom the Reviewer determines it necessary to obtain evidence.

11. ANNUAL GENERAL MEETING AND QUORUM

The Annual General Meeting shall be held early in the month of September in each year, at a time and place at which at least fourteen day’s notice by circular or by advertisement in local papers shall be given to each ordinary member stating the business to be transacted. The Annual General Meeting shall elect officers and committee.

The Treasurer shall present a statement of receipts and expenditure and a balance sheet duly reviewed.

The meeting shall consider any other business of which notice has been given in the notice convening the meeting.

Voting, in all cases limited to Life Members and financial ordinary members, shall be in the first instance by a show of hands, but any member may require a poll to be taken. Proxies shall not be allowed.

The quorum shall be twenty eligible members of the Club.

12. ALTERATION TO THE RULES

These rules may be altered, added to or rescinded by the resolution of a General Meeting of the Club carried by a majority of two-thirds of the members voting thereon.

Notice of the resolution must be given in the notice calling the meeting

No addition to or alteration of the aims, personal benefit clause or the winding up clause shall be made which affect the tax exempt status.

The provisions of this clause shall not be removed from this document and shall be included and implied into any document replacing this document.

13. INTERPRETATION OF THE RULES

The decision of the Committee on the interpretation of the rules shall be binding on all members of the Club until revoked at a General Meeting of the Club.

14. NOTICES

Notices may be served on members by letter, or advertisement in the local papers or at the club rooms.

Notice of General Meetings shall be by letter or advertisement in the local paper.

15. MEETING (GENERAL)

A General Meeting of the Club (in addition to the Annual General Meeting) may be called at any time by letter or advertisement in the local papers stating the time and place of meeting and the nature of the business to be transacted.

Fourteen days notice of such meeting shall be given. (If at the expiration of 15 minutes after the time called for any meeting, a quorum is not present, the members then present may re-convene the meeting within 14 days, stipulating the time and place. Those attending the re-convened meeting shall be deemed a quorum.)

The quorum shall be the same as for the Annual General Meeting.

The Committee shall call such meeting if demanded in writing to the Secretary by six Ordinary Members.

16. COMMON SEAL

The Committee shall provide a Common Seal for the Club which shall not be affixed to any instrument except in pursuance of a resolution of the Committee and in the presence of the President and Secretary for the time holding office.

17. CONTROL OF FUNDS

The control of the funds of the Club shall be vested in the Committee which may invest the said funds in such property and such manner as it from time to time think fit.

18. POWER TO BORROW

The Club may borrow or raise money upon mortgage of the real or personal property of the Club, or any parts thereof, or upon debentures or mortgage debentures charging the whole or any part of the assets of the Club and may execute mortgages to secure debentures or mortgage debentures or may borrow money from bankers or other persons with or without security.

19. NEW ZEALAND BRIDGE INC

It shall be the duty of the Club and its officers and members to assist New Zealand Bridge Inc in carrying out any of the objects specified in the rules of Association. Any member or officer disobeying any rule of the Parent Association, or failing to give effect to any decision of the council of the Parent Association, or of the management committee of the Association shall be liable to suspension or expulsion, in the same manner as the Club under provision of Rule 3 of the New Zealand Bridge Inc.

20. PERSONAL BENEFIT

Any income, benefit or advantage shall be applied to the objectives of the organisation. No member of the organisation or any person associated with a member, shall participate in or materially influence any decision made by the organisation, in respect of the payment to or on behalf of that member or associated person of any income, benefit, or advantage whatsoever. Any such income shall be reasonable and relative to that which would be paid in an arms length transaction (being open market value). And the provisions and effect of this clause shall not be removed from this document and shall be included and implied into any document replacing this document.

21. DISSOLUTION

A Special General Meeting convened for the purpose may, provided all liabilities of the Club have been duly discharged, resolve that the Club be wound up as from a date named in such resolution, and may also direct the method of disposition of the funds and property after winding-up thereof provided that no part of the income or funds of the Club is available to be used for the private pecuniary profit of any proprietor, or member.

Such resolution shall be confirmed at a subsequent General Meeting called for that purpose and held not earlier than thirty days after the date on which the resolution shall be sent to the Registrar of Incorporated Societies.