

**BUDERIM CONTRACT
BRIDGE CLUB Inc.**



**CONSTITUTION: RULES,
BY-LAWS**

and

BRIDGE ETHICS

as at 17 March 2017

CONSTITUTION RULES, BY-LAWS AND BRIDGE ETHICS

As at 17 March 2017

CONSTITUTION : RULES

2 openings etc. It is unethical for players to ask the meaning of opening bids-this could be interpreted as unauthorised information to partner.

TRICKS WON. The number of tricks won shall be agreed upon before all four hands have been returned to the board. During play, no player may draw attention to a quitted trick in an incorrect position. Declarer may not ask how many tricks have been won.

Any player remaining stationary at the table is responsible for procedure at the table and for passing on boards.

EAST/WEST must check the scoring. An incorrectly entered score could adversely affect them.

The bidding sheet is to be covered by dummy after player on declarer's right has played to the trick.

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BY – LAWS

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Every player should follow uniformly correct procedure in calling and playing, since any departure for correct standards may interfere with the orderly progress of the game.

To hesitate deliberately following suit when you hold a singleton is cheating.

To hesitate at any stage during play when you have no reason to do so is unethical.

To vary your tempo of play on a particular trick in order to deceive an opponent as to your card holding is unethical.

Making a bid of doubtful values when partner has given some thought before passing opponent's opening bid is unethical.

After Blackwood and response, if partner bids 5NT with different pressure in writing and /or closes his/her cards, to pass now is unethical if 5NT is normally Blackwood asking for Kings.

Closing your cards to indicate end of auction as far as you are concerned, or marking silent bidding forms with undue pressure to ensure partner does not miss your bid, is unethical.

Dummy must keep his/her hands away from table during play and move cards only when designated by declarer. Either opponent must not touch dummy's card.

Remember that at all times, the opponents are entitled to know your system and any questions from them should be answered in full. There must be no understandings with a partner of which the opponents are not informed. If there has been a sequence that may mislead and they have not asked about it, you should alert them at the end of the auction that some of the bidding has been unconventional, but you should never proffer information as to the meaning of a bid unless the opponents ask.

PROPRIETIES are part of Bridge Laws. Before commencing to play a set of boards, you should advise opponents of your system, strength of opening bids, 4 or 5 card majors, 1C/1D may be short suit, weak or strong

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BRIDGE ETHICS

CALLING THE DIRECTOR

When an infraction of the Laws of Duplicate Bridge occurs – too often players ask, “Do you call the Director?” – **THE DIRECTOR MUST BE CALLED!**

Players are forbidden to settle matters themselves, even if they know the rules. The Director will give a “book” ruling. If the book does not provide an applicable law, the Director may make a ruling. There must be no waiving of penalties.

It is vital to realise that calling the Director is NOT an insult to anyone. Many players seem reluctant to call the Director - it is probably true to say that Directors are not called as often as they should be.

In Duplicate Bridge, other players’ scores may be affected by what happens at YOUR table. When the Director is called - stop everything until he/she arrives. If you try to correct an infraction before the Director arrives you may incur further penalties and, in some situations, the non-offending side may lose advantages.

Calling the Director is a normal part of the game. Sometimes, after hearing the facts, a Director makes a ruling that is not a fixed penalty laid down in “Laws”. Such matters can be appealed against if you feel the penalty is too severe or not severe enough. Appeals may be made up to 30 minutes after the session ends.

LAWS cannot be questioned. JUDGEMENT can be repealed.

It is improper to call the Director in a manner discourteous to him/her or to other contestants.

OBSERVANCE OF PROPER ETIQUETTE

A player should maintain at all times a courteous attitude towards his/her partner and opponents. He/she should carefully avoid any remark or action that might cause annoyance or embarrassment to another player or interfere with the enjoyment of the game.

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CONSTITUTION : RULES

RULE 1. NAME

The name of the incorporated association shall be “Buderim Contract Bridge Club Incorporated”, hereinafter called the Association.

RULE 2. OBJECTS

The objects and purposes for which the Association is constituted are to:

- (i) promote and encourage the playing of contract bridge; and
- (ii) provide facilities for members to play contract bridge; and
- (iii) control the playing of bridge amongst its members; and
- (iv) encourage good fellowship among members; and
- (v) arrange or provide any other activities deemed appropriate.

RULE 3. POWERS

1. The Association has, in the exercise of its affairs, all the powers of an individual.
2. The Association may:
 - (i) enter into contracts; and
 - (ii) acquire, hold, deal with and dispose of property; and
 - (iii) make charges for facilities it supplies; and
 - (iv) do other things necessary or convenient to be done in carrying out its affairs.
3. The Association may also issue secured and unsecured notes, debentures and debenture stock for the Association.

RULE 4. CLASSES OF MEMBERSHIP

The membership of the Association shall consist of ordinary members, life members, honorary life members and honorary members, each of whom shall be bound by this constitution and by-laws as duly amended from time to time.

- (i) **Ordinary Members:** namely persons who have been proposed as members, accepted by the Management Committee and become financial, shall be deemed to be members of the Association. The number of ordinary members shall be unlimited.
- (ii) **Life Members:** namely Ordinary Members approved by the Association who shall have paid to the Association the life membership subscription. Life Members shall be subject to

the same obligations and same privileges as other members but shall be exempt from payment of any further annual subscriptions. The Association and/or its Management Committee shall have the right at any time to refuse to receive life subscriptions for such period as it may think fit.

- (iii) **Honorary Life Membership** may be granted to members for meritorious service to the Association upon the recommendation of the Management Committee and confirmed at an Annual General Meeting of the Association. An Honorary Life Member shall not be required to pay any subscription but shall otherwise be subject to the same obligations and the same privileges as other members.
- (iv) **Honorary Members:** namely those persons not normally resident in Queensland whom the Committee may think proper to admit to honorary membership, provided that no such admission shall confer such privileges for more than two calendar months and that no person shall be twice admitted to honorary membership within any period of twelve calendar months. Honorary members shall have no vote at any meeting of the Association or be eligible to hold office therein.

RULE 5. ADMISSION AND REJECTION OF MEMBERSHIP

1. Every applicant for any class of membership of the Association shall be proposed by one member of the Association and seconded by another member. The application for membership shall be in writing, signed by the applicant, his/her proposer and seconder and shall be in such form as the Management Committee prescribes.
2. At the next meeting of the Management Committee after the receipt of any application for any class of membership, such such application shall be considered by the Management Committee, who shall thereupon determine upon the admission or rejection of the applicant.
3. Any applicant who receives a majority of votes from the members of the Management Committee present at the meeting at which such application is being considered shall be accepted as a member for the class of membership applied for.
4. Upon the acceptance or rejection of an application for any class of membership, the Secretary shall forthwith give the applicant notice in writing of such acceptance or rejection.

the player making the bid. The announcement will indicate the strength of a 1 Club bid (e.g. “2+”, “3+” or “4+” etc) or the point range of a 1NT bid (e.g. “15-17”, “16-18” etc). There is no longer an alert requirement to circle the bid.

5. **Alertable Calls** - The general principle is to alert calls, which the opponents may not fully understand or may reasonably misinterpret. All natural bids that convey a meaning that the opponents may not expect must be alerted. This includes strong bids that sound weak, weak bids that sound strong and all other calls that by agreement convey meanings different from or in addition to the normal meaning ascribed to them. For example:
 - (i) 2 club and 2 diamond calls which are artificially strong or show 8 playing tricks in undisclosed suits;
 - (ii) 2 club Precision, which could have a 4-card major; a 1NT opening bid if it can contain less than 11 HCP or more than 18 HCP, a singleton, a 6+ card major or a 7-card minor.
6. **Self Alerting Calls** - Some calls or bids you and your partner make are “Self Alerting”. You do not alert these calls because opponents already know that you and your partner have a special agreement about these calls or bids - hence they are deemed to have alerted themselves. These are all doubles, redoubles, skip bids (that is, bids that miss a level, including opening two and three bids for example), cue bids of opponents’ suits, and all calls above 3NT. Remember - there is no need to alert these calls.
7. A player may request an explanation of either of the opponents alerted (or self alerted) calls made since their own previous call when it is their turn to call, but if a player fails to ask at that time, any subsequent questions asked must be about the entire auction.
8. The declarer should offer to give a full explanation to the opponents of the auction if it contained alerted calls, self-alerting calls or calls they may not understand.

substitution is sought.

6. A substitute shall be permitted only for cause such as illness or personal emergency – not for convenience.

14. SCORING

1. Hands which are passed by all players, shall be scored as Passed In (PASS key on the Bridge Mate)
2. If a player has not played to the first trick before the 2-minute timer warning sounds, then play of the board must not be started. The Director must immediately be called, and if no player has seen the cards, then for Pairs events and at the discretion of the Director, a late board may be played. If a late board is not played, an average, average plus or average minus score will be awarded at the discretion of the Director.

15. HANDICAPPING

1. Individual and pair handicap percentages shall be as determined by the RAPSCORE contract bridge scoring program. These handicaps shall be used to calculate the net score of each individual or pair at each session.
2. A list of members' handicaps shall be posted on the notice board before each handicap event.
3. New members shall be given a handicap of 50 per cent. Visitors will be handicapped by the Tournament Director in accordance with their expertise.

16. ALERTING

The Association's policy on alerting is in accordance with Australian Bridge Federation Rules, and is summarised below:

1. At the start of a round or match, players have the responsibility to inform their opponents of the following information:
 - (i) Basic system, including the minimum suit length and strength of one level opening(s).
 - (ii) Strength and style of the 1NT opening.
 - (iii) Any unusual 2 and higher level opening bids.
2. Alerting is compulsory - the opponents cannot be asked not to alert.
3. The partner of the player who makes the alertable call does the alerting. Alerting call is by saying "Alert" and circling the call on the bidding pad.
4. 1 Club and 1NT bids are automatically "announced" by the partner of

5. On receipt of notice of acceptance as an Ordinary Member, the required annual subscription and joining fee shall be payable, and for a Life Member the required Life Membership subscription shall be payable

RULE 6. MEMBERSHIP FEES

1. The annual subscription and joining fee of ordinary members and the payment for life members shall be determined by the Management Committee in June each year.
2. All annual subscriptions shall be due on the day after the end of the financial year. Any member who has not paid his/her annual subscription within one month of the due date shall be deemed unfinancial. Those unfinancial at the date of the Annual General meeting will not be eligible to vote.
3. Any person becoming a member after 1 January in any year shall pay half his/her annual subscription. Other fees (the joining fee) shall apply.

RULE 7. TERMINATION OF MEMBERSHIP

1. Any member may resign from the Association at any time by giving notice in writing to the secretary. Such resignation shall take effect at the time such notice is received by the secretary unless a later date is specified in the notice, when it will take effect from that date.
2. The membership of any member who fails to pay his or her annual subscription within two months of the end of the financial year shall lapse. Any such person who allows his or her membership to lapse shall re-apply for membership in accordance with Rule 5. Payment of a joining fee may be waived at the discretion of the Management Committee.
3. If a member
 - (i) is convicted of an indictable offence; or
 - (ii) fails to comply with any provision of the rules of the Association; or
 - (iii) conducts himself/herself in a manner deemed to be injurious or prejudicial to the character or interests of the Association; the Management Committee shall consider whether his/her membership shall be terminated.

The member concerned shall be given a full and fair opportunity of

presenting his case. If the Management Committee resolves to terminate his membership, it shall instruct the secretary to advise the member in writing accordingly.

RULE 8. APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

1. Persons whose application for membership has been rejected or whose membership may be terminated, may within one month of receiving written notification thereof, lodge with the Secretary written notice of the person's intention to appeal against the decision of the Management Committee.
2. Upon receipt of a notification of an intention to appeal against rejection, or termination of membership, the secretary shall convene within three months of the date of receipt by the Secretary of such notice a general meeting to determine the appeal.
3. At any such meeting he/she shall be given the opportunity to fully present his/her case. The Management Committee or those members thereof (minimum 3) that rejected the application for membership or terminated the membership subsequently shall likewise have the opportunity of presenting their case.
4. The appeal shall be determined by the vote of the members present at such meeting.

RULE 9. REGISTER OF MEMBERS

1. The Management Committee shall cause a register to be kept in which shall be entered the names and residential addresses of all persons admitted to membership of the Association and dates of their admission.
2. Particulars shall also be entered into the register of deaths, resignations, terminations and reinstatements of membership and any further particulars that the Management Committee or members at any General Meeting may require from time to time.
3. The register shall be open for inspection at all reasonable times by any member who previously applies to the Secretary for such inspection.

President's Trophy (Pairs Handicap): The pair receiving the highest net percentage score over the event shall have their names engraved on the President's Trophy. The President's Trophy event shall be limited to members of the Association.

Trophy Day (Pairs Championship): To be held over three successive weeks; the pair receiving the highest combined points score over the event shall have their names engraved on the Trophy. This Trophy Day event shall be limited to members of the Association.

Teams Championship: To be held over three consecutive weeks; the team receiving the highest combined net IMP or VP score in this event shall have their names engraved on Alma's Trophy. The Teams Championship event shall be limited to members of the Association.

Restricted Pairs: This event shall be held twice each year and shall be limited to members of the Association with a handicap percentage of 50.0% or less.

Individual: This event shall be held once a year; the winner shall be the individual receiving the highest gross percentage score in this event. The Individual event will be open to both members and visitors.

Club Birthday – Pro-Am: This event shall be held each April to celebrate the foundation of the Club. Partnerships shall be randomly selected from weak and strong players. The winners will be the best North/South and East/West partnerships. The event shall include refreshments as determined by the Management Committee.

The Management Committee as it deems appropriate, may from time to time arrange any other special event.

BCBC TOURNAMENT REGULATIONS

1. The entry form for such events should be clear for every member to understand, be clear on the point of substitutions and agree with all announcements.
2. Substitution is not a right but a privilege that may be granted by the Director.
3. There shall be only one substitute per team in a Team event and only one substitute per pair in any Pair event per Championship.
4. Any substitution must be pre - authorised by the Director.
5. The Director may permit any substitute he/she judges to be of approximately equal standard to the player for whom the

acceptable standards.

5. Members and visitors shall comply with the Ethics of Bridge as published by the Association (appended to these Rules).

9. TOURNAMENT DIRECTOR

1. The Tournament Director shall be responsible for seeing that all bridge playing sessions and tournaments are conducted in accordance with "The Laws of Duplicate Bridge 2007".
2. The Tournament Director shall appoint such Directors as are necessary to control playing sessions and tournaments.

10. PROVIDORING

The Management Committee shall appoint members as required, to be responsible for the provision of all Association refreshments and supplies, and shall regulate all services pertaining thereto.

11. PUBLICITY OFFICER

The duty of the Publicity Officer is to arrange publicity for the Association as deemed appropriate.

NOTE: Either the Web Master or Director of the day shall post the results of each playing session on the Internet at the conclusion of each session.

12. PLAYING SESSIONS

1. Members and visitors shall be seated at least 15 minutes before commencement of play in any session.
2. The Tournament Director and/or Director shall allocate seats to pairs if necessary, bearing in mind the needs of any member at the time.
3. The Tournament Director and/or Director shall decide on the number of boards to be played and the type of movement; but should take into account the majority of members' desires in relation to finishing times.
4. The President or his/her delegate shall make any announcements et-cetera at the commencement of each playing session and then formally hand over to the Director for that session. The Director will be responsible for the session and for conducting it in accordance with "The Laws of Duplicate Bridge 2007".

13. SPECIAL TOURNAMENT DAYS

The following special events shall be held each year on dates and at times determined by the Management Committee.

RULE 10. SECRETARY

1. The Secretary must be an individual residing in Queensland or in another State, but not more than 65 kilometres from the Queensland border who is a member of the Association elected by the Association as Secretary.
2. If a vacancy occurs in the office of Secretary, the members of the Management Committee must appoint a Secretary within one month.

RULE 11. MEMBERSHIP OF MANAGEMENT COMMITTEE

1. The affairs of the Association, except as otherwise provided by these Rules, shall be managed by a Management Committee.
2. The Management Committee shall consist of the President, Immediate Past President, Vice-President, Secretary, and Treasurer, all of who shall be members of the Association, and six other members of the Association.

RULE 12. ELECTION OF MANAGEMENT COMMITTEE MEMBERS

1. At the Annual General Meeting of the Association, all members of the Management Committee, for the time being, shall retire from office, but shall be eligible for re-election.
2. Any two members of the Association shall be at liberty to nominate any other member to serve as an office bearer or other member of the Committee.
3. The election of officers and other members of the Management Committee shall take place in the following manner:
 - (i) the nomination, which shall be in writing and signed by the member, proposer and seconder, shall be lodged with the Secretary at least fourteen days before the Annual General Meeting at which the election is to take place.
 - (ii) a list of the candidates' names in alphabetical order with the proposers and seconders' names shall be posted in the usual place of meeting for at least seven days immediately preceding the Annual General Meeting.
 - (iii) balloting lists shall be prepared (if necessary) containing the names of the candidates in alphabetical order and each member present at the Annual General Meeting shall be entitled to vote for any number of such candidates, not

exceeding the number of vacancies.

- (iv) if, at the commencement of such meeting, there are an insufficient number of candidates nominated; nominations may be taken from the floor of the meeting.

RULE 13. RESIGNATION OR REMOVAL FROM OFFICE OF MEMBER OF THE MANAGEMENT COMMITTEE

1. Any member of the Management Committee may resign from membership of the Management Committee at any time by giving notice in writing to the Secretary; such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice, when it shall take effect on that later date.
2. Any member of the Management Committee may be removed from office at a general meeting of the Association, where that member shall be given the opportunity to fully present his/her case. The question of removal shall be determined by the vote of the members present at such a general meeting. There is no right of appeal against a member's removal from office under this section.

RULE 14. VACANCIES ON THE MANAGEMENT COMMITTEE

1. The Management Committee shall have the power at any time to appoint any member of the Association to fill any casual vacancy on the Management Committee until the next Annual General Meeting.
2. If the President resigns during his/her year of office, the Vice-President shall assume the office of President, and a casual vacancy is created on the Committee.
3. The continuing members of the Management Committee may act notwithstanding any casual vacancy in the Management Committee, but if and so long as their number is reduced below the number fixed by or pursuant to these rules as the necessary quorum of the Management Committee, the continuing member or members may act for the purpose of increasing the number of members of the Management Committee to that number, or of summoning a general meeting of the Association but for no other purpose.

5. INSURANCE

The Management Committee shall in terms of Section 70 of the Associations Incorporation Act 1981-1996 ensure that adequate insurance policies are in force at all times.

6. EXPENDITURE

The Management Committee is authorised to execute financially related matters referred to in the Association Rules, except that any expenditure over \$3,000 is to be referred to a general meeting for ratification.

7. FEES

1. As per Rule 6, the Management Committee shall determine the annual membership subscriptions, joining fees and payments for life members.
Annual subscriptions shall fall due on 1 July. Members shall become un-financial if the annual subscription is not paid by the end of July and must pay visitors' fees unless there are extenuating circumstances. New members shall pay a joining fee as determined by the Management Committee in addition to the annual membership fee. Members accepted after 1 January shall pay half of the annual subscription plus the joining fee.
2. As per Rule 26.2, the Management Committee shall set Table Fees per session for members and for visitors.
3. The Management Committee shall review annually the membership fees and table fees and advise members accordingly of the fees payable.

8. CONTROL OF MEMBERS

1. The Management Committee shall exercise control of members and visitors during Association meetings, and shall in the event of any member behaving improperly, take such action as is deemed necessary in the interest of other members.
2. During a bridge session the Director shall be the appointed authority in the maintenance of discipline and the imposition of penalties according to the Laws of Bridge.
3. The President and/or Vice-President shall be informed immediately in the case of any serious incident involving Association members. No Management Committee member shall take action in any complaint by a member before such complaint is brought before the Management Committee.
4. The dress standard of members and visitors shall conform to

Buderim Contract Bridge Club Inc.
BY-LAWS

1. NAME

As per Rule 1, Buderim Contract Bridge Club Inc. shall hereinafter be referred to as the "Association"

2. PURPOSE

The By-Laws are for the internal management of the Association as provided in Rule 29 of the Constitution of the Buderim Contract Bridge Club Inc.

3. AMENDMENTS

The Management Committee may from time to time add to, amend or repeal these By-Laws. Any By-Law may be set aside by a general meeting of the members. By-Laws shall be consistent with the Rules of the Association.

4. MANAGEMENT COMMITTEE

1. In terms of Rule 16.1, the Management Committee shall meet each calendar month on a day decided by the Committee, unless the Management Committee for any reason shall decide otherwise.
2. The duties and functions of the Management Committee are as detailed in these By-Laws and as in Rule 15.
3. The Management Committee shall be responsible to see that all Association Rules and By-Laws are complied with.
4. The Management Committee shall seek the majority opinion of its members on any decision that in its opinion may be controversial or may cause disharmony. The Management Committee shall decide the method of voting.
5. The Management Committee shall appoint the following persons from its members or as provided for by Rule 15.4
 - (i) Tournament Director
 - (ii) Publicity Officer
 - (iii) Web Master and
 - (iv) delegates to any bodies with which the Association is affiliated or of which the Association is a member.

Where such persons are not members of the Management Committee, they shall attend and report to meetings of the Management Committee as necessary.

**RULE 15. FUNCTIONS AND POWERS OF THE
MANAGEMENT COMMITTEE**

1. Except as otherwise provided by these Rules, and subject to resolution of the Association carried at any General Meeting, the Management Committee:
 - (i) shall have the general control and management of the administration of the affairs, property and funds of the Association; and
 - (ii) shall have authority to interpret the meaning of these rules in any matter relating to the Association on which these rules are silent.
2. The Management Committee may exercise all the powers of the Association as to:
 - (i) borrow, raise or secure the payment of money in such manner as the members of the Association may think fit and to secure the same for the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Association in any way and in particular by issue of debentures, perpetual or otherwise, charges upon all or any of the Association's property, both present and future, and to purchase, redeem or pay off any such securities; and
 - (ii) borrow money from members and to pay interest on the amount borrowed and to mortgage or charge its property or any part thereof and to issue debentures and other securities, whether outright or as security for any debt, liability or obligations of the Association and pay off any such securities; and
 - (iii) invest in such manner as members of the Association may from time to time determine.
3. In sub-section 2(ii), the rate of interest must not be more than the rate for the time being charged for overdrawn accounts for money lent (whatever the term of the loan) by the financial institution for the Association.
4. The Management Committee shall appoint such person/s as are necessary to ensure the running of the bridge playing sessions and tournaments in accordance with the Laws of Duplicate Contract Bridge 2007. Such persons appointed will be required to report to the Management Committee as deemed appropriate.

- 5. The Management Committee shall have the power to co-opt any member of the Association to the Management Committee in order to provide special expertise as and when deemed necessary.

RULE 16. MEETINGS OF THE MANAGEMENT COMMITTEE

- 1. The Management Committee shall meet each calendar month.
- 2. The Secretary shall give notice of the meetings of the Management Committee to all members of the Management Committee.
- 3. A special meeting of the Management Committee shall be convened by the Secretary on the request in writing signed by not less than one third of the members of the Management Committee, which request shall clearly state the reasons why such special meeting is being convened and the nature of the business to be transacted. Not less than fourteen days notice shall be given by the Secretary to members of the Management Committee of any special meeting of the Management Committee, and the nature of the business to be discussed.
- 4. At every meeting of the Management Committee a simple majority of the number of members elected and/or appointed to the Management Committee shall constitute a quorum.
- 5. Subject as previously provided in this rule, the Management Committee may meet together and regulate proceedings as it thinks fit, provided that questions arising at any meeting of the Management Committee shall be decided by a majority of votes, and in the case of equality of votes, the question shall be deemed to be decided in the negative.
- 6. A member of the Management Committee shall not vote in respect of any contract or proposed contract with the Association in which a member is interested, or any matter arising thereout, and if the member does so vote, the member’s vote shall not be counted.
- 7. The President shall preside at every meeting of the Management Committee, or if there is no President or if at any meeting the President is not present within ten minutes of the time appointed for holding the meeting, the Vice-President shall be Chairman, or if the Vice-President is not present at the meeting, then the members may choose one of their number to be chairperson at the meeting.
- 8. If within half an hour from the time appointed for the commencement of a Management Committee meeting a quorum is not present, the meeting if convened upon the requisition of the

- organisation which has similar objects and which has rules prohibiting the distribution of its assets and income to its members.
- 2. In this section “surplus assets” has the meaning given by Section 92.3 of the Act.

Buderim Contract Bridge Club Inc.

PRESCRIBED FORM FOR PROXY

I,.....of.....
 being a member of the above Association, hereby appoint
of.....

or failing,
 the memberof.....

as my proxy to vote for me on my behalf at the.....General Meeting

of the Association to be held on theday of20....

and at any adjournment thereof.

Signed this day of 20.....

Signature

This form to be used *in favour of
 * against the resolution.

*Strike out whichever is not desired.

Unless otherwise instructed, the proxy may vote as the proxy thinks fit.

Association's rights and powers under this rule may be exercised by the President or in his/her absence, by a member of the Management Committee.

RULE 29. BY-LAWS

The Management Committee may from time to time make, amend or repeal by-laws, consistent with these Rules for the internal management of the Association and any by-law may be set aside by a general meeting of members.

RULE 30. ALTERATION OF RULES

1. Subject to the provisions of the Associations Incorporation Act 1981, these rules may be amended, rescinded or added to from time to time by a special resolution carried at any General Meeting.
2. Any amendment, rescission or addition is valid only if registered with the Chief Executive Officer, Department of Consumer Affairs.

RULE 31. COMMON SEAL

1. The Management Committee shall provide for a Common Seal and for its safe custody.
2. The Common Seal shall only be used by the authority of the Management Committee and every instrument to which the Seal is affixed shall be signed by a member of the Management Committee and shall be countersigned by the Secretary or by a second member of the Management Committee or other person appointed by the Management Committee for the purpose.

RULE 32. AMALGAMATION

Where it furthers the objects of the Association to amalgamate with any one or more other organisations having similar objects, the other organisation must have rules prohibiting the distribution of its assets and income to members; and must be exempt from income tax.

RULE 33. DISSOLUTION

1. In the event of the Association being dissolved in accordance with the provisos of the Associations Incorporation Act 1981, any surplus assets after such dissolution shall be paid or given and applied by the organisation in accordance with its powers to any

Management Committee shall lapse. In any other case it will stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.

9. The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee to be entered in a book to be open for inspection at all reasonable times by any financial member of the Association who previously applies to the secretary for that inspection. For the purpose of ensuring the accuracy of such minutes, the minutes of every Management Committee meeting shall be signed by the chairperson of that meeting or the chairperson of the next succeeding Management Committee meeting verifying their accuracy.

RULE 17. DELEGATION OF POWERS OF THE MANAGEMENT COMMITTEE

1. The Management Committee may delegate any of its powers to a sub-committee consisting of such members of the Association as the Management Committee thinks fit. Any sub-committee so formed shall in the exercise of the powers so delegated conform to any regulations, which may be imposed on it by the Management Committee.
2. The Management Committee may appoint a chairman of the sub-committee. If no such chairman is appointed, the sub-committee may elect a chairman of its meetings. If, at any meeting the appointed chairman or elected chairman is not present within ten minutes after the time appointed for holding the meeting, the members present may choose one of their number to be chairman of the meeting.
3. The President shall be an ex officio member of all sub-committees.
4. A sub-committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present, and in the case of an equality of votes, the question shall be deemed to be decided in the negative.

RULE 18. ACTS NOT AFFECTED BY DEFECTS OR DISQUALIFICATIONS

All acts done by any meeting of a Management Committee or of a sub-committee or by any person acting as a member of the Management Committee shall, notwithstanding after it is afterwards discovered that there was some defect in the appointment of any such member of the Management Committee or persons acting as aforesaid, or that the members of the Management Committee or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the Management Committee.

RULE 19. RESOLUTIONS OF MANAGEMENT COMMITTEE WITHOUT MEETING

A resolution in writing signed by all the members of the Management Committee for the time being entitled to receive notice of a meeting of the Management Committee shall be as valid and effectual as if it had been passed at a meeting of the Management Committee duly convened and held. Any such resolution may consist of several documents in like form, each signed by one or more members of the Management Committee.

RULE 20. EXECUTIVE COMMITTEE

1. The Executive Committee of the Association shall consist of the President, Vice-President, Secretary and Treasurer, and one other member of the Management Committee. A quorum shall be three.
2. It shall be the responsibility of the Executive Committee to meet as necessary to transact any urgent business of the Association which may arise between Management Committee meetings and to submit a report on such business transacted by it to the next meeting of the Management Committee, provided always that the Executive Committee shall not incur expenditure in excess of \$500 or deal with property of the Association.

RULE 21. ANNUAL GENERAL MEETING

1. The Annual General Meeting shall be held within three months of the close of the financial year. The meeting shall be called by giving not less than twenty-eight days notice by circular, posted or delivered to each Ordinary Member or Life Member prior to the date of such Annual General Meeting.

7. Cheques shall be crossed "Not negotiable" except those in payment of wages, allowances or petty cash recoupment which may be open.
8. The Management Committee shall determine the amount of petty cash, which shall be kept, on the imprest system.
9. All expenditure shall be approved or ratified at a Management Committee meeting.
10. As soon as practicable at the end of each financial year, the Treasurer shall cause to be prepared a statement containing particulars of:
 - (i) the income and expenditure for the financial year just ended; and
 - (ii) balance sheet in respect to the financial year ended with notes detailing assets and liabilities and of all mortgages, charges and securities affecting the Association at the close of that year, together with other requisite information to inform fully members of the financial position of the Association.
11. The financial statements shall be presented in accordance with the Australian Accounting Standard and any other statutory or other requirements.
12. The Auditor must examine the statement under sub-section 10 and present a report on it to the Secretary before the next Annual General Meeting following the financial year for which the audit was made.
13. The assets and income of the Association shall be applied solely in furtherance of its above-mentioned objectives and no portion shall be distributed directly or indirectly to the members of the organisation except as bona fide compensation for services rendered or expenses incurred on behalf of the Association.

RULE 27. DOCUMENTS

The Management Committee shall provide for the safe custody of books, documents, instruments of title and the securities of the Association.

RULE 28. VISITORS

1. The Association may admit visitors.
2. All visitors while guests of the Association shall be subject to the Rules and By-Laws of the Association.
3. The Association reserves the right to refuse and/or terminate the admission to the Association premises of any visitors. The

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- (ix) the instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a secret ballot.
 - (x) the instrument appointing a proxy shall be deposited with the Secretary prior to the commencement of any meeting or adjourned meeting at which the person named in the instrument proposes to vote.
 - (xi) the Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every General Meeting to be entered in a book to be open for inspection at all reasonable times by any financial member of the Association who previously applies to the Secretary for that inspection.
2. For the purpose of ensuring the accuracy of the recording of such minutes, the minutes of every General Meeting shall be signed by the chairperson of that meeting or the chairperson of the next succeeding General Meeting verifying their accuracy. However, the minutes of any Annual General Meeting shall be signed by the chairperson of that meeting or the chairperson of the next succeeding General Meeting or Annual General Meeting.

RULE 26. FUNDS AND ACCOUNTS

1. The financial year of the Association shall close on the 30 June of any year.
2. Members and visitors will be required to pay table fees as set by the Management Committee.
3. The funds of the Association shall be kept in the name of the Association in a financial institution decided by the Management Committee.
4. Proper books and accounts shall be kept and maintained either in written or printed form in the English language, showing correctly the financial affairs of the Association and particularly shown in books of a like nature.
5. All monies shall be deposited as soon as practicable after receipt thereof.
6. All amounts of \$100 or over shall be paid by EFT or cheque, signed by any two of the President, Secretary, Treasurer or other member authorised from time to time by the Management Committee.

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2. The following business must be transacted at every Annual General Meeting:
- (i) reading of the notice of the Meeting; and
 - (ii) confirmation of the minutes of the previous Annual General Meeting and/or General Meeting; and
 - (iii) receiving the Annual Report of the President; and
 - (iv) receiving the statement of income and expenditure, assets and liabilities and of mortgages, charges and securities affecting the property of the Association for the preceding financial year; and
 - (v) receiving of the auditor's report on the financial affairs of the Association for the preceding financial year; and
 - (vi) presentation of the audited report to the meeting for adoption; and
 - (vii) election of the Management Committee; and
 - (viii) election of Auditor; and
 - (ix) notices of motion; and
 - (x) any other business that may be brought forward in accordance with the rules of the Association.

RULE 22. SPECIAL GENERAL MEETING

- The Secretary shall convene a Special General Meeting by sending out notice of the meeting within fourteen days of:
- (i) being directed to do so by the Management Committee; or
 - (ii) being given a requisition in writing signed by not less than one third of the members presently on the Management Committee, or not less than the number of ordinary members of the Association which equals double the members presently on the Management Committee. Such requisition shall clearly state the reasons why such special meeting is being convened, and the nature of business to be transacted thereat, or
 - (iii) being given a notice in writing of an intention to appeal against the decision of the Management Committee to reject an application for membership or to terminate the membership of any person.

RULE 23. QUORUM AND ADJOURNMENT, GENERAL MEETINGS

1. At any General Meeting the number of members required to constitute a quorum shall be double the number of members presently on the Management Committee, plus one.
2. No business shall be transacted at the General Meeting unless a quorum of members is present at the time when the meeting proceeds to business. For the purpose of this rule, "member" includes a person attending as a proxy for a member.
3. If within half an hour from the time appointed for the commencement of a General Meeting, the quorum is not present, the Meeting if convened upon the requisition of members of the Management Committee or the Association shall lapse.
4. In any other case it shall stand adjourned to the same day in the next week at the same time and place or to such other day and such other time and place as the Management Committee may determine and if at the adjourned meeting the quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.
5. The Chairperson may with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
6. When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.
7. Save as aforesaid, it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

RULE 24. NOTICE OF GENERAL MEETING

1. The Secretary shall convene all General Meetings, with the exception of the Annual General Meeting, by giving not less than fourteen days notice of any such meeting to members of the Association by circular, posted or delivered to each ordinary member or life member.
2. Notice of a General Meeting shall clearly state the nature of the

business to be discussed thereat.

RULE 25. PROCEDURE AT GENERAL MEETINGS

1. Unless otherwise provided by these rules:
 - (i) at every General Meeting the President shall preside as chairperson or if there is no President or if he/she is not present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act, the Vice-President shall be the chairperson or if the Vice-President is not present or is unwilling to act, then the members present shall elect one of their number to be the chairperson of the meeting.
 - (ii) the Chairperson shall maintain order and conduct the meeting in a proper and orderly manner.
 - (iii) every question, matter or resolution shall be decided by a majority of votes of members present.
 - (iv) every member present shall be entitled to one vote and in the case of an equality of votes; the chairperson shall have a second or casting vote. However, no member shall be entitled to vote at any general meeting if he/she is unfinancial.
 - (v) voting shall be by show of hands or a division of members unless not less than one-fifth of the members present demand a ballot, in which event there shall be a secret ballot. The Chairperson shall appoint two members to conduct the secret ballot in such manner as he/she shall determine and the result of the ballot as declared by the Chairperson shall be deemed to be the resolution of the meeting at which the ballot was demanded.
 - (vi) a member may vote in person or by proxy or by attorney and on a show of hands every person present who is a member or a representative of a member shall have one vote, and in a secret ballot every member present in person or by proxy or by attorney or other duly authorised representative shall have one vote.
 - (vii) the instrument appointing a proxy shall be in writing in the common or usual form under the hand of the appointer or of the appointer's attorney duly authorised in writing.
 - (viii) a proxy may be but need not be a member of the Association.

