

## RULES OF THE WELLINGTON BRIDGE CLUB (INCORPORATED)

### NAME

1. **THE** name of the Club shall be THE WELLINGTON BRIDGE CLUB (INCORPORATED) and it is hereinafter referred to as “the Club”.

### OBJECTS

2. **THE** objects of the Club are:

- (a) To establish and carry on a bridge club, to promote and foster the playing of the game of contract bridge in all or any of its forms and to organise and conduct contract bridge matches, competitions and tournaments and social gatherings in connection therewith without intention of pecuniary gain.
- (b) To purchase, take on lease or in exchange or otherwise acquire any real or personal property and rights and privileges which the Club may think necessary for the purposes of the Club and to sell exchange or otherwise deal with such property.
- (c) To let lease or hire any of the real or personal property of the Club.
- (d) To borrow any money required for the purposes of the Club with or without securities and to execute mortgages and other securities over any of the real or personal property of the Club or to issue bonds and debentures as securities for the repayment of any such moneys.
- (e) To erect buildings upon any land acquired by the Club and to alter add to or pull down any buildings acquired by the Club.
- (f) To enter into any arrangements for the hire or tenancy of any rooms or premises for the purposes of the Club.
- (g) To invest and lend moneys of the Club not immediately required upon such investments as are from time to time authorised by law for the investment of trust funds.
- (h) To pay for or make donations towards the cost of conducting any bridge tournaments matches or competitions in New Zealand or elsewhere including the cost of a player or players travelling in or to New Zealand or travelling from New Zealand overseas.
- (i) To affiliate with the New Zealand Bridge (Incorporated) or any other association or society having similar objects.
- (j) To do all such other things as are incidental or conducive to the attainment of any of the foregoing objects.

### REGISTERED OFFICE

3. **THE** Registered Office of the Club shall be at the Club’s premises, 17 Tinakori Road, or such other 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.

## **SEAL**

4. **THE** Seal of the Club shall consist of the name of the Club inscribed in a circle and shall not be affixed to any instrument except in pursuance of a resolution of the Committee and in the presence of the Secretary and one other member of the Committee for the time being. The Seal shall be kept in the custody of the Secretary.

## **MEMBERSHIP**

5. **THE** membership of the Club shall consist of the following classes all of whom shall be entitled to all privileges of membership:

- (a) **Ordinary Members**
- (b) **Associate Members** who are affiliated to a club are entitled to play at no more 10 sessions per calendar year.
- (c) **Honorary Life Members** elected by the Club in General Meeting on the recommendation of the Committee.
- (d) **Youth Members** whose age must be under 27 as at 1<sup>st</sup> January that year.

## **NOMINATION**

6. **ALL** candidates for election as Ordinary, Youth, or Associate members shall be nominated by being proposed by one member and seconded by another member on a form approved by the Committee and every such candidate shall sign the form consenting to nomination.

## **ELECTION OF MEMBERS**

7. **ORDINARY**, Youth and Associate members shall be elected by the Committee which shall have power from time to time to limit the number of any class of members. The name of every candidate for membership shall be posted on the Club's notice board for fourteen (14) days before the application is dealt with and any member wishing to object to any candidate must advise the Secretary of such objection. The Committee may accept, defer or reject any application. No member of the Committee shall disclose to anyone the reason for any decision of the Committee relating to an application for membership.

## **BOUND BY RULES**

8. **EVERY** new member shall as soon as possible after election be notified thereof by the Secretary and shall on election be bound by the Rules and By-Laws of the Club.

## **CHANGE OF MEMBERSHIP**

9. **ANY** ordinary or youth member may with the consent of the Committee become an Associate member and vice versa. Rule 6 shall have no application to any such change of membership.

## **CHANGE OF ADDRESS**

10. **ANY** member changing his or her address shall as soon as possible notify the Secretary in writing of the change.

## **GRADING OF MEMBERS**

11. **THE** Committee shall have power to classify members into grades.

## **VISITING MEMBERS AND GUESTS**

12. (a) **Visiting Members:** Any person whose usual place of residence is in the South Island or is in the North Island but more than 60 kms in a direct line from the Wellington Bridge Club, may be proposed as a visiting member by

any member and subject to approval by a member of the Committee shall become a visiting member entitled to the privileges of membership for a period not exceeding two (2) weeks without liability for any subscription. The Committee in its discretion may extend the period of such membership. A visiting member shall be liable to pay the usual table money.

- (b) Guests:** Any member shall be entitled to invite a guest (no matter where resident) to play at the Club on any occasion provided that no person who is not a member or a visiting member shall play on more than three (3) occasions in any one financial year of the Club unless authorised by a resolution of the Committee. A guest shall be liable to pay the usual table money.

### **ENTRANCE FEES AND SUBSCRIPTIONS**

**13. (a) Subject** to Rule 15 hereof the entrance fees and annual subscriptions for Ordinary Members, Youth Members, and Associate Members of the Club shall be determined by the Club in General Meeting on the recommendation of the Committee.

- (b) Honorary** Life Members shall not be liable to pay any annual subscription.

### **TABLE MONEY**

**14. IN** addition to the annual subscription members shall pay a fee for each night on which he/she attends the Club's premises to play, such fee to be known as table money. The Committee shall have power to fix the amount of table money payable by each member and may vary the amount as between different classes of play.

### **REMISSIONS**

**15. THE** Committee shall have power in its absolute discretion to refund, dispense with, or make reductions in the entrance fee or subscription paid or payable by any member.

### **DUE DATE**

**16. ENTRANCE** fees and annual subscription shall be due and payable as follows:

- (a) For New Members:** Within fourteen (14) days after notification of election.
- (b) In all other cases:** On 1<sup>st</sup> January in each year.

### **DEFAULT**

**17. IF** any member's entrance fee or subscription shall remain unpaid after the expiration of two (2) months from due date the Treasurer may send by post to such member at his/her last known place of abode notice of his/her default and if the amount is not paid within one (1) month after the posting of such notice such member shall no longer be entitled to exercise any of the privileges of membership and his/her membership may be terminated by the Committee at its discretion without releasing such member from liability for payment of any moneys then due to the Club. Any member whose membership has been so terminated may in the discretion of the Committee be re-elected upon payment of all sums due to the Club.

### **COMMITTEE**

**18. (a) The** Committee shall consist of a President, the Immediate Past President (for one year after holding the office of President), one Vice-President, a Treasurer and ten Committee Members.

- (b) No** person shall hold the position of President for more than two years in

succession unless there are no nominations for the position of President and there is a 75% majority at the Annual General Meeting in favour of the incumbent President serving a third term.

### **ELECTION OF COMMITTEE**

**19. THE** Immediate Past President shall be a member of the Committee for the year after holding the office of President. The other members of the Committee shall be elected each year at the Annual General Meeting. All members of the Committee shall hold office until the conclusion of the meeting at which their successors are appointed. Except in the case of the retiring President, nominations for any office on the Committee may be made in writing signed by proposer and seconder, delivered to the Secretary fourteen (14) days before the time for the commencement of the Annual General Meeting and posted by the Secretary on the notice board as soon as possible after receipt. In the event the written nominations being insufficient, further nominations may be made at the Meeting by proposer and seconder. If the nominations for any office on the Committee exceed the required number, the members present at the meeting shall select the office or officers by ballot in such manner as The Chair of the meeting shall direct and in the event of an equality of votes, selection shall be by lot drawn in such manner as The Chair shall direct.

### **COMMITTEE APPOINTMENTS**

**20. ANY** casual vacancy on the Committee may be filled by the Committee but any member so chosen shall retain office only for such period as shall be determined by the Committee on his/her appointment and not in any event for a period extending beyond the next Annual General Meeting.

- (a) **Grade Captains:** Each grade shall in the month of December elect from its ranks a Grade Captain who shall hold office for the ensuing Calendar year commencing on 1<sup>st</sup> January following election. The Committee may fill casual vacancies by appointment should no election be held in the month or on resignation of the elected member. Grade Captains will be responsible for the orderly proceedings in their Grade. They shall be ex-officio members of the Committee and as such have full voting rights.
- (b) **Tournament Secretary:** The Tournament Secretary shall be appointed by the Committee.
- (c) **Masterpoints Secretary:** The Masterpoint Secretary shall be appointed by the Committee.
- (d) **Secretary:** The Secretary shall be appointed by the Committee.

### **AUDITOR**

**21. AN** Honorary Auditor who shall be a member of a recognised accountancy body and who may be a member of the Club shall be elected at each Annual General Meeting. If in any year the Auditor shall through death, illness, absence or other cause be unable to audit the Club's accounts, the Committee may appoint an Auditor to audit the accounts, for that year.

### **POWERS OF COMMITTEE**

**22. THE** management and control of the affairs of the Club shall be vested in the Committee who may exercise all powers and do all acts and things which may be exercised or done by the Club and which are not expressly directed or required to be exercised or done by the Club in General Meeting PROVIDED HOWEVER that the Committee shall not purchase lease or otherwise acquire any real property without the authority of a General Meeting of the Club.

## **MEETINGS OF COMMITTEE**

**23. THE** Committee shall meet at least once in every month except December and January and in addition as required. Meetings may be summoned by the President or the Secretary. Any three members of the Committee may sign and serve on the President a requisition for a Committee Meeting. If such meeting is not summoned and held within fourteen (14) days after service of the requisition the requisitionists shall be entitled to summon such meeting. If any member shall be absent from three consecutive meetings without due cause sustained by the Committee he/she shall cease to be a member thereof and the Committee may fill the vacancy as provided in Rule 20.

## **SUB-COMMITTEES**

**24. THE** Committee may appoint such sub-committees as it thinks fit and may appoint thereto persons who are not members of the Committee and may delegate any of its powers to any such sub-committee.

## **CONTROL AND INVESTMENT OF FUNDS**

**25. ALL** moneys received by the Club shall be paid within seven (7) days of the receipt thereof by the Treasurer or his/her designate into the account of the Club at its Bank. All payments out of the funds of the Club shall be made by the authority of the Committee. The account of the Club at its Bank shall be operated upon by the Treasurer and one other member of the Committee or by such other persons as the Committee shall from time to time determine. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments may be endorsed by the Secretary or Treasurer or any member of the Committee duly authorised by resolution of the Committee. All funds of the Club not required immediately for the ordinary purposes of the Club may be deposited by the Committee or invested in the name of the Club. Any such investments shall be reasonable in all circumstances. The Treasurer may pay accounts to ensure the ongoing running of the Club on a monthly basis between meetings of the Committee. Such accounts to be approved by the Committee at its next meeting. The Committee may appoint an acting Treasurer to act during any period when the Treasurer is not available to sign cheques or other documents or to perform his/her duties through absence or illness or from any other cause. During his/her appointment the Acting Treasurer shall have and may exercise all the powers and authorities conferred on the Treasurer.

## **BORROWING POWERS**

**26. THE** Committee may from time to time raise or borrow such sum of money as it may think necessary or expedient, and may secure the payment of such sums by mortgage or sub-mortgages of any real or personal property of the Club or by bonds debentures or other securities or by bills of exchange promissory notes or other negotiable instruments and such mortgages or other securities may contain such covenants powers and obligations as the Committee may think proper PROVIDED THAT no sum exceeding twenty-five (25) percent of the previous year's gross income may be borrowed under the provisions of this clause without the previous authority of a resolution of the members passed at an Annual General Meeting or a Special General Meeting called for that purpose but the Committee may without such authority renew any existing mortgage or debenture or borrow for the purpose of replacing any existing mortgage or debenture.

## **HONORARIA**

**27. THE** Club may pay such honoraria as the members in Annual General Meeting on the recommendation of the Committee may approve.

## **BY-LAWS**

**28. THE** Committee may make, repeal and amend such regulations or by-laws not repugnant to these Rules as they may from time to time consider necessary for the well being of the Club but any such regulations or by-laws may be set aside by a General Meeting of the Club. A copy of any such regulations or by-laws or of any alterations thereto shall be posted on the Club notice board or sent to members as soon as convenient after the making thereof.

## **FINANCIAL YEAR**

**29. THE** financial year of the Club shall end on the 31<sup>st</sup> day of July in each year.

## **ANNUAL REPORT AND BALANCE SHEET**

**30. THE** Committee shall present at each Annual General Meeting of the Club a Report and an audited Balance Sheet and Income and Expenditure Account of the preceding financial year. A copy of the Annual Report, Balance Sheet and Income and Expenditure Account shall be posted (or delivered electronically) to each member with the Notice convening the Annual General Meeting.

## **ANNUAL GENERAL MEETINGS**

**31. THE** Annual General Meeting of the Club shall be held each year within four months of the end of the Financial Year.

## **SPECIAL GENERAL MEETINGS**

**32. (a) The** Committee may call a special General Meeting of the Club whenever it thinks fit.

**(b) Ten** (10) or more members entitled to vote, may sign and deliver to the Secretary a requisition for the calling of a Special General Meeting of the Club stating the object of the meeting and within seven (7) days from the receipt of any such requisition by them the Secretary shall call a Special General Meeting of the Club for a date not more than four (4) weeks from the date of receipt of such requisition. If the Secretary refuses or fails to summon a meeting within such period of seven (7) days the members signing the requisition may themselves summon such meeting.

## **PLACE AND TIME OF MEETINGS**

**33. SUBJECT** to Rule 31 hereof all General Meetings shall be held at such time and place as the Committee shall determine.

## **NOTICE OF MEETINGS**

**34. AT** least seven (7) clear days before any General Meeting of the Club the Secretary shall post (or deliver electronically) to every member entitled to vote a notice specifying the business to be transacted and the day place and hour of the meeting.

## **QUORUM**

**35. AT** any General Meeting of the Club ten (10) and at any Committee Meeting five (5) members shall form a quorum. Any General Meeting of the Club or Committee Meeting at which a quorum shall not be present may be adjourned by the members present to such day within one (1) month as they may appoint.

## **THE CHAIR**

**36 AT** all General Meetings of the Club, The Chair shall be the President or in his/her absence the Vice-President or if absent some other member selected by the meeting.

## **VOTING**

**37. AT** all General Meetings of the Club The Chair shall ascertain the decision of the meeting on any question on the voices or by show of hands or by taking a division in such other manner as shall be deemed by The Chair as most convenient. Every member present at a General Meeting shall be entitled to one (1) vote and in the event of equality of votes The Chair shall (except on the election of Committee members) be entitled to a second or casting vote.

## **RESIGNATION**

**38 ANY** member may at any time by notice in writing to the Secretary resign his/her membership of the Club and such resignation shall take effect upon receipt of such notice by the Secretary.

## **EXPULSION**

**39. IF** in the opinion of at least two-thirds of the members present at a Committee Meeting any member shall have been guilty of conduct unbecoming a member of the Club or detrimental to the interests of the Club or shall have failed to observe any rule or by-law other than by failure to pay entrance fees or subscriptions, the Secretary may send notice to such member at his/her last known place of abode containing particulars of the allegation or complaint against him/her calling upon him/her within fourteen (14) days to make an explanation to the Committee either in writing or by personal appearance at a Committee Meeting to be called for the purpose at the request of such member and if such member shall for the said period of fourteen (14) days fail to give any explanation either in writing or by personal appearance as aforesaid or shall give an explanation which is not satisfactory to at least two-thirds of the members present at the Committee Meeting which considers such explanation then the Committee may by resolution of at least two-thirds of the members present at such meeting expel such member from the Club. Any member so expelled from the Club shall have the right of appeal to a Special General Meeting of the Club to be summoned by the Secretary within twenty-one (21) days from receipt by the Secretary of a requisition so to do from such member. If the expulsion is not confirmed by a majority of at least two-thirds of those present and voting at such Special General Meeting the expelled member shall be reinstated.

## **RULES OF PLAY**

**40 THE** International Laws of Duplicate Bridge of the World Bridge Federation shall form part of the rules of the Club.

## **WINDING UP**

**41. IN** the event of a resolution being passed that the Club be wound up under Section 24 of the Incorporated Societies Act 1908, any property remaining after the settlement of the Club's debts and liabilities must be given or transferred to another organisation, or organisations, which are of a similar charitable purpose as defined in Section 5(1) of the Charities Act 2005.

## **ALTERATIONS TO RULES**

**42. NO** rule of the Club shall be repealed or amended and no new rule shall be made save by a two-thirds majority of the members present and voting at a General Meeting of the Club in the notice calling which particulars of the proposed alterations shall have been given. Except where an alteration in the Rules is proposed by the

Committee notice of the intention to purpose the repeal or amendment of any rule or the making of any new rule shall be given to the Secretary by the member proposing same at least one calendar month before the meeting at which such member intends to bring forward his/her proposal.

### **MEMBERS BOUND BY RULES**

**43. EVERY** member shall be deemed to agree to be bound by the rules and by-laws of the Club and the payment of entrance fees or annual subscription shall be conclusive evidence of such agreement.

### **MATTERS NOT PROVIDED FOR**

**44. IN** the event of any question arising which is not provided for in these rules the question shall, subject to the provisions of the Incorporated Societies Act 1908, be decided by the Committee whose decision shall be final and binding upon all members.

### **DATE OF COMING INTO FORCE**

**45. THESE** rules shall come into operation on the Tenth day of November 1992 from which date the previous rules of the Club shall be repealed and cease to have effect provided however that all appointments and elections made, things done, and powers exercised under the previous rules and in force on the coming into operation of these rules shall ensure for the purposes of these rules as fully and effectually as if made, done or exercised under the correspondence clauses of these rules.

The foregoing rules were adopted by resolution of not less than two-thirds of the votes cast at a General Meeting of the Club held on Monday the 9th day of November 1992, with the following amendments being adopted by resolution of not less than two thirds of the votes cast at a General Meeting of the Club.

<u>Rules</u>	<u>Amended</u>
16(b), 17, 20, 29 & 31	Friday 6 <sup>th</sup> November 1998
18(b)	Friday 4 <sup>th</sup> October 2002
18(a)	Friday 3 <sup>rd</sup> October 2003
5(c). 6,7,9 & 13	Friday 1 <sup>st</sup> October 2004
18(a), 20 & 20(d)	Wednesday 17 <sup>th</sup> Oct 2007
16 (b) & 41	Wednesday 27 <sup>th</sup> Oct 2010
5(e) 6 7 9 13 30 34	Wednesday 23 <sup>rd</sup> Oct 2013
5(b) 6 7 9 13 31	Friday 13 <sup>th</sup> October 2017