

ARV Bridge Club Inc. Constitution.

1 The name of The Club is ARV Bridge Club Inc. hereinafter referred to as “The Club”.

2 Objectives of The Club.

2.1 To encourage and promote the game of Duplicate Bridge.

2.2 To organise and promote events for members and visitors. Points are available to all participants, however, Trophies for ‘Club Championships’ — which include The Club Championship, President’s Pairs and Founders’ Pairs may only be awarded to financial members of The Club.

3. Membership.

3.1 All persons applying for membership are required to apply on the club’s application form.

3.2 Home club members and alternate members of this club shall have equal rights.

3.3 Honorary membership may be awarded for exceptional service to The Club at a General Meeting of members.

3.4 The Masterpoint Secretary or a nominee will maintain a register of all members including honorary and life members and will limit access to this register to those persons who have the authority of the committee for reasons related to the functioning of The Club.

3.5 Each club needs to appoint a Club Masterpoint Secretary. This person has the following responsibilities.

- To ensure the correct masterpoint awards are made for all sessions conducted by the club.
- To upload results to the ABF Masterpoint Centre and print relevant reports for your members.
- To ensure that details the ABF Masterpoint Centre maintains about our club’s membership are kept up to date and maintained on the ABF Masterpoint website.

3.6 A current copy of the Directors’ Handbook’, rules of The Club and the Constitution will be kept by the Secretary.

3.7 All members and visitors to The Club are required to comply with the rules of bridge as promulgated by the Australian Bridge Federation.

3.8 In the event of disruptive behaviour the offending person shall be spoken to by the 'Director' of the bridge session or by a member of the committee in the first instance. in the event of refusal to comply with their requests the person shall be reported to the committee and spoken to by the President. In the event of a further instance of disruptive behaviour the person shall be called before the committee. The person will be heard and if considered guilty, may be informed that in the event of a further instance of disruption of The Club's activities, the person will have his membership cancelled and be banned from The Clubs activities.

3.9 In the event that the offending person refuses to accept the decision of the committee the procedure as set out in section 11 and 12 of the Model Constitution of the NSW Department of Fair Trading shall be followed. (Model constitution 2009. (Following in italics) *

*** II. Disciplining of members**

(1) *A complaint may be made to the committee by any person That is a member of the association:*

(a) has refused or neglected to comply with a provision or provisions of this constitution, or

(b) has wilfully acted in a manner prejudicial to the interests of the association.

(2) *The committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.*

(3) *If the committee decides to deal with the complaint, the committee:*

(a) must cause notice of the complaint to be served on the member concerned, and

(b) must give the member at least 14 days from the time the notice is served within which to make submissions to the committee in connection with the complaint, and

(c) must take into consideration any submissions made by the member in connection with the complaint.

- (4) *The committee may, by resolution, expel the member from the association or suspend the member from membership of the association. If, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.*
- (5) *If the committee expels or suspends a member, the Secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action and of the member's right of appeal under clause 12,*
- (6) *The expulsion or suspension does not take effect:*
- (a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or*
- (b) Within that period the member exercises the right Of appeal, unless and until the association confirms the resolution under clause 12, whichever is the latter.*

***12. Right of appeal of disciplined member**

- (1) *A member may appeal to the association in general meeting against a resolution of the committee under clause 11, within 7 days after notice of the resolution is served on the member, by lodging with the Secretary a notice to that effect.*
- (2) *The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.*
- (3) *On receipt of a notice from a member under subclause (1), the Secretary must notify the committee which is to convene a general meeting of the association to be held within 28 days after the date on which the Secretary received the notice.*
- (4) *At a general meeting of the association convened under subclause (3):*
- (a) no business other than the question of the appeal is to be transacted, and*

- (b) *the committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and*
- (c) *the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.*
- (d) *The appeal is to be determined by a simple majority of votes cast by members of the association.*

4. Fees and Subscriptions.

- 4.1 Membership years will be calendar years.
- 4.2 Joining fees for new members will be determined by the Committee.
- 4.3 Annual subscriptions for members are determined by the committee and shall be paid annually in advance or on joining.
- 4.4 Members who join after 30 June will pay the joining fee and half the annual fee.

5. Venues & Facilities

- 5.1 The Club will endeavour to find reasonably priced venues within the local area.

6. Committee.

- 6.1 The management of the affairs of The Club shall be vested in the Committee. The Committee shall consist of up to seven members. There will be four office bearers, The President, Vice-President, Treasurer and Secretary and up to three committee members.
- 6.2 Office bearers cannot hold an office for more than three years but may immediately hold a different office on the committee. However, after one further year has elapsed, the person may stand again for any office previously held.
- 6.3 In the case of the resignation of a member of the committee, the casual vacancy may be filled at the discretion of the committee. The part year served as an office bearer will not count toward the three years of consecutive duty in that office.
- 6.4 Any committee member can be dismissed from their position by a

formal vote of No Confidence of 2/3rds of members present, at a Special General Meeting. Voting will be by secret ballot.

7. Nominations for the committee.

- 7.1 Nominations for election to the committee are to be proposed and seconded in writing on the form provided by The Club with the consent of the nominated member, to the Secretary no later than seven days before the date fixed for the Annual General Meeting of The Club. Nominations will be posted on our website as received and emailed to members prior to the election.
- 7.2 However if insufficient nominations are received before the Annual General Meeting, nominations may be requested from the floor.

8, Sub-committees.

- 8.1 Sub-committees may be formed by the committee from time to time for specified tasks. They will report to the committee at agreed times.
- 8.2 The President has the right to be an ex-officio member at all sub-committee meetings.

9 Conduct at Meetings.

- 9.1 The President or Vice-President will chair all meetings and may chair sub-committee meetings.
- 9.2 The presiding officer at the AGM shall be the retiring President.
- 9.3 A quorum for all meetings of the committee and sub-committee will be a simple majority of the membership of the committee.
- 9.4 A quorum for all general meetings, Annual General Meetings, or Special General Meetings is 15% of the current membership.
- 9.5 Only paid up financial members and Honorary Members may vote at any General or Special Meetings of the ARV Bridge Club.
- 9.6 Proxy votes are permitted at the AGM, Special General Meetings and General Meetings. One proxy only to be held by any member attending and handed to the scrutineer(s).
- 9.7 At all general meetings a simple majority is sufficient to pass a motion.
- 9.8 At a Special General meeting, a majority of two-thirds (60%) of votes cast is required to pass a motion.

- 9.9 At all meetings the Chairman has a deliberative and a second casting vote.
- 9.10 The Secretary of the association must, as soon as practicable after being appointed, lodge notice with the association of his/her address.
- 9.11 It is the duty of the Secretary to keep minutes of:
- [i] all appointments of office-bearers and members of the Committee.
 - [ii] names of members of the committee present at a committee meeting or a general meeting.
 - (iii) all proceedings at committee meetings and general meetings.
- 9.12 Minutes of proceedings at a meeting must be signed by the chairperson of the meeting, or by the chairperson of the next succeeding meeting.
- 9.13 It is the duty of the Secretary, if no such person holds that office, to be the public officer of the association.
- 9.14 The Public Officer must comply with the requirements of the Office of Fair trading

10. Annual General Meeting.

- 10.1 The AGM will be held not later than the third Friday in September of each year.
- 10.2 At least twenty-one days' notice shall be given by mail or email to all members and a notice shall be posted on The Club's web site.
- 10.3 The business of the AGM will comprise: -
1. Welcome by the President.
 2. Taking and recording of apologies
 3. Reading of the minutes of the last AGM.
 4. Presentation of the Presidents Report
 5. Presentation of the Treasurers report.
 6. The appointment of an auditor.
 7. The committee retires.
 8. Retired President calls for Election of the office bearers and committee.
 10. Introduction of the new committee.
 11. Elected President assumes control of meeting
 12. Any other business.

11. General Meetings.

- 11.1 General meetings may be called by the committee at any time, provided that fourteen days notice is given on the web site, and emailed, together with details of the business proposed.

12. Special General Meetings.

- 12.1 A Special General Meeting may be called by the committee and *must* be called by the committee at the written request of at least ten members.
- 12.2 Twenty-one days notice is to be given on The Club web site and email. A clear statement of the purpose of the meeting must be displayed.

13. Finances.

- 13.1 The financial year of The Club shall be from July 1 until June 30.
- 13.2 A motion for any item of expenditure of \$3,000 or more is to be passed by members at a General Meeting. In an emergency the Committee may exceed this figure provided a General Meeting is called within one month for members to ratify this expenditure.
- 13.3 All monies received by The Club shall be banked promptly in an approved bank account in the name of The Club. All cheques drawn on the account must be signed jointly by two designated office bearers.
- 13.4 Funds surplus to The Club's immediate requirements are to be transferred to an approved interest-bearing deposit or government backed bonds to obtain maximum return.
- 13.5 The treasurer is to maintain a set of accounts and of documents as required by the auditor for his inspection at the end of each financial year.
- 13.6 The income and property of The Club however derived shall be applied towards the promotion of the objectives of The Club and no portion thereof shall be transferred directly or indirectly by way of profit to any member of The Club.
- 13.7 Nothing herein shall prevent the payment in good faith of remuneration to any person in return for any services rendered to The Club, or for charitable purposes, as approved by the committee.

14. Alterations to the Constitution.

- 14.1 This constitution may be added to, repealed, or amended at a Special General

Meeting.

15. Claim by members

No person through any cause whatsoever, shall have any claim, monetary or otherwise, against The Club, its funds, assets, except for payment in good faith See 13.7.

16. Any Other Matters.

16.1 If on the winding up or dissolution of the club there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members of the club but shall be given or transferred to some other institutions having objects similar to the objects of the club and which shall also prohibit the distribution of its or their property among its or their members such institution or institutions to be determined by the members of the club at or before the time of dissolution or in default thereof by the Chief Judge of such court as may have or acquire jurisdiction in the matter.

October 2021