

LEVIN CONTRACT BRIDGE CLUB (INCORPORATED)

CONSTITUTION AND RULES

1 **NAME:** The name of the club shall be the "Levin Contract Bridge Club Incorporated)" hereinafter referred to as "The Club"

2. **OBJECTS:** The objects of the club are:

- (a) To provide and administer facilities for playing Contract Bridge and to promote tournaments and matches in the game.
- (b) To purchase hire take on or in exchange or otherwise acquire any real or personal property and any rights or privileges necessary or desirable for the purposes of the Club and to sell mortgage exchange lease or otherwise deal with such property rights and privileges.
- (c) To erect any buildings or carry out alterations to existing buildings necessary or desirable for the purposes of the club with or without security and to execute mortgages over any property of the Club or issue debentures as securities for the repayment of any such moneys.
- (d) To invest and lend moneys of the Club upon such investments as are from time to time authorised by the law for the investment of trust funds.
- (e) To affiliate with the N.Z. Contract Bridge Association Inc. and the Central Districts Contract Bridge Centre (Incorporated) or with any other organisation and to renounce any affiliation if in the opinion of the Club it would be in it's interests so to do.

3 **MEMBERSHIP** There shall be six categories of members:
Amended 11/2006

a Full Members

- (i) Full members will pay a subscription decided at the Annual General Meeting and shall have full voting rights and privileges.
- (ii) New full members shall be proposed in writing by two financial members of the club shall They will then be elected at a meeting of the committee, by a majority vote, and the date of their election shall be made retrospectively to the date of their nomination. All such new members shall be liable for the requisite subscription at the date of their election
- (iii) Or by participating in a course of instruction run by the club for prospective new members when at the completion of any such course the names of those who have completed the course shall be submitted to the committee:

b JUNIOR MEMBERS:

- (i) Any person who is a School Pupil may be elected a junior member of the Club and shall be liable only for 50% of the full membership subscription.

- (ii) Every Junior member shall have all the privileges of full membership except the right to vote.
- (iii) Junior members shall be proposed and elected in the same manner as for full members.

c Daytime MEMBERS

- (i) Any person may be elected an afternoon member of the Club and shall upon such election, pay a part subscription as decided at the Annual General Meeting
- (ii) Daytime members shall not be entitled to play in the evening sessions of the Club, to participate in tournaments or to have any right to vote.
- (iii) Daytime members shall be proposed and elected in the same manner as the full members

d HONORARY MEMBERS

- (i) Any full member of the Club who the committee in it's discretion considers to be a member of long standing and has good and sufficient reason for having to retire from regular attendance may be elected by a majority vote of the committee to be an Honorary Member of the Club.
- (ii) Honorary members shall be exempt from the payment of any subscription but may play occasionally paying only table money.
- (iii) Honorary members shall not be eligible to vote or obtain 'C' points.

e LIFE MEMBERSHIP

- (i) The Club in general meeting may elect any member of the Club to be a life member and any person so elected shall thereafter be entitled to all the privileges of membership, but shall not be liable for any subscription or levy for which members of the Club generally are liable, other than the payment of table money and entry fees for tournaments.
- (ii) No person shall be proposed for life membership of the Club other than upon a recommendation to that effect being put before any general meeting whether special or annual of the club, of which due notice has been given. Such recommendation shall be voted at the appropriate special meeting and shall require only a bare majority of votes to carry it. No more than one such recommendation shall be placed before any general meeting of the Club.
- (iii) Such a recommendation shall be put forward by the committee only where the committee in it's discretion considers the person proposed to have been a member of long standing and to have rendered distinguished service to the Club.

f ASSOCIATE MEMBERSHIP:

- (i) Any person who is a member of another affiliated Bridge Club may be elected an associate member of the Levin Contract Bridge Club Inc and shall be liable for the full membership subscription less the NZCBA Levy.

- (ii) Associate members shall be eligible to play in all applicable grades and open nights.
- (iii) Associate members shall have no voting rights.

g VISITORS

- (i)- Members of other affiliated Clubs may with the approval of the committee be permitted to play for a limited period on payment of the current table money but such visitors may not play in Club championship events
- (ii) A non member may attend at the Club as a visitor on three playing nights in any one year. No further attendance apart from the third playing night shall be permitted unless an application for membership has been lodged.

h LEAVE OF ABSENCE

- (i) Any full or junior member of the Club intending to be temporarily absent from the district may apply in writing to the committee for leave of absence and if they are absent for a period of one year or more the committee may waive payment of the annual subscription for each whole year of their absence.
- (ii) **REQUESTS** for such leave of absence shall be made to the committee at least annually but the committee may waive that requirement at its discretion.

i SUSPENSION

If a subscription of any full or junior member is not paid by the end of the first competition in the year the committee shall suspend the member from participating in any further competitions until they are financial.

4 CESSATION OF MEMBERSHIP: a member shall cease to be a member;

- (a) If written resignation is received by the secretary of the Club, provided that such resignation shall not relieve the member of any dues payable to the Club.
- (b) If a written subscription is unpaid six months after the date set under clause 6 (b.'), and then only on resolution of the committee after written warning has been given. This resolution must be passed by a majority vote.
- (c) if expelled by the committee after a hearing of which the member was given due notice to be present, the committee having then decided that the person has been guilty of conduct prejudicial to the well-being if the Club. An expulsion must be carried by a majority vote of the -committee.

5 RIGHT OF APPEAL:

A member expelled under rule 4 (b) shall have the right .of appeal to a committee member. A member expelled under rule 4 (c) shall have the right of appeal to a special general meeting. The person shall be reinstated to membership following a

secret ballot to that effect carried by a majority of those present, and after payment of any subscription due.

6 **SUBSCRIPTION:**

- a) The annual subscription, entrance fee and table money shall be such sums as are determined by annual or special general meeting.
- b) Annual subscriptions shall be paid by 28th February. Any change in subscription approved by a special general meeting shall be paid by the date specified by that meeting.
- c) A member elected after 30th June shall pay such subscription for the remainder of the year, as the committee shall determine.
- d) Visitors from an affiliated club shall be liable for such portion of the annual subscription, as the committee shall determine.

7 **ELECTION OF COMMITTEE**

- a) The Club shall be managed by the committee, consisting of President, Vice-President, Immediate Past President (ex officio who can be a member of the committee for one year after holding office) Secretary, Treasurer, Tournament Secretary and five (5) ordinary members

Amended A.G.M. 2004

- (b) The President, Vice President, Secretary, Treasurer, Tournament Secretary and ordinary committee members shall be elected at the annual general meeting.

Amended

- (c) A playing night representative must resign from the committee if he/she ceases to play regularly on the playing night he/she represents.
- (d) Nominations for election to the committee shall be in the hands of the secretary not less than ten (10) days before the date set down for the election. Nominations and the consent of the nominee shall be in writing. If the nominations exceed the vacancies a secret ballot shall be held at the meeting. If insufficient nominations are received by the due date, nominations for unfilled positions shall be accepted at the meeting at which the election is to take place. The committee shall fill vacancies up until the next annual general meeting held after the vacancy occurred.
- (e) The President shall hold office for a maximum of two consecutive years but may be re-elected for a similar term after an interval of one year.

DUTIES

- a) The Secretary shall keep a list of names, addresses and telephone numbers of the members of the Club, shall carry out the directions of the committee and subject to such direction shall receive moneys on account of the Club and pay same to the treasurer, and keep such records as the committee may

direct, attend all meetings and take minutes of the proceedings, attend to the correspondence of the Club and the circulation to members of notices and financial statements and shall prepare and render to the Register of Incorporated Societies such returns and information as is required by him, and generally carry out the direction of the Club or Executive and any other duties as required by these rules.

- (b) The Treasurer shall receive and bank all moneys paid to the Club, disbursing such moneys as directed by the Executive, keeping an account of such moneys, and shall whenever required to do so render to the committee or a general meeting an account of all moneys received and expended by him/her and financial statements showing the Club's assets, liabilities and results of operation, and shall submit an audited statement of accounts to the Annual General Meeting of the Club.

9 **POWERS OF COMMITTEE**

- (a) Four-committee members present at a committee meeting shall constitute a quorum.
- (b) The committee shall have the power to make bylaws being not inconsistent with these rules for the well being of the Club.
- (c) The committee shall engage such staff as may be necessary.
- (d) The committee shall have the power to appoint subcommittees, which shall be responsible to the Committee.
- (e) The committee may invite persons to attend committee meetings, such persons may speak but not vote.
- (f) The committee may exercise all those powers of the Club not reserved to a general meeting.

10 **FINANCIAL POWERS:**

- (a) The committee shall have power to borrow or raise money and secure payment of the same in such manner as the committee shall determine and in particular by the issue of debentures or by mortgage or charge or lien upon the whole or any part of the club's property or assets. The committee may purchase, redeem or pay off such security or securities.
- (b) The committee shall have the power to invest and deal with the money of the club not immediately required and in such manner as it may decide, but only in Trustee securities.
- (c) The committee shall have the power to purchase, take on lease or exchange, hire or otherwise acquire any real or personal property and any rights or privileges which the committee may think necessary or convenient for the purposes of the Club, but any single expenditure or commitment outside of the agreed annual Budget in excess of \$5000 shall be made only by resolution of a general meeting following report and recommendation by the committee.

Amended 12/99

11 **AUDIT:**

The accounts and financial statements of the club shall be audited by an auditor who shall not be a member of the committee and who shall be appointed each year at the annual general meeting.

12 **MEETINGS**

- (a) The annual general meeting of the club shall be held before 15th December in each year. The Club's balance date shall be 30th September.

Amended

- (b) The President or in his/her absence the Vice-President, shall chair meetings. If both are absent the meeting shall elect a chairman. Written notice of the meeting, including time, date, place and business for discussion shall be sent to each member at least 14 clear days before the date fixed.

- (c) A special general meeting of members may be called by the committee at any time, or shall be called following a written request to the Secretary or to the President, either by three members of the committee or by ten financial members of the Club or by persons to whom rule 5 applies. Such meetings shall have the same power as an annual general meeting.

- (d) Twenty members present at a general meeting shall be a quorum.

Amended 12/99

- (e) Voting shall be decided on voices or show of hands unless before or on the declaration of the result a secret ballot is demanded by at least ten persons present and entitled to vote. If there is an equality of votes, whether on show of hands or at a ballot, the Chairperson in addition to his/her deliberative vote shall have a casting vote. Only financial members shall be entitled to vote and proxy votes shall not be allowed.

- 13 **COMMON SEAL.** The Club shall have a common seal which shall be kept in the custody and control of the secretary of the club. The seal shall be affixed to such documents as the committee shall direct in the presence of two members of the committee who shall add their signatures.

14 **ALTERATION OF THE RULES**

- (a) The -rules of the Club may be altered, added to or rescinded by resolution at any general meeting provided that notice in writing setting out such alteration, addition or rescission has been sent to each member with the notice of meeting ' at least fourteen clear days before the date of the meeting. No addition to or alteration of the personal benefit clause or the winding up clause shall be approved without the approval of Inland Revenue.

Amended 7/12/98

- (b) The committee shall within fourteen clear days, following approval from the Centre, register such alteration, addition or rescission with the Registrar of Incorporated Societies.

15 **WINDING UP**

- (a) The Club may be wound up by a resolution of a majority of the financial members present at any general meeting of the Club, provided that notice in writing of such intention to wind up the Club voluntarily has been sent with the notice of meeting to each member at least fourteen clear days before the date of the meeting.
- (b) If upon the winding up or dissolution of the Levin Contract Bridge 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 Levin Contract Bridge Club, but shall be given or transferred to some other Charitable organisation or body having similar objects of the Levin Contract Bridge or for some other charitable purpose in New Zealand.

Amended 7/12/98

16 **GENERAL:**

- (a) Play shall be conducted under the International Laws of Contract Bridge for the time being accepted by the Portland Club of London.
- (b) A member may require the committee to ask the Centre for an interpretation of any of the International Laws of Contract Bridge or the rules relating to the award of Master Points.
- (c) A general meeting may make recommendations to the committee on grading of members.

17 **COPIES OF RULES:**

A copy of these rules and any by-laws of the Club shall always be available to members.