



The Ipswich City Contract Bridge Club Incorporated

CONSTITUTION

July 2021

CONSTITUTION RULES

1. Interpretation

- 1 In these rules—
Act means the Associations Incorporation and Other Legislation Amendment Act 2020.
present—
 - a at a Management Committee meeting, see rule 23(6); or
 - b at a General Meeting, see rule 37(2).
- 2 A word or expression that is not defined in these model rules, but is defined in the Act has, if the context permits, the meaning given by the Act.
- 3 Any use of gender in these Rules is deemed to apply to any gender unless specifically stated otherwise.
- 4 The term Full Member encompasses Ordinary, Life, Temporary and Student Members of The Club who are financial in all respects and not under full suspension.
- 5 The term Suspension refers to suspension of rights and privileges for a period of time. It may vary from suspension of one or more rights and privileges to full suspension of them.

2. Name

The name of the incorporated association is **The Ipswich City Contract Bridge Club Incorporated** (hereinafter “The Club”).

3. Objects

The objects of The Club are:

- 1 To foster and promote Contract Bridge at all levels; and
- 2 To provide opportunities for learning Bridge; and
- 3 To provide opportunities for recreation and friendly Contract Bridge competitions; and
- 4 To provide opportunities for other events as set out by The Club.

4. Powers

- 1 The Club has the powers of an individual.
- 2 The Club may, for example—
 - 2.a enter into contracts; and
 - 2.b acquire, hold, deal with and dispose of property; and
 - 2.c make charges for services and facilities it supplies; and
 - 2.d apply to cooperate and affiliate with other organisations whose objects are like and similar such as the Queensland Bridge Association (QBA) and the Australian Bridge Federation (ABF); and
 - 2.e do other things necessary or convenient to be done in carrying out its affairs.
- 3 The Club shall take over the funds and other assets and liabilities of the present unincorporated association known as the Ipswich City Bridge Club.

5. Eligibility for Membership

Persons may be members as long as they meet and maintain the following criteria:

- 1 Are generally not less than 13 years of age;
- 2 Are interested in promoting the Objects of The Club;
- 3 Are prepared to support the welfare of The Club and the game of bridge;
- 4 Are not under any order or notice of suspension from any bridge club or association.

6. Legal Responsibilities of Members

- 1 Every person applying for membership and accepting membership agrees to be bound by the Rules and the By-laws of The Club while they remain a member.

2 Every member shall not commence any action in Common Law or in Equity against The Club, the Management Committee (either collectively or an individual Member or a number of Members), or against any Club Member until all the processes provided by these Rules, the By-laws or the avenues of appeal to the Management Committee and General Meeting acted on within a reasonable time-frame have been exhausted.

7. Automatic membership

A person who, on the day The Club is incorporated, was a member of the unincorporated association and who, on or before a day fixed by the Management Committee, agrees in writing to become a member of the incorporated association, must be admitted by the management committee—

- 1 to the equivalent class of membership of The Club as the member held in the unincorporated association; or
- 2 if there is no equivalent class of membership—as an ordinary member.

8. Classes of Membership and Privileges

The classes, privileges, responsibilities and limitations of membership of The Club are:

- 1 **Ordinary Member:** a person whose nomination has been accepted by the Management Committee, after paying the prescribed fees, and attending such Club activities as the Management Committee may from time to time determine. The member is entitled to all the privileges and responsibilities of The Club and to exercise the rights of membership. The number of Ordinary Members is unlimited.
- 2 **Life Member:** an Ordinary Member who is elected by a Special Resolution at a General Meeting in recognition of outstanding services to The Club for a long period of time. The member shall retain Ordinary Member privileges and responsibilities, but be exempt from the payment of annual Club membership fee. The number of Life Members is unlimited.
- 3 **Temporary Member:** a person who is either:
 - 3.a An applicant to join The Club pending approval by the Management Committee; or
 - 3.b A financial member of another bridge club and not under suspension or expulsion order from any such organisation and is not normally resident in The Club's area; and who is admitted by the Secretary for a period of up to two months, extendable at the Management Committee's discretion. Such a member shall have the same privileges and responsibilities as Ordinary Members, except he will not be entitled to hold office in The Club, nominate or second members for election to office or persons for membership, take part or vote at meetings of The Club, nor compete in Club Championships.
 - 3.c A person considering joining The Club and who is admitted by the Secretary for a period of up to two (2) months. Such a member shall have the same privileges and responsibilities as Ordinary Members, except he will not be entitled to hold office in The Club, nominate or second members for election to office or persons for membership, take part or vote at meetings of The Club, nor compete in Club Championships. At the end of the trial period, before the two (2) months are up, the Temporary Member is expected to pay the full affiliation and membership fees. Failure to do so will cancel the Member's "Temporary Member" status.
- 5 **Student Member:** a person who is a bona fide full-time student under the age of 25 whose nomination has been accepted by the Management Committee, and attending such Club activities as the Management Committee may from time to time determine; the member is entitled to all the privileges and responsibilities as Ordinary Members, except he will not be entitled to hold office in The Club, nominate or second members for election to office or persons for membership, take part or vote at meetings of The Club. The number of Student Members is unlimited.

9. Applications for Membership

- 1 An applicant for membership of The Club must be proposed by one Full Member of The Club (the Proposer) and seconded by another Full Member (the Secunder).
- 2 A nomination for membership must be:
 - a In writing; and

- b signed by the applicant and the applicant's Proposer and Second; and
- c in the form decided by the Management Committee.

10. Membership Fees

The membership and entry fees for each Class of Membership is:

- 1 the amount decided by the Management Committee of The Club, in consultation with the membership; and
- 2 payable when and in the way the Management Committee decides.

11. Admission and Rejection of Members

- 1 Nominations for Ordinary Membership shall be considered by the Management Committee once:
 - a.a The application is received by The Secretary; and
 - a.b the appropriate membership fee for the application has been paid; and
 - a.c all other preconditions have been met.
- 2 The Management Committee Meeting must decide at the next Management Committee meeting whether to accept or reject the application. If a majority of the members of the Management Committee present at the meeting vote to accept the applicant as a member, the applicant must be accepted as a member for the class of membership applied for.
- 3 The Secretary of The Club must, as soon as practicable after the Management Committee decides to accept or reject a nomination, give the applicant a written notice of the decision.
- 4 Nominations for Life Membership must be passed as a Special Resolution by a General Meeting.
- 5 The Secretary of The Club must, as soon as practicable after the Management Committee Meeting decides to accept or reject a nomination, give the applicant a written notice of the decision.

12. Disciplinary Provisions

- 1 Any member of The Club who fails to observe any of the Rules or By-laws made under these Rules, or commits an act, practice of conduct calculated to bring discredit on the game of Bridge or The Club, or to its Members; or on Club premises and on external Club activities or indulges in an illegal act, renders himself liable to suspension of all privileges up a maximum of six (6) months or expulsion, or such other lesser penalty as the Management Committee may determine.
- 2 A written report of such breach or misconduct shall be investigated by the Management Committee which shall have the power to demand and direct apologies, reprimand, restrict, suspend or expel a member it deems guilty of such an offence.
- 3 A Member so charged shall be notified in writing by the Secretary of The Club of the nature of the complaint and be given the right of answering the complaint by appearing before the Management Committee and calling evidence and questioning witnesses. If the Member does not attend the appointed hearing, the charge may be heard in his absence.
- 4 A member found guilty of an offence may appeal to a Special General Meeting of The Club called for the purpose of dealing with the appeal and the decision of that meeting will be final. Pending the determination of such appeal the Member shall be allowed all membership privileges according to his class of membership.
- 5 A member under 18 years of age appearing before a Management Committee meeting hearing complaint against him or a Special General Meeting hearing an appeal against a decision by that Committee shall be entitled to be accompanied by a parent or a guardian.

13. When Membership Ends

- 1 A member may resign from The Club by giving a written notice of resignation to the Secretary.
- 2 The resignation takes effect on:
 - 2.a The day and at the time the notice is received by the Secretary; or
 - 2.b if a later day is stated in the notice-the later day.
 - Except that the Management Committee may determine another date if there are monies owed or disciplinary action pending against him.
 - 2.c The Management Committee may terminate a Member's membership if the Member:

- iv is convicted of an indictable offence; or
- v does not comply with any of the provisions of these Rules; or
- vi has membership fees in arrears for at least two (2) months; or
- vii conducts himself in a way considered to be injurious or prejudicial to the character or interests of The Club.

i.d Before the Management Committee terminates a Member's membership, the Management Committee must give the Member a full and fair opportunity to show why the membership should not be terminated.

i.e If, after considering all representations made by the member, the Management Committee decides to terminate the membership, the Secretary of the Committee must give the member a written notice of the decision.

14. Appeal Against Rejection or Termination of Membership

- 1 A person whose nomination for membership has been rejected, or whose membership has been terminated, may give the Secretary written notice of the person's intention to appeal against the decision.
- 2 A notice of intention to appeal must be given to the Secretary within one (1) month after the person receives written notice of the decision.
- 3 If the Secretary receives a notice of intention to appeal, the Secretary must, within three (3) months after the day of receipt, call a General Meeting to decide the appeal.
- 4 At the meeting, the applicant must be given a full and fair opportunity to show why the nomination should not be rejected or the membership should not be terminated.
- 5 Also, the Management Committee and the Committee Members who rejected the application or terminated the membership must be given an opportunity to show why the nomination should be rejected or the membership should be terminated.
- 6 An appeal must be decided by a vote of the Full Members present at the general meeting.
- 7 If a person whose application has been rejected does not appeal against the decision within one month after receiving written notice of the decision, or the person appeals but the appeal is unsuccessful, the Secretary must, as soon as practicable, refund the application fee paid by the person.
- 8 This section should be read in conjunction with section 13.

15. Register of Members

- 1 The Management Committee must keep a Register of Members.
- 2 The Register of Members must include the following particulars for each member:
 - 2.a The full name and residential address, telephone numbers and email of the member;
 - 2.b The date of admission as a member;
 - 2.c The date of death or resignation of the member;
 - 2.d Details about any termination or reinstatement of membership;
 - 2.e Any other particulars not in contradiction of privacy legislation the Management Committee or the members at a general meeting decide.
- 3 The Register must be open for inspection by Full Members at all reasonable times, however, before the Member may inspect the Register, he must apply to the Secretary to inspect it.
- 4 The Management Committee may be precluded by The Privacy Act (1988) to release part or all of the information pertaining to members.

16. Prohibition on use of information on register of members

- 1 A member of The Club must not—
 - 1.a use information obtained from the Register of Members of The Club to contact, or send material to, another member of The Club for the purpose of advertising for political, religious, charitable or commercial purposes; or

- 1.b disclose information obtained from the register to someone else, knowing that the information is likely to be used to contact, or send material to, another member of The Club for the purpose of advertising for political, religious, charitable or commercial purposes.
- 2 Sub-rule (1) does not apply if the use or disclosure of the information is approved by The Club.

17. Secretary

- 1 The Secretary must be an individual aged eighteen (18) years or older residing in Queensland, who is:
 - 1.a A Full Member of The Club elected by The Club as Secretary; or
 - 1.b a Member of the Management Committee of The Club who is appointed by the Management Committee.
- 2 The Management Committee may appoint and remove The Club's Secretary at any time.
- 3 If a vacancy happens in the office of Secretary, the members of the Management Committee must ensure a Secretary is appointed or elected for The Club within one month after the vacancy happens.
- 4 The secretary's responsibilities and functions include, but are not limited to—
 - a Calling meetings of The Club, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the President of The Club; and
 - b Keeping minutes of each meeting; and
 - c Keeping copies of all correspondence and other documents relating to The Club; and
 - d Maintaining the Register of Members of The Club.

18. Membership of the Management Committee

- 1 The Management Committee of The Club consists of the Office Bearers:- a President, Vice-President, Secretary, Treasurer, Masterpoint Secretary and up to four (4) other committee members as The Club Members elect or appoint at a General Meeting.
- 2 The position of Masterpoint Secretary can be combined with any other position on the Committee.
- 3 A member of the Management Committee must be a Full Member of The Club.
- 4 At each Annual General Meeting of The Club, the members of the Management Committee must retire from office, but are eligible, on nomination, for re-election.

19. Electing the Management Committee

- 1 A member of the Management Committee may be elected only as follows:
 - 1.a Any two (2) Full Members of The Club may nominate another Full Member (the Candidate) to serve as a member of the Management committee; and
 - 1.b The nomination must be in writing and signed by the Candidate and the Members who nominated him; and
 - 1.c given to the Secretary at least fourteen (14) days before the Annual General Meeting at which the election is to be held;
 - 1.d each Full Member present at the Annual General Meeting may vote for any number of candidates not more than the number of vacancies;
 - 1.e if, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting for those positions still unfilled.
- 2 A list of the candidates' names in alphabetical order, with the names of the members who nominated each candidate, must be posted in a conspicuous place in the office or usual place of meeting of The Club for at least seven (7) days immediately preceding the Annual General Meeting.
- 3 If required by the Members at the meeting, balloting lists must be prepared containing the names of the candidates in alphabetical order.

20. Resignation or Removal from Office of Management Committee Member

- 1 A Management Committee member may resign from the Committee by giving written notice of resignation to the Secretary.
- 2 The resignation takes effect on:

- 2.a the day and at the time the notice is received by the Secretary; or
- 2.b if a later day is stated in the notice-the later day.
- 3 A Member of the Management Committee may be removed from office at a General Meeting of The Club if a majority of the Full Members present at the meeting vote in favour of removing the member.
- 4 Before a vote of Members is taken about removing the member from office, the Member must be given a full and fair opportunity to show cause why he should not be removed from office.
- 5 A Member has no right of appeal against a Member's removal from office under this section.

21. Vacancies on Management Committee

- 1 If a casual vacancy happens on the Management Committee, the continuing Members of the Committee may appoint another eligible Member of The Club to fill the vacancy until the next Annual General Meeting.
- 2 The continuing Members of the Management Committee may act despite a casual vacancy on the Management Committee.
- 3 However, if the number of Committee Members is less than the number fixed under these Rules as a Quorum of the Management Committee, the continuing Members may act only to increase the number of Management Committee members to the number required for a Quorum or call a General Meeting of The Club.

22. Functions of Management Committee

- 1 Subject to these Rules or a resolution of the Full Members carried at a General Meeting, the Management Committee:
 - a has the general control and management of the administration of the affairs, property and funds of The Club; and
 - b has statutory obligations to act with due care and diligence; and
 - c has a duty to prevent The Club from trading while insolvent; and
 - d has authority to interpret the meaning of these Rules and any matter relating to The Club on which the rules are silent.
- d.2 The Management Committee may exercise the powers of The Club:
 - 2.a to raise or secure the payment of amounts in a way The Club Members decide; and
 - 2.b to secure the amounts mentioned in paragraph (1) or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by The Club in any way, including by the issue of debentures (perpetual or otherwise) charged upon the whole or part of The Club's property, both present and future; and
 - 2.c to invest in a way the members of The Club may from time to time decide.

23. Meetings of Management Committee

- 1 Subject to subsections 23(2) the Management Committee may meet and conduct its proceedings as it considers appropriate.
- 2 The Management committee must meet at least four (4) times in each financial year to exercise its functions.
- 3 The Management Committee must decide how a meeting is to be called.
- 4 Notice of a Meeting is to be given in the way decided by the Management Committee.
- 5 If the Secretary receives a written request signed by at least one third of the Management Committee members, the Secretary must call a Special Meeting of the Committee.
- 6 A request for a Special Meeting must state:
 - 1.a why the Special Meeting is being called; and
 - 1.b the business to be conducted at the Meeting.
- 7 At a Management Committee meeting more than fifty (50) percent of the Members elected or appointed to the Committee as at the close of the last General Meeting of the Members forms a Quorum.

- 8 A question arising at a Committee Meeting is to be decided by a majority vote of Committee Members present at the meeting and, if the votes are equal, the question is decided in the negative.
- 9 A Management Committee Member must not vote on a question about a contract or proposed contract or other financial transaction with The Club if the Member has an interest in the contract or proposed contract or transaction, and if the Member does vote the Member's vote must not be counted.
- 10 The Secretary must give each Management Committee Member at least fourteen (14) days notice of a Special Meeting of the Committee.
- 11 A notice of a Special Meeting must state:
- 11.a the day, time and place of the meeting; and
 - 11.b the business to be conducted at the meeting.
- 12 The President or, if there is no President or if the President is not present within 10 minutes after the time fixed for a Management Committee Meeting, the Vice-President is to preside as Chairman at any Management Committee Meeting.
- 13 If the President and the Vice-President are absent from a Management Committee Meeting or unwilling to act, the Members may choose one of their number to preside as Chairman at the meeting.
- 14 If a Quorum is not present within 30 minutes after the time fixed for a Management Committee Meeting called on the request of Committee Members, the meeting lapses.
- 15 If a Quorum is not present within 30 minutes after the time fixed for a Management Committee Meeting called other than on the request of Committee Members, the meeting is to be adjourned to the same day, time and place in the next week, or a day, time and place decided by the Committee Members present.
- 16 If, at the adjourned meeting mentioned in subsection 23 (15), a quorum is not present within 30 minutes after the time fixed for the meeting, the meeting lapses.

24. Delegation of Management Committee Powers

- 1 The Management Committee may delegate the whole or part of its powers to a Sub-Committee consisting of The Club Members considered appropriate by the Committee.
- 2 A Sub-Committee may exercise delegated powers only in the way the Management Committee decides.
- 3 A Sub-Committee may elect a Chairman of its meetings.
- 4 If a Chairman is not elected, or if the Chairman is not present within 10 minutes after the time fixed for a meeting, the members present may choose one of their number to be Chairman of the meeting.
- 5 A Sub-Committee may meet and adjourn as it considers appropriate.
- 6 A question arising at a Sub-Committee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative.

25. Acts Not Affected by Defects or Disqualifications

- 1 An act performed by the Management Committee, a Sub-Committee or a person acting as a Member of the Management Committee is taken to have been validly performed.
- 2 Subsection 25 (1) applies even if the act was performed when:
- 2.a there was a defect in the appointment of a Member of the Management Committee, Sub-Committee or person acting as a Member of the Management Committee; or
 - 2.b a Management Committee Member, Sub-Committee Member or person acting as a Member of the Management Committee was disqualified from being a Member.

26. Resolutions of Management Committee without Meeting

- 1 A written resolution signed by each Member of the Management Committee, received by the Secretary, either in print or electronically, is as valid and effectual as if it had been passed at a Committee Meeting that was properly called and held.
- 2 A resolution mentioned in subsection 26 (1) may consist of one or several documents in like form, each signed by one or more Members of the Committee.

General Meetings

27. Annual General Meetings

- 1 Each Annual General Meeting must be held:-
 - 1.a at least once each year, and
 - 1.b within three (3) months after the end of The Club's previous Financial Year.
- 2 The following business must be conducted at each Annual General Meeting:
 - 2.a receiving The Club's Financial Statement and signed Statement for the last reportable financial year;
 - 2.b presenting the financial statement and signed statement to the meeting for adoption;
 - 2.c electing members of the Management Committee;

28. Special General Meeting

The Secretary may call a Special General Meeting only by giving each full member notice of the meeting within fourteen (14) days after:

- 1 being directed to call the Meeting by the Management Committee; or
- 2 being given a written request signed by:
 - 2.a at least one third of the Full Members of The Club presently on the Management Committee; or
 - 2.b at least the number of Full Members of The Club equal to double the number of full Members of The Club presently on the Management Committee plus one; or
- 3 being given a written notice of an intention to appeal against the decision of the Management Committee:
 - 3.a to reject a nomination for membership; or
 - 3.b to terminate a person's membership; or
 - 3.c to impose a penalty under sections 12. or 13.
- 4 A request mentioned in subsection 30.2 must state:
 - 4.a why the Special General Meeting is being called; and
 - 4.b the business to be conducted at the meeting.

29. Notice of General Meeting

- 1 The Secretary may call any General Meeting of The Club.
- 2 The Secretary must give at least fourteen (14) days notice of the meeting to each full Member.
- 3 The Management Committee may decide the way in which the notice must be given.
- 4 However, notice of the following meetings must be given in writing:
 - 4.a a meeting called to hear and decide the appeal of a Member against the rejection or termination of the Member's membership or impose a penalty under Section 13 by the Management Committee; or
 - 4.b a meeting called to hear and decide a proposed Special Resolution of The Club.
- 5 A notice of a General Meeting must state the business to be conducted at the meeting.

30. Quorum for, and Adjournment of, General Meeting

- 1 Subject to Subsection 30 (5), at a General Meeting the number of Full Members equal to double the number of Members of The Club Members elected or appointed to the Management Committee as at the close of the last General Meeting Members plus one forms a Quorum.
- 2 No business may be conducted at a General Meeting unless a Quorum of Members is present when the meeting proceeds to business.
- 3 If a Quorum is not present within 30 minutes after the time fixed for a General Meeting called on the request of Committee Members, the meeting lapses.
- 4 If a Quorum is not present within 30 minutes after the time fixed for a General Meeting called other than on the request of Members of the Management Committee of The Club, the meeting is to be adjourned to the same day, time and place in the next week.

- 5 If at an adjourned meeting, a Quorum under Subsection 30 (1) is not present within 30 minutes after the time fixed for the meeting, the Full Members present form a Quorum.
- 6 The Chairman may, with the consent of any Meeting at which a Quorum is present, and must if directed by the Meeting, adjourn the Meeting from time to time and from place to place.
- 7 If a meeting is adjourned under Subsection 30 (6) only the business left unfinished at the meeting from which the adjournment took place may be conducted at the Adjourned Meeting.
- 8 The Secretary is not required to give the Members notice of an adjournment or of the business to be conducted at an Adjourned Meeting unless a Meeting is adjourned for at least 30 days.
- 9 If a Meeting is adjourned for at least 30 days, notice of the Adjourned Meeting must be given in the same way notice is given for an original Meeting.
- 10 In this rule a Full Member includes a person attending as a Proxy or representing a corporation that is a member.

31. Procedure at General Meeting

Subject to these Rules, at each General Meeting

- 1 the President or, if there is no President or if the President is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, the Vice-President is to preside as Chairman;
- 2 if the Vice-President is absent or unwilling to act as Chairman, the Full Members present must elect one of their number to be Chairman of the meeting; and
- 3 the Chairman must conduct the Meeting in a proper and orderly way; and
- 4 each question, matter or resolution must be decided by a simple majority of votes of the full Members present, except that a Special resolution must be decided by a 75 percent majority of votes; and
- 5 each Member present and entitled to vote is entitled to one vote only and, if the votes are equal, the Chairman has a casting vote as well as a primary vote; and
- 6 a Member is not entitled to vote at a General Meeting if the member's annual subscription is in arrears at the date of the Meeting; and
- 7 voting may be by a show of hands or a division of Members, unless at least 20 percent of the Full Members present demand a secret ballot; and
- 8 if a secret ballot is held, the Chairman must appoint two Full Members to conduct the secret ballot in the way the Chairman decides; and
- 9 the result of the secret ballot as declared by the Chairman is taken to be a resolution of the Meeting at which the ballot was held; and
- 10 a member may vote in person or by proxy or by attorney; and:
- 11 a) on a show of hands, each Full Member present or by proxy or by attorney or other properly authorised representative has one vote; and
- 12 b) in a secret ballot, each Full Member present in person or by proxy or by attorney or other properly authorised representative has one vote; and
- 13 An instrument appointing a proxy must be in writing; and
 - a if the appointor is an individual – signed by the appointor or the appointor's attorney properly authorised in writing; or
 - b if the appointor is a corporation – either under seal or signed by a properly authorised officer or attorney of the corporation; and
 - c a proxy may be a Member of The Club or another person; and
- 14 The instrument appointing a proxy is taken to confer authority to demand or join in demanding a secret ballot; and
- 15 If a Full Member wants to give a proxy an opportunity to vote for or against a resolution, the instrument appointing a proxy must be in the following or like form:

I, of
 being a Member of The Club, appoint
 of as my proxy to vote for me on my behalf
 at the (Annual/Special) General Meeting of The Club, to be held
 on the day of20....

Signature

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

*Strike out whichever is not wanted

(Unless otherwise instructed, the proxy may vote as the proxy considers appropriate.); and
16 each instrument appointing a proxy must be given to the Secretary before the start of the Meeting or Adjourned Meeting at which the person named in the instrument proposes to vote; and
17 the Secretary must ensure full and accurate Minutes of all questions, matters, resolutions and other proceedings of each Management Committee Meeting and General Meeting are entered in a Minute Book; and

18 the Secretary must ensure the Minutes for each General Meeting are made available at all reasonable times to any Full Member who previously applies to the Secretary for the inspection.

32. Minutes

To ensure the accuracy of Minutes:

- 1 The Minutes of each Management Committee Meeting must be signed by the Chairman of the Meeting, or the Chairman of the next Management Committee Meeting, verifying their accuracy; and
- 2 The Minutes of each General Meeting must be signed by the Chairman of the Meeting, or the Chairman of the next General Meeting, verifying their accuracy; and
- 3 The Minutes of each Annual General Meeting must be signed by the Chairman of the Meeting, or the Chairman of the next Meeting of The Club that is a General Meeting or Annual General Meeting, verifying the accuracy.

33. By-Laws

- 1 The Management Committee may make, amend or repeal By-Laws, not inconsistent with these Rules, for the internal management of The Club.
- 2 A By-Law may be set aside by a vote of Members at a General Meeting of The Club.

34. Alterations of Rules

- 1 Subject to The Club's [Incorporation and Other Legislation Amendment Act 2020](#) these Rules may be amended, repealed or added to by a Special Resolution carried at a General Meeting.
- 2 An amendment, repeal or addition is valid only if it is registered by the Chief Executive.

35. Common Seal

The Club will not utilise a common seal.

36. Funds and Accounts

- 1 The funds of The Club must be kept in an account in the name of The Club in a financial institution decided by the Management Committee.
- 2 Records and Accounts must be kept in the English language showing full and accurate particulars of the financial affairs of The Club.
- 3 All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- 4 If any amount is paid by cheque or electronic funds transfer, the cheque or electronic funds transfer must be signed by any two of the President, Vice-President, Secretary, Treasurer, or another Member authorised from time to time by the Management Committee.
- 5 Cheques, other than cheques for wages, allowances or petty cash reimbursement, must be crossed 'not negotiable'.
- 6 A petty cash account must be kept on the imprest system, and the Management Committee must decide the amount of petty cash to be kept in the account.
- 7 All expenditure must be approved or ratified at a Management Committee meeting.
- 8 The Treasurer must, within three (3) months after the end of the financial year, prepare a statement containing the following particulars:

- a the income and expenditure for the financial year just ended;
- b The Club's assets and liabilities at the close of the year;
- c the mortgages, charges and securities affecting the property of The Club at the close of the year.

9 The income and property of The Club must be used solely in promoting The Club's Objects and exercising The Club's Powers.

37. Documents

The Management Committee must ensure the safe custody of books, documents, instruments of title and securities of The Club.

38. Financial year

The financial Year of The Club closes on 31st March in each year.

39. Distribution of surplus assets to another entity

1 If The Club is wound-up under part 10 of the Act and it has surplus Assets as defined by section 92(3) part 10 of the Act, the surplus assets must:-

- 1.a not be distributed among The Club Members, but
- 1.b must be given to another entity or entities which have Objects similar to The Club's Objects or to a Registered Charity, the Rules of which prohibit the distribution of the entity's income and assets to its members.

2 Such distribution shall be determined by a Special Resolution at a General Meeting of The Club.

40. Legality of Acts

The Club, its officers, members, employees and visitors shall comply with all lawful requirements of the local, State and Federal Governments and authorities having jurisdiction over and relating to any activity of The Club.

41. Internal grievance procedure

- 1) The grievance procedure set out in this rule 41 applies to disputes under these rules between
 - a) A Member and another Member or;
 - b) A Member and the Club.
- 2) The parties to this dispute must meet and discuss the matter in dispute, and if possible resolve the dispute within fourteen (14) days after the dispute comes to the attention of all of the parties.
- 3) If the parties are unable to resolve the dispute at the meeting, or if any party fails to attend that meeting, then the parties must, within ten (10) days, hold a meeting in the presence of a mediator.
- 4) The mediator must be:
 - a) A person chosen by agreement between the parties; or
 - b) In the absence of an agreement:-
 - i. In the case of a dispute between a Member and another Member, a person appointed by the Management Committee; or
 - ii. In the case of a dispute between a Member and The Club, a person who is a mediator recruited from a like-minded organisation such as another bridge club.
- 5) A Member can be a mediator.
- 6) The mediator cannot be a Member who is a party to the dispute.
- 7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- 8) The mediator, in conducting the mediation, must:-
 - a) Give the parties to the mediation process every opportunity to be heard;
 - b) Allow due consideration by all parties of any written statement submitted by any party; and
 - c) Ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- 9) The mediator must not determine the dispute.

10) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act other at law.

42. Officers of The Club

The Inaugural Members, Office Bearers and Management Committee Members of The Club shall hold office until the first Annual General Meeting. They are:

Position	Name	Position	Name
President		Secretary/Master Point	
Vice-President		Committee Member	
Secretary		Committee Member	
Treasurer		Committee Member	
		Committee Member	

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