

## Rules of the Mount Maunganui Bridge Club Incorporated

### 1. Name

The name of the Club is "Mount Maunganui Bridge Club Incorporated" ("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 noticeboard at the Club rooms. Copies will be provided on written application to the Secretary.

### 6. Membership

- (a) The members of the Club shall be:
  - (i) Ordinary members
  - (ii) Life members
  - (iii) Honorary members
- (b) Life members shall be persons the Club desires to honour, and shall be elected in accordance with rule 8. A life member is entitled to all privileges of the Club without payment of subscription and levies during his/her lifetime.
- (c) Honorary members shall be entitled to all the privileges of the Club without payment of subscription but shall be liable to pay levies.

### 7. Election of ordinary members

- (a) Every candidate for ordinary membership shall sign the membership application form prescribed by the Committee.
- (b) On election to membership of the club, each new member shall pay an entrance fee as shall have been determined by the Committee.
- (c) The committee may at any time close the membership list for such a period as it sees fit.

### 8. Election of life members

Recommendations for election to life membership can be made only by the Committee and shall require the approval of three-quarters of the votes cast in a secret ballot at a general meeting, due notice of the

recommendation having been given in accordance with rules 24(b) or 25(b).

### 9. 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 the financial year is liable for the subscription for the ensuing year.

### 10. 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 treated in manner consistent with the requirements of natural justice.
- (b) Any member expelled under rule 10(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 financial year the person concerned shall cease to be a member of the Club.
- (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 any consequent verdict, decision or determination as the case may be.

#### 11. Annual subscriptions

- (a) Annual subscriptions for the following year shall be presented at the Annual General Meeting or a Special General Meeting for discussion and ratification by club members.
- (b) Subscriptions are due in advance on the last day of February.
- (c) The annual subscription is payable on or within 30 days of election to membership of the Club. The committee shall have the power to determine the subscription payable by members joining after the first six months of any financial year.

#### 12. Officers

- (a) The officers of the Club shall be the President, Vice-President, Club Captain, Secretary and Treasurer, who shall be members of the Committee ex officio.
- (b) All general meetings of the Club and all Committee meetings shall be chaired by the President or in the President's absence by the Vice-President. In the absence of both of them the meeting shall elect one of their number to fill the chair.

#### 13. Election of officers and Committee

- (a) Only financial members of the Club are eligible for election as an officer and/or Committee member.
- (b) The annual general meeting shall elect the officers and five other members all of whom

with anyone appointed under rule 13(f) or co-opted under rule 14(e) shall be the Committee.

- (c) A notice calling for nominations for election to the Committee for the ensuing year, shall be posted on the noticeboard three weeks before the date of the annual general meeting.
- (d) 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 seven days before the annual general meeting.
- (e) The Secretary shall post on the noticeboard 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.
- (f) 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.
- (g) If a vacancy on the Committee occurs between annual general meetings the Vice-President shall fill a vacancy in the position of President, and any other vacancy may be filled by appointment by the Committee. The Committee may continue to act despite any vacancy.
- (h) The immediate Past President shall be an ex officio member of the committee for one year.

#### 14. Management by the Committee

- (a) From the end of each annual general meeting until the beginning 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.
- (e) The Committee may co-opt not more than two additional members to the Committee with full voting rights for any specified period.
- (f) The quorum for Committee meetings is five.
- (g) Only Committee members elected under rule 13(b) or appointed under rule 13(f) or co-opted under rule 14(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.

#### **15. Status and playing rights of members**

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 manner provided under this clause.

#### **16. Visitors**

Visitors who are not members of a club affiliated to a Contract Bridge Centre in New Zealand may play in the Club on payment of such fees as the Committee may from time to time decide but such visitors may not play in Club Championship events.

#### **17. Secretary**

The Secretary (or nominee) shall convene and attend all meetings of the Club and of the Committee, keep a correct record of all resolutions and proceedings of all such meetings, conduct the correspondence of the Club and generally attend to all clerical duties in connection with the Club.

#### **18. 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) 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) Keeping a record of names and addresses of all members of the Club;
- (e) Supervising all the financial affairs of the Club.

#### **19. Financial year**

The financial year of the Club begins on the 1<sup>st</sup> day of January in each year, and ends on the 31<sup>st</sup> day of December. For the 2015 year, accounts shall be kept for 14 months from 1 November 2014 to 31 December 2015.

#### **20. Major transactions**

The officers of the Club without any restriction whatsoever 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 the Committee may 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.

#### **21. 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 any two of the President, Secretary and Treasurer signing together but any one of them may endorse cheques. All accounts other than cash liabilities incurred on Club nights shall be presented to the Committee for approval.
- (c) At the annual general meeting the Committee shall submit a statement of accounts of the Club as at 31 December, and an account of the income and expenditure for the period, such accounts to be audited.
- (d) Any financial transaction involving a Committee member must be fully disclosed and the member must not vote on the issue.

#### **22. Payments to members**

No member shall derive any personal pecuniary benefit from membership of the Club. Any payments made to a member of the Club, or person associated with a member, must be for goods and/or services that advance the objects of the Club and must be reasonable and relative to payments that would be made between unrelated parties.

#### **23. Auditor**

An auditor shall be appointed at each annual general meeting and it shall be his/her duty to examine the books of the Club and all accounts relating thereto and if he/she shall find the Statement of Accounts and

Balance Sheet to be correct he/she shall verify the same.

**24. Annual general meeting**

- (a) The annual general meeting shall be held in February each year on a date fixed by the Committee.
- (b) At least ten days notice of this meeting shall be given to members.
- (c) Any member wishing to bring any business before the annual general meeting shall give notice thereof in writing to the Secretary not less than two weeks before the date of such meeting.

**25. 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 and stating the business of the meeting.
  - (iii) under the provisions of rule 10 (b).
- (b) Notice of any business to be considered at any special general meeting must be given at least ten days before the meeting and in the case of a meeting called under rule 25(a)(ii), 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.

**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 chairman shall exercise a casting vote.

- (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. Quorum**

At all general meetings 20 members or twenty per cent 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.

**28. Alteration to rules**

These rules may be altered from time to time by a two thirds majority of members actually present and entitled to vote at an annual general meeting or a special general meeting called for that purpose. Notice of the proposed alteration(s) shall be given with the notice calling that meeting.

**29. Common seal**

The common seal witnessed by two members of the Committee shall be affixed to documents only as the Committee by resolution directs.

**30. 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. Members shall direct, after all

debts of the Club have been paid, the method of disposition of the funds and property of the Club after its dissolution to New Zealand Bridge Incorporated for charitable purposes or to any society or charitable trust that is charitable under the law of New Zealand and has one of its principal objects the fostering and promotion of and participation in the game of contract bridge in New Zealand or in any part of New Zealand.

Amendment agreed by AGM 10 February 2016

.....**President**

.....**Date**

.....**Secretary**

.....**Date**

.....**Treasurer**

.....**Date**