

LEVIN BRIDGE CLUB (INCORPORATED)

CONSTITUTION AND RULES

Feb 2018

1 Name

(a) The name of the club shall be the "Levin Bridge Club Inc.

(b) Hereinafter referred to as "The Club"

2 Registration

The Club shall be registered under the Incorporated Societies Act 1908.

(Incorporated on 2 July 1980. Incorporation No. 218596)

3 Registered Office

The Registered Office of The Club shall be at 17 Tawa Street, Levin or such place as the Committee may from time to time determine. Notice of any change in the situation of the registered office shall be given to the Registrar of Incorporated Societies.

4 Objects

The objects of The Club are:

(a) To establish and operate a bridge club.

(b) To provide and administer facilities for playing Contract Bridge.

(c) To promote and foster the playing of Contract Bridge in all or any of its forms.

(d) To organise and conduct bridge matches, competitions, tournaments and social gatherings in connection with these objects.

5 Affiliation

(a) The Club shall be affiliated as a member of New Zealand Bridge Incorporated (NZ Bridge), being the governing institution 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 benefit 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 all members of affiliated clubs participating in the game of bridge.

(b) Notwithstanding anything in the preceding sub clause (a) The Club may renounce such affiliation as a member of NZ Bridge if a two-thirds majority of members present and voting at a Special General Meeting properly convened for that purpose, resolve so to do.

6 Powers of The Club

The Club shall have the power to do all things desirable or convenient for the purposes of The Club. In particular The Club may:

(a) Purchase, hire, take on, lease or in exchange or otherwise acquire any real or personal property and any rights or privileges.

(b) Sell, mortgage, exchange, lease or otherwise deal with property rights and privileges of The Club.

(c) Borrow any money required with or without securities and to issue bonds and debentures as securities for the repayment of any such moneys.

- (d) Invest and lend moneys of The Club provided that any investments are decided upon in consultation with club members and a professional financial advisor.
- (e) Erect any buildings or carry out alterations to existing buildings or grounds as necessary or desirable.
- (f) Seek, solicit and enter into sponsorship, discount or other arrangement or relationship with individuals, groups, companies or other entities.
- (g) Determine, raise and receive money by subscriptions, donations, fees, levies, charges, grants, government funding or otherwise.
- (h) Honour achievements and acknowledge services to The Club by its members, or by other people or organisations.
- (i) Determine, implement and enforce disciplinary procedures and/or sanctions applying to members.

7 Common Seal

The Club shall have a common Seal that shall be kept in the custody and control of the Secretary of The Club. On the authorisation of the committee the seal shall be affixed to all documents that create any legal obligation on The Club. The use of the Seal shall be attested by the Secretary and the President, or in his or her absence the Vice President in the presence of two members of the committee who shall add their signatures.

A permanent record of use of the Seal shall be kept.

8 Membership

The membership of The Club shall consist of the following types:

(a) Club Members

Club Members are those persons who have joined The Club with the purpose of playing bridge throughout the year, or part thereof if joining after the start of the The Club's programme of events. These members shall pay an annual club membership subscription set by The Club. All Club Members shall:

- (i) Have full voting rights and privileges.
- (ii) Pay a club membership subscription decided at the Annual General Meeting, subject to rule 14.
- (iii) Pay a levy due to NZ Bridge, unless the member is also a member of another bridge club affiliated to NZ Bridge that is responsible for forwarding the said levy.
- (iv) An application for membership shall be made in writing and shall be supported by two financial members of The Club.
- (v) Prospective members who have completed a course of instruction in Contract Bridge run by The Club shall have their names forwarded to the Committee for consideration as new members.
- (vi) The name of every prospective member, along with the names of their proposers, shall be posted on The Club's notice board for fourteen (14) days before the application is dealt with in Committee. Any member wishing to object to any application must advise the Secretary in writing of such objection.

- (vii) The Committee may accept, defer or reject an application after consideration of all information before them. Any information used to reject an applicant shall remain confidential to the Committee, but may be reviewed with the applicant on request.
- (viii) The date of election to become members of The Club shall be made retrospective to the date of their nomination.
- (ix) All new members shall be liable for the requisite subscription at the date of their election.

(b) Student Members

- (i) Any person who is bona fide student engaged in full-time study may be elected a Student Member of The Club.
- (ii) Every Student Member shall have all the privileges of club membership and shall also be liable to pay the annual levy due to NZ Bridge unless the member is a member of another bridge club affiliated to NZ Bridge that is responsible for forwarding the levy.
- (iii) Student Members shall be liable only for 50% of the usual Club membership subscription.
- (iv) Student members shall be proposed and elected in the same manner as Club Members.

(c) Life Members

- (i) Members who have given distinguished service to The Club may, on recommendation of the Committee, be elected to Life Membership at a General Meeting of The Club.
- (ii) Life Members shall have all the rights and privileges of Club Members but shall not be liable for the annual club membership subscription or be liable for the annual NZ Bridge levy.

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Leave of Absence

- (a) Any member intending to be temporarily absent from the district may apply in writing to the Committee for leave of absence, and, if they are absent for a period of one year or more the committee may waive payment of the annual subscription, including NZB levy component, for each whole year of their absence. During the period of such leave of absence the Club shall not record such membership in the Annual Return required to be filed with NZ Bridge, and the member shall not be eligible to participate in any tournament or events conducted under the auspices of NZ Bridge.
- (b) Requests for such leave of absence shall be made to the Committee at least annually but the Committee may waive that requirement at its discretion.

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Cessation of membership

- (a) Membership of The Club shall cease:
 - (i) If written resignation is received by the Secretary of The Club.
 - (ii) By resolution of the Committee if a subscription or other fee is unpaid four months after the date set under rule 9a or 9b and after written warning has been given to the member.

(b) Right of appeal to cessation of membership

- (i) A member expelled under rule 10(a) (ii) shall have the right of appeal to the Committee.

11 Discipline and/or Suspension or Expulsion of Members

- (a) 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 but shall still be liable to pay the outstanding subscription. Members joining The Club during the year shall be given a period of two months within which to pay their subscription and other fees. Failure to pay will invoke suspension as in rule 10(a).
- (b) The committee has the power to censure, to 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 a manner consistent with the requirements of natural justice.
- (c) Any member expelled under rule 11(a) has the right to appeal by delivering a notice in writing to the Secretary to that effect within three months from the date of expulsion, to a special general meeting to be convened within 30 days of the date of said notice at which a majority of 2/3 of those present may reverse the committee's decision and/or in the alternative, censure or suspend the member from membership for a period
- (d) Notwithstanding the provisions of sub-clause (b) and (c) 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, investigating and/or determination by the Board's appropriate Standing Committee, and in the event such referral is accepted by the Board for that purpose, the Committee shall abide by any consequent verdict, decision or determination, including the result of an appeal process, as the case may be.

12 Visitors and guests

- (a) Visitors who are a member of another Bridge club who:
- (i) Are temporarily residing in the area may be permitted to play, with the approval of the Committee, for a limited period on payment of the current table money. They may be asked to pay a portion of the annual subscription.
- (ii) Are visiting the area may play at The Club, with the approval of a member of the Committee, on payment of the current table money.
- In addition
- (iii) Any member shall be entitled, with the consent of a member of the Committee, to invite a guest or guests to play in The Club.
- (iv) Visitors to The Club may not play on more than three occasions during one calendar year unless authorised by the Committee, or if an application for membership has been lodged.
- (v) Visitors and guests may not play in Club championship events, unless

authorised by the Committee.

- (vi) Visitors are allowed to play any time during The Club's Social Summer Bridge which runs in December and January.

13 Grading of members

- (a) A General Meeting may make recommendations to the committee on grading of members.

14 Subscriptions, Entry fees, Table Money, NZ Bridge Levy

- (a) The annual subscription, entrance fees and table money shall be such sums as are determined by Annual or Special General Meeting.
- (b) Annual subscriptions shall be paid by 28th February. Any change in subscription approved by a Special General Meeting shall be paid by the date specified by that meeting. Subscriptions are due from 1st Dec following the A.G.M.
- (c) A member elected after 30th June shall pay such subscription for the remainder of the year, as the Committee shall determine.
- (d) Subscription fees for new Club Members who have paid for, attended and completed, a course of lessons in bridge at The Club, may be reduced or waived by the Committee.
- (e) Visitors from a club affiliated to NZ Bridge or affiliated to the equivalent organisation in their home country, shall be liable for such portion of the annual subscription, as the Committee shall determine.
- (f) Entry fees, if charged, are paid once only on commencement of membership of The Club.
- (g) Any annual levy due to NZ Bridge through The Club's affiliation to NZ Bridge is an additional levy to The Club's annual subscription. Payment of this levy will be made by The Club on behalf of members who have elected Levin as their home club and will be recovered from members as part of the annual fees.

15 The Committee

A Committee of at least ten (10) members shall manage the Club.

- (a) The Committee officers shall be the President, Vice-President, Immediate Past President (who can be an ex-officio member of the Committee for one year after holding office), Secretary, Treasurer and Tournament Secretary. In addition there shall be five (5) ordinary members.
- (b) All Committee members shall be financial members of The Club.

16 Election of the Committee

- (a) The Committee shall be elected at the Annual General Meeting.
- (b) Nominations for election to the Committee shall be in the hands of the secretary not less than ten (10) days before the Annual General Meeting date set down for the election.
- (c) Nominations shall be in writing and shall include the signatures of a proposer and seconder, both of whom shall be financial members of The Club, and of the member nominated, indicating acceptance of the nomination.

- (d) A list of nominees and Committee positions applied for shall be posted on The Club's notice board at the close of the period for receipt of nominations.
- (e) If the nominations exceed the vacancies, a secret ballot shall be held at the meeting and election decided by a majority vote.
- (f) If insufficient nominations are received by the due date, nominations for unfilled positions shall be accepted at the meeting at which the election is to take place.
- (g) The Committee shall fill vacancies occurring during the year up until the next Annual General Meeting held after the vacancy occurred.
- (h) Whenever possible the Committee shall include a representative for each session of play. If no such representation is achieved at the Annual General Meeting the affected session(s) may elect a member to the Committee. A playing night representative must resign from the committee if he/she ceases to play regularly on the playing night he/she represents.
- (i) The President shall hold office for a maximum of two consecutive years, but may be, re-elected for a similar term after an interval of one year.

17 Termination of position on the Committee

- (a) If any member of the Committee is absent from three consecutive meetings without due cause that person shall cease to be a member of the Committee.
- (b) Any Committee member of The Club shall resign from office, or be removed from office by resolution of a Special General Meeting of The Club called for that purpose, if the member:
 - (i) Suffers from mental incapacity as certified by a qualified medical practitioner.
 - (ii) Is convicted of an indictable criminal offence or is sentenced to a term of imprisonment.
 - (vii) Becomes bankrupt.
 - (viii) Has a direct or indirect interest in any contract or proposed contract entered into by The Club, provided that the Committee member concerned had not declared a conflict of interest and had voted on a resolution.
 - (v) Becomes an employee of The Club for salary or wages. Receipt of an honorarium for services to The Club shall not constitute employment under this clause.

18 Powers of the Committee

The Committee may:

- (a) Make bylaws being not inconsistent with these rules for the well being of The Club.
- (b) Engage such staff as may be necessary.
- (c) Appoint subcommittees, which shall be responsible to the Committee.
- (d) Invite persons to attend Committee meetings; such persons may speak but not vote.

- (e) Adjust annual subscription or charge partial subscriptions, within the value(s) set by General Meeting of The Club.
- (f) Refund all or part of an annual subscription to a member on receipt of an application from that member.
- (g) Classify members into grades set by General Meetings and to set aside days or evenings on which play is restricted to members of a particular grade.
- (i) Exercise all those powers of The Club not reserved to a General Meeting.

19 Financial powers of the Committee

Within the guidelines set by General Meeting of The Club:

- (a) May borrow or raise money and secure payment of the same in such manner as the Committee shall determine and in particular by the issue of debentures, or by mortgage, or charge, or lien upon the whole or any part of The Club's property or assets. The Committee may purchase, redeem or pay off such security or securities.
- (b) May purchase, take on lease or exchange, hire or otherwise acquire any real or personal property and any rights or privileges which the Committee may think necessary or convenient for the purposes of The Club, but any single expenditure or commitment outside of the agreed annual budget in excess of \$8000 shall be made only by resolution of a General Meeting following a report and recommendation by the Committee.

20 Control and Investment of funds by the Committee

- (a) The funds of The Club shall be banked in such bank or banks or other financial institution in New Zealand as the Committee from time to time decides to do.
- (b) The accounts of The Club shall be operated upon by such persons as the Committee shall from time to time determine.
- (c) The Committee may authorise club members to operate a charge account. The treasurer shall keep a record of all such authorisations and accounts.
- (d) No Committee member may spend more than \$50 on any one occasion on behalf of The Club without consultation with another officer of the Committee.
- (e) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed/ endorsed on behalf of The Club by any two of the Secretary, Treasurer, President, and Vice President or such persons nominated by a resolution of the Committee.
- (f) The Committee may invest and deal with the money of The Club not immediately required. Investment of money in organisations other than recognised banks shall only be made after consultation with club members and a professional financial advisor.

21 Meetings of the committee

- (a) The Committee shall meet at a frequency commensurate with the work before it. The President or the Secretary may call a meeting.
- (b) Any three members of the Committee may sign and serve the President a requisition for a meeting. If such meeting does not occur within 14 days after the

requisition, those requiring a meeting are entitled to summon a meeting.

- (c) Five-committee members present at a Committee meeting shall constitute a quorum.
- (d) The President or the Vice-president shall chair the Committee meeting. In their absence the Committee members shall elect a chairperson.
- (e) Any resolution/decision of the Committee must be carried by a simple majority vote of Committee members. If there is an equality of votes the Chairperson in addition to their deliberative vote shall have a casting vote.

22 Duties of Secretary and Treasurer

(a) **The Secretary** shall be responsible for:

- (i) Keeping a list of names, addresses, telephone numbers and email addresses of the members of The Club,
- (ii) Keeping a register of the dates on which members joined The Club
- (iii) Carrying out the directions of the Committee and subject to such direction may receive moneys on account of The Club and pay same to the treasurer.
- (iv) Keeping such records as the Committee may direct.
- (v) Taking minutes of the proceedings of all meetings of The Club.
- (vi) Attending to the correspondence of The Club and the circulation to members of notices and financial statements.
- (vii) Preparing and rendering to the Registrar of Incorporated Societies such returns and information as required.
- (viii) The Common Seal of The Club and its books, records, documents and its personal property..
- (ix) Carrying out at the direction of The Club any other duties as required by these rules.

(b) **The Treasurer** shall be responsible for:

- (i) Receiving and banking all moneys paid to The Club, the disbursement of such moneys as directed by the Committee, and keeping an account of such moneys.
- (ii) Whenever required to do so, rendering to the Committee or a General Meeting an account of all moneys received and expended by him/her and financial statements showing The Club's assets, liabilities and results of operation.
- (iii) Submitting an audited statement of accounts to the Annual General Meeting of The Club.

23 Financial Year

The Club's balance date shall be 30th September in each year.

24 Audit

- (a) The accounts and financial statements of The Club shall be audited annually.
- (b) The auditor, (which may be a firm), shall be appointed each year at the Annual General Meeting.
- (c) The auditor shall not be a member of the Committee.

25 Annual General Meetings

- (a) The Annual General Meeting of The Club shall be held before 1st December in each year.
- (b) Formal notice of the meeting, including time, date, place and business shall be sent to each member at least 14 clear days before the date fixed for the meeting, by e-mail or by post. Any reports or information needed by members shall be included with the notice of meeting.
- (c) The Committee shall present a report and audited financial statements for the preceding financial year. Copies of these reports shall be distributed to members with the notice of the meeting.
- (d) The committee shall present an annual budget for the following year detailing expected expenditure and anticipated income.
- (e) A Committee for the following year shall be elected.
- (f) Honoraria, if any, for the following year shall be set or confirmed.

26 Special General Meetings

- (a) A Special General Meeting of members may be called by the Committee at any time, or shall be called following a written request to the Secretary, or to the President, either by three members of the Committee or by ten financial members of The Club.
- (b) Written notice of the meeting, including time, date, place and business for discussion shall be sent to each member at least 14 clear days before the date fixed. Any reports or information needed by members shall be included with the notice of meeting.
- (c) Such meetings shall have the same power as an Annual General Meeting.

27 Proceedings at General Meetings

- (a) Any Notice of Motion signed by two members of The Club and delivered to the Secretary at least 21 clear days before the holding of any General Meeting shall be considered at that meeting.
- (b) Twenty members present shall be a quorum.
- (c) The President or in his/her absence the Vice-President, shall chair meetings. If both are absent the meeting shall elect a chairperson.
- (d) Voting shall be decided on voices or show of hands unless before or on the declaration of the result, a secret ballot is demanded by at least ten persons present and entitled to vote. If there is an equality of votes, whether on show of hands or at a ballot, the Chairperson in addition to his/her deliberative vote shall have a casting vote. Only financial members shall be entitled to vote and proxy votes shall not be allowed.

- (e) Notices of motion from the floor during a meeting may be considered at the acceptance of the Chairperson of the meeting and any conclusions treated as a recommendation for the incoming Committee to consider.

28 Alterations of the Rules

- (a) The rules of The Club may be altered, added to or rescinded by resolution at any General Meeting provided that notice in writing setting out such alteration, addition or rescission has been sent to each member with the notice of meeting at least (14) fourteen clear days before the date of the meeting.
- (b) No amendment shall be permitted if it in any way affects the non-profit status of the organisation.
- (c) Any changes to the rules of The Club shall be forwarded to NZ Bridge for ratification, provided that The Club is affiliated with NZ Bridge at that time.
- (d) Following approval from NZ Bridge, the Committee shall within (14) fourteen clear days, register such alteration, addition or rescission with the Registrar of Incorporated Societies.

29 Winding up

- (a) The Club may be wound up by a resolution of a majority of the financial members present at any General Meeting of The Club, provided that notice in writing of such intention to wind up The Club voluntarily has been sent with the notice of meeting to each member at least (14) fourteen clear days before the date of the meeting.
- (b) If a decision is made to wind up The Club the members shall decide in a General Meeting held before the final date for wind up, how any property or assets shall be disposed of that would remain after the satisfaction of all The Club's debts and liabilities.
- (c) Any actions taken at this time of winding up must conform to any requirements of the Incorporated Societies Act 1908 or any Act in substitution of that Act.

30 General

- (a) Play shall be conducted under the International Laws of Contract Bridge, as are accepted by the World Bridge Federation and under any interpretation of those Laws from time to time stated by NZ Bridge Incorporated.
- (b) A member may require the Committee to ask NZ Bridge for an interpretation of any of the International Laws of Contract Bridge or the rules relating to the award of Master Points.
- (c) A copy of these rules and any by-laws of The Club shall always be available to members.