

Rules of the Taupo Bridge Club Incorporated

1. Name

The name of the Club is "Taupo Bridge Club Incorporated", hereinafter referred to as "the Club".

2. Registration

The Club is registered under the Incorporated Societies Act 1908.

3. Objects

The objects of the Club are those charitable objects and purposes which are recognised by the Courts of New Zealand, and including:

- (a) Teaching and providing amenities, facilities and equipment for playing the game of contract bridge;
- (b) Promoting contract bridge tournaments, competitions and matches and providing for the control, administration and management of bridge sessions and events, and
- (c) The provision and maintenance of premises considered necessary desirable or convenient for the advancement of such 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 and may be available on the Club website. Copies will be provided on application to the Secretary.

6. Membership

The Club has adopted the NZ Bridge classification of **Home Club** and **2nd Club** members.

Home Club members are those who have elected the Taupo Bridge Club as their only or principal club and for whom the Taupo Bridge Club shall pay the member's NZ Bridge and Regional subscription levies.

Home Club members include:

- (a) Full Members who have full playing rights and are entitled to vote and hold office.
- (b) Life Members who are Full Members of the Club elected in accordance with Rule 9.
- (c) Youth Members who are Full Members 26 years of age and under.

2nd Club members are those members who have elected another affiliated Contract Bridge Club as their principal Club, have full playing rights and rights to vote and hold office. The Taupo Bridge Club shall not be liable to pay 2nd Club members' NZ Bridge and Regional subscription levies

7. Annual Subscriptions

- (a) The subscription year of the Club shall begin on the 1st day of January in each year and end on the following 31st day of December
- (b) Club membership subscriptions paid by the 31st of January shall receive a prompt payment discount.
- (c) Club membership subscriptions, and the prompt payment discount shall be approved at an Annual General Meeting or a Special General Meeting called for that purpose.
- (d) For a Home Club Member the amount payable to the Club shall be the Club membership subscription plus the NZ Bridge and Regional subscription levies.

- (e) For a 2nd Club Member the amount payable to the Club shall be the Club membership subscription only.
- (f) Subscriptions are due on the 1st day of January and payable not later than the 31st of March each year.
- (g) For a Life Member no subscription shall be payable.
- (h) For a Youth Member the amount payable to the Club shall be 50% of the Club membership subscription and 50% of the prompt payment discount if applicable.
- (i) For a new member their subscription is payable within 30 days of election to membership of the Club. If not paid within 30 days the membership may be cancelled at the discretion of the Committee. A new member elected after the first three months of the subscription year shall pay a first subscription calculated on a pro rata basis.

8. Election of Members

- (a) A prospective member may play in no more than four (4) Club Sessions before being required to submit an Application for Membership.
- (b) Every candidate for election shall complete an "Application for Membership" form signed by a proposer and seconder, both of whom must be financial members of the Club.
- (c) Applications for membership shall be posted on the Club Notice Board for not less than 7 days, during which time any member having concern regarding the application should inform a Committee member accordingly.
- (d) The Secretary will take Applications for Membership that have been posted on the Club Notice Board for 7 days or more to the next following Committee Meeting for consideration.
- (e) The Committee may approve, reject or defer any Application for Membership without giving reasons for its decision.
- (f) A candidate rejected may not again be proposed for membership within a period of six (6) months.
- (g) The decision of the Committee shall be communicated to the candidate in writing by the Secretary. If the candidate's application is approved, the Secretary will include in the letter: a Subscription Notice, the current Programme with the new members name and NZ Bridge computer number affixed and a copy of the Club's Rules.
- (h) The Secretary shall post the names of new members on the Club Notice Board for a period of not less than 4 weeks following their election.
- (i) An elected member changing their membership category shall do so in writing to the Secretary.

9. Election of Life Members

A member who has been an active bridge player at the Club for at least ten (10) years and who has given outstanding service to the Club may be elected for Life Membership.

A recommendation for election to Life membership may be made by the Committee or by at least five (5) members submitting a written recommendation, a "Members Recommendation", to the Committee. The Committee, having initiated a recommendation or having received a "Members Recommendation" shall appoint a subcommittee of four (4) suitably qualified members who with the current President shall evaluate the recommendation. A recommendation which has the unanimous support of the five member subcommittee shall be taken by the Committee to a General Meeting of members for their consideration as soon as practicable.

Approval by members at a General Meeting shall require a secret ballot and three quarters of those eligible to vote and present at the meeting, voting in favour of the recommendation.

10. 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 March shall be liable for the full subscription for that year.

11. Status and Playing Rights of Members

- (a) All members shall be entitled, without prejudice, to partnerships of choice at all Club sessions.

- (b) The Committee may appoint a sub-committee chaired by a Committee member to decide members' playing grades. The number of grades and of members allotted to each grade will be determined by the Committee, and any such grading sub-committee shall act from time to time to grade, classify and periodically re-classify all players consistent with the Committee's determination. Should a member of the grading sub-committee not be available at any time the Committee may appoint a substitute. The grading sub-committee shall make recommendations to the Committee and in conjunction with it decide the grading of members. No question concerning the grading of individual members shall be discussed at any Committee meeting other than in the manner provided under this clause.

12. 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 be treated in a manner consistent with the requirements of natural justice.
- (b) Any member expelled under rule 12(a) has the right to appeal, by delivering a notice in writing to the Secretary to that effect within 3 months from the date of expulsion, to a special general meeting to be convened within 30 days of the date of delivery of such notice at which a majority of two-thirds of those present 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 subscription 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 for 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.

13. Officers

- (a) The officers of the Club shall be the President, Secretary and Treasurer (the offices of Secretary and Treasurer may be combined in one person), who shall be members of the Committee ex officio.
- (b) The Immediate Past President shall serve one year as an ex officio member of the Committee.
- (c) All general meetings of the Club and all Committee meetings shall be chaired by the President or in the President's absence the meeting shall elect one of their number to fill the chair.

14. Election of Officers and Committee

- (a) All Officers and members of the Committee shall be financial members of the Club.
- (b) The Annual General Meeting shall elect the Officers and up to but not exceeding seven other members all of whom together with anyone appointed under rule 14(f) or co-opted under rule 15(e) shall be the Committee.
- (c) Written nominations for election on the approved form, signed by two financial members and including the written consent of the nominee, shall be lodged with the Secretary at least 14 days before the Annual General Meeting.
- (d) At least seven days before the Annual General Meeting the Secretary shall post on the notice board a list of nominees together with such information (not exceeding one side of an A4 sheet of paper) as may be supplied in support of each nomination.

- (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) Any vacancy on the Committee may be filled by appointment by the Committee. The Committee may continue to act despite any vacancy.

15. Management by the Committee

- (a) From the end of each Annual General Meeting until the end 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) 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.
- (d) The Committee shall meet at such times and places as it may determine and otherwise where and as convened by the President. Decisions of the Committee may be reached by teleconference or an exchange of emails provided it is established that participating members are included in all the information exchanged.
- (e) The Committee may co-opt any member to the Committee for a specific purpose for a limited period.
- (f) The quorum for all Committee meetings including teleconference and decisions reached by email shall be not less than sixty percent (60%) of current committee members.
- (g) Only Committee members elected under rule 14(b), the Immediate Past President, or appointed under rule 14(f) or co-opted under rule 15(e) who are present in person shall be counted in the quorum and be entitled to vote.
- (h) 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 ex officio be a member of all sub-committees.
- (i) 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.
- (j) The Committee shall make by-laws consistent with these rules for any matter affecting members and the management of the Club.
- (k) 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.
- (l) 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.

16. Major Transactions

The Committee of the Club 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, subject only to any limits placed on the Committee by resolution of the members at an Annual General Meeting or Special General Meeting, the Committee shall 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, and 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.

17. 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 statement of financially reviewed accounts of the Club as at 31st August.
- (d) Any financial transaction involving a Committee member must be fully disclosed and the member must not vote on the issue.

18. Payments to Members

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

19. 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 Committee shall hold the Club's records, documents, and books at the Club premises.

20. 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) Preparing budgets and reporting on the Club's financial position to each Committee meeting;
- (c) Presenting an annual statement of accounts (statement of financial performance and statement of financial position) to the Annual General Meeting;
- (d) Chairing the finance sub-committee; and
- (e) Supervising all the financial affairs of the Club.

21. Financial Year

The financial year of the Club shall begin on the 1st day of September in each year, and end on the 31st day of August of the following year.

22. Financial Reviewer

- (a) A Financial Reviewer shall be elected by majority at each Annual General Meeting. It shall be his/her duty to review the accounts of the Club, and to certify them to be correct. Any vacancy occurring during the year shall be filled by the Committee.

23. Annual General Meeting

- (a) The Annual General Meeting shall be held within the three (3) months following the end of the financial year.
- (b) At least ten days' notice of this meeting shall be given to all members.

The business of such meeting shall be:

- (i) To receive the annual report of the Committee and the statement of accounts and balance sheet for the preceding financial year
- (ii) To elect the Officers and Committee
- (iii) To elect a Financial Reviewer
- (iv) To fix subscriptions
- (v) Any other business of which notice shall have been given to the Secretary not less than three weeks before the date of such meeting.

24. Special General Meeting

- (a) The Committee shall call a Special General Meeting:
 - (i) whenever it considers it in the interests of the Club to do so, or

- (ii) upon receipt of a requisition to do so signed by more than 10 members of the club or 3 members of the Committee and stating the business of the meeting, or
- (iii) when requested by the President.
- (b) Notice of any business to be considered at any Special General Meeting must be given to all members at least ten days before the meeting and in the case of a meeting called under rule 24(a) the meeting must be held within 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.

25. Quorum

At all general meetings 15 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 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 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.

26. Voting

- (a) At all 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.

27. Alteration to Rules

No alteration, addition or deletion shall be made to these rules except at a Special General Meeting called for that purpose or the Annual General Meeting. Particulars of any proposed changes must be given in the notice convening the meeting. The votes of three-fifths of those members present on that occasion are required to effect any change.

28. Common Seal

The Club shall have a Common Seal which shall be kept by the Secretary and which shall be affixed to any necessary document in the presence of two members of the Committee (who shall add their signatures) in pursuance of a resolution of the Committee.

29. 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 30 days after the passing of the resolution. After all debts of the Club have been paid, the members shall direct the method of disposition of the funds and property of the Club to any society or charitable trust in New Zealand.

Rona Driscoll – President..... 8 May 2018

Chris Younger – Secretary..... 8 May 2018.

John Reid – Committee..... 8 May 2018