

# TAREE BRIDGE CLUB INC CONSTITUTION

## **1. NAME**

The Club shall be called the Taree Bridge Club Incorporated (hereinafter called “the Club”).

## **2. OBJECTS**

The objects of the Club shall be:

- (a) to promote the game of contract bridge,
- (b) to organise bridge activities in the MidCoast Council area, and
- (c) to provide and maintain such facilities and amenities as are thought desirable to enable the members of the Club to play bridge together.

## **3. HEADQUARTERS**

The Headquarters of the Club shall be in Taree, NSW.

## **4. MEMBERSHIP**

(a) 1. *Ordinary Members:* All persons of the age of twenty-five (25) years or over shall be eligible for membership of the Club.

2. *Junior Members:* Members under the age of twenty-five (25) years shall be junior members of the Club. Junior members shall not pay joining fees or annual subscriptions and Junior members shall pay half the table fees of Ordinary Members. If Junior members over the age of eighteen (18) years wish to vote or hold any position in the Club, they shall pay joining fees, annual subscriptions and full table fees.

(b) *Honorary Life Members:* The Club, in a General Meeting, may, for outstanding services to the Club or to bridge, elect to Life Membership any person nominated and seconded, such nomination having been approved by the Committee. Criteria for Life Membership are that such persons shall have been members for a minimum of ten years and shall have given ten years of outstanding service. At no time shall there be more than three (3) Life Members. Life Members shall not be required to pay annual fees and shall be entitled to receive a name badge.

## **5. CLUB MANAGEMENT**

The management of the Club shall be vested in its Committee. The Committee shall consist of a President, Vice President, Secretary, Treasurer, Assistant Treasurer, and not less than (2) ordinary committee members, all of whom shall be full members of the Club.

## **6. MEMBERSHIP SUBSCRIPTIONS**

All members of the Club shall pay such entry fee and annual subscription as the members shall, from time to time, determine at a General Meeting.

## **7. ADMISSION OF MEMBERS**

Admission to membership shall be by the Committee and at the discretion of the Committee. Candidates for admission shall be nominated in writing by one member and seconded by another.

## **8. RESIGNATIONS**

Any member may resign by giving notice of resignation in writing. Every resignation shall take effect immediately upon receipt by the Secretary of such notice.

## **9. (a) EXPULSION OF MEMBERS**

Expulsion of members shall be by ballot at a Special General Meeting or the Annual General Meeting. A resolution to expel a member shall not be accepted or discussed unless fourteen (14) clear days of notice of such resolution have been given to all members, including the member who is the subject of the resolution. The notice herein referred to shall be deemed to mean notice in writing displayed in a conspicuous place in the Club premises. A two-thirds majority of the members present and voting shall be required to expel a member.

## **(b) REMOVAL OF OFFICE BEARERS**

The Club, by a resolution passed at a Special General Meeting by a two-thirds majority of members present and noting, may remove any office-bearer or Committee Member before the expiration of his or her period of office, and may at the same time or at subsequent Special General Meetings, appoint another person in his or her stead.

## **10. FORFEITURE OF RIGHTS**

Any person, upon ceasing to be a member in any manner whatever, shall forfeit all rights and claims upon the Club and its property and funds.

## **11. ANNUAL GENERAL MEETING**

The Annual General Meeting of the Club shall be held during the month of November each year. The day and time for the holding of the Annual General Meeting shall be determined by the Committee. The yearly accounts made up to and ending the 30<sup>th</sup> day of September, shall be submitted to the Annual General Meeting and such Meeting shall be competent to transact any business of the Club.

## **12. SPECIAL GENERAL MEETING**

The Committee may, whenever it is considered necessary for a special purpose, and shall upon receipt in writing of not fewer than five (5) members, call a Special General Meeting and such Special General Meeting will be held within a month of the Secretary receiving the request herein referred to. The request shall state the purpose for which the Meeting is to be called and no other subject shall be discussed at the Meeting.

## **13. NOTICE OF MEETING**

At least fourteen (14) days' notice in writing of all General Meetings shall be given by posting a copy of the notice in a conspicuous place in the Club premises or posting a copy to each member at his/her address, stating the place and nature of the meeting and shall set the business to be transacted.

(a) A resolution passed at any type of General Meeting cannot be rescinded except at another General Meeting, called for that specific purpose.

## **14. (a) CONDUCT OF MEETINGS**

At all General Meetings, the President shall be Chairman and in his/her absence, the Vice-President or such as is appointed by the Committee. At such meetings each member present and not in arrears with his/her subscription or any other amount due to the Club shall have one vote and in the event of an equal number of votes being cast for and against a motion, the Chairman shall have a casting or second vote. Voting shall be by a show of hands, or, if required by any member, by ballot.

## **(b) ABSENTEE VOTES**

The ballot may include signed absentee votes only for motions when notice of motion is given fourteen (14) days in advance.

## **15. QUORUM**

At all General Meetings the quorum shall be not less than one-quarter of the membership of the Club (where necessary, to the next higher whole number).

## **16. ELECTION OF OFFICE BEARERS AND COMMITTEE**

At each Annual General Meeting all members of the Committee shall retire (but shall be eligible for re-election) and the meeting shall elect members to fill all positions of the Committee. All nominations for the Committee shall be made and seconded in writing and shall also be signed by the nominee and shall be in the hands of the Secretary at least fourteen (14) days before the Annual General Meeting. The election of the Committee shall be by ballot.

(a) The ballot may include signed absentee votes for nominated members.

(b) No President, Secretary or Treasurer may hold the same position for more than three (3) consecutive years.

(c) In the event of insufficient written nominations being received prior to the Meeting, nominations may be called from the floor at the Meeting.

#### **17. CASUAL VACANCIES**

The Committee shall have power to appoint members to fill casual vacancies in any office until the next Annual General Meeting.

#### **18. DUTIES OF SECRETARY**

The Secretary shall keep a faithfully written record of the business transacted at all meetings, a copy of this Constitution and a list of names and addresses of all members.

#### **19. DUTIES OF TREASURER**

The Treasurer shall receive and disburse the monies of the Club as authorised by the Committee. He/she shall keep correct accounts of all transactions and shall lodge in an approved bank, all monies received and shall present at each meeting of the Committee, a financial statement to date and shall present a report and audited account to the Annual General Meeting. Cheques drawn on the bank account shall be signed by any two of the Treasurer, Assistant Treasurer, President, Vice-President or Secretary. No cheque shall be drawn nor any payment made without the authority of the Executive Committee.

#### **20. DUTIES OF COMMITTEE MEMBERS**

Subject as aforesaid, the duties of all members of the Committee shall be as determined from time to time by the Committee which shall meet at least once in every month and shall keep written records of the business transacted at such meetings. The Committee shall adopt such rules as it shall think fit for the conduct of its meetings, except that a quorum for any meeting of the Committee shall be FOUR (4) members.

#### **21. HONORARY AUDITOR**

There shall be an Honorary Auditor, (not being a member of the Committee) or a Registered Auditor, whichever is required by NSW Fair Trading who shall audit the Club's accounts and prepare a report thereon for presentation at the Annual General Meeting by the Treasurer.

#### **22. INCOME AND PROPERTY OF THE CLUB**

The income and property of the Club shall be applied solely towards the promotion of the objects of the Club and no portion thereof shall be paid or transferred directly or indirectly to the Members of the Club.

#### **23. HONORARY CAPACITY**

All members of the Committee shall act in an honorary capacity.

## **24. INDEMNITY**

Members of the Committee who, by authority of the Committee, accept or incur any pecuniary liability on behalf of the Club, shall be held indemnified by the Club against any personal loss in respect of such liability.

## **25. NOTICE**

A notice may be served upon a member, either personally or by sending it through the post, in a pre-paid letter addressed to him/her at the address given by him/her to the Secretary.

## **26. ALTERATION OF CONSTITUTION OR DISSOLUTION OF CLUB**

No repeal, amendment or addition to the Constitution shall be made, nor the Club dissolved except by resolution at a general meeting. A resolution to repeal, amend or add to this Constitution or to dissolve the Club must be passed by a two-thirds majority of the members present and entitled to vote.

## **27. DISSOLUTION**

- (a) The Club shall be dissolved in the event of financial membership being fewer than five (5) members or upon the vote of three-fourths majority of members present at an Extraordinary General Meeting convened to consider such question.
- (b) Upon a resolution being passed in accordance with paragraph (a) of this rule, all assets and funds of the Committee on hand shall, after the payment of all expenses and liabilities, be divided between ten (10) local charities and/or local sporting clubs. These charities/sporting clubs must operate and support members of the communities encompassed by the Manning Valley, with particular emphasis on those in Taree. The distribution of these assets and funds shall be at the discretion of the Committee and Members current at that time.

## **28. BY-LAWS**

The Committee shall make such by-laws, not inconsistent with this Constitution, as it deems necessary for the proper and effective management of the Club and may alter or repeal any such by-laws.

## **29. SUB COMMITTEES**

The Committee shall have the power to set up sub-committees and determine their function. If it thinks fit, it may appoint a specialist non-club member to serve thereon.

**30. CONSTRUCTION OF CONSTITUTION**

If any dispute shall arise with reference to this Constitution or the construction or meaning thereof, the decision of the Committee as to the construction or meaning thereof, shall be finally and legally binding.

The Committee may, but there shall be no obligation upon it to do so, take any such steps as it may deem fit to assist it in placing a construction or meaning upon this Constitution or upon any Clause thereof, which is to be reviewed every three (3) years.

**31. RULES AND ETHICS SUB-COMMITTEE**

The Rules and Ethics Sub-Committee will consist of an uneven number of no fewer than three (3) and no more than seven (7) members. The Chairperson will be elected by the Rules and Ethics Committee members. No member from the Committee or a relative of a Committee member is to be on the Rules and Ethics Sub-Committee. The Rules and Ethics Sub-Committee is to deal with etiquette, manners and proprieties. Any unresolved issues to be referred to the Committee or Ombudsman.

**32. ASSOCIATE MEMBER**

A member of another Bridge Club affiliated with The New South Wales Bridge Association may become an Associate Member of Taree Bridge Club by application to the Committee.

An Associate Member is entitled to compete in all Club events but may not vote at the Annual General Meeting or Special General Meetings and may not serve on the Committee.

**33. PUBLIC OFFICER**

The Public Officer shall be appointed at the Annual General Meeting.

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***PRESIDENT***

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***SECRETARY***

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***DATE***