

GAWLER & DISTRICT BRIDGE CLUB INC

# CONSTITUTION

AMENDED NOVEMBER 2014

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**GAWLER & DISTRICT BRIDGE CLUB INC**  
**CONSTITUTION**  
**(Amended 2014)**

**1 THE CLUB**

The name of the Club is "Gawler & District Bridge Club Inc" and it shall be registered as an Incorporated association.

**2 OBJECTS OF THE CLUB**

The objects of the Club are:-

- a) To provide facilities for the members to play contract bridge.
- b) To provide social contact between Club members and members of other Clubs through the medium of contract bridge.
- c) To support and promote the game of Contract Bridge so far as this is consistent with sub-clauses 2a and 2b.

**3. POWERS OF THE CLUB**

The Club shall have all the powers set out in Section 25 of the Associations Incorporations Act, 1985.

The Club Committee shall:

- a) Purchase, lease, hire or otherwise acquire any general, consumables or equipment for the purpose of the club use. The majority of the members at an AGM or SGM must approve major equipment.
- b) Arrange affiliation with the ABF and SABF.
- c) Make available to SABF, kindred clubs, organisation and Club Members any equipment required for bridge events. Availability and conditions shall be determined by the Club Committee,
- d) Formulate and promulgate Club by-laws governing but not limited to the following:
  - 1) Members' conduct.
  - 2) Handling of member complaints and suggestions.
- e) Appoint members to any other positions as may be deemed necessary from time to time and to determine the duties of such members.
- f) In the event of the Club Membership rising, an additional Committee Member shall be elected for every 20 additional financial members above 60 and may be elected at an Annual General Meeting.
- g) Be responsible for the appointment of an Appeals Sub-Committee, should the need arise, to adjudicate on an appeal by any player relating to a complaint which cannot be handled by the Club Committee.

**4. PATRON OF THE CLUB**

The Club may appoint a Patron to be nominated by the Club Committee and ratified at an Annual General Meeting or Special General Meeting. The Patron should be an interested club member who supports the club and who

is willing to represent the Club if required. The Patron is not required to attend Club Committee meetings.

## 5 MEMBERSHIP

- a) Any person interested in playing contract bridge may become a member of the Club. As long as the Club is affiliated to the Australian Bridge Federation or other such organisation the Club Committee has the power to ensure that events are conducted in accordance with affiliation requirements including the registration or membership of players. Members may elect to be home club members of Gawler & District Bridge Club Inc or members from another bridge club may become affiliated members of the Club.
- b) The Club Committee may recommend appointments to Honorary Life Membership at an AGM of the Club. An Honorary Life Member shall enjoy all the rights and privileges of ordinary members but shall not be liable to pay subscriptions or table fees.
- c) The Club Committee shall have the power either to expel or to suspend any member whose behaviour is considered by the Club Committee to be not in the interests of the Club.

## 6 FEES

The Club Committee shall have the power to fix and vary joining fees and subscriptions for members at an AGM and to make rules for ensuring the collection thereof. The Club Committee may vary or waive the payment of joining fees in the case of genuine hardship or where membership has been granted because of special circumstances. With the exception of Honorary Life Members, all members and visitors shall be liable to pay table fees as set by the Club Committee.

## 7 MEETINGS

### 7.1 ANNUAL GENERAL MEETING

- a) There shall be an Annual General Meeting no later than the 30. November in every year. The order of business at the AGM shall be to:-
  - i Confirm the minutes of the previous AGM and of any SGM held since that meeting.
  - ii Present a report by the President covering the business of the year.
  - iii Present the Treasurer's Report of the year's finances confirmed by the Club's Auditor.
  - iv All offices of the Club shall be declared vacant if their tenure has expired.
  - v Elect officers of the Club and ordinary members of the committee, where required.
  - vi Elect an Auditor.
  - vii Set an annual subscription.

- viii Conduct any other business requiring consideration by the Club in general meeting, including any special business of which notice has been given in accordance with this Constitution.
- b) Four (4) weeks written notice of the AGM shall be given to members and displayed on the Notice Board. The notice shall contain the nature and order of the business to be transacted at the AGM and shall be accompanied by a copy of the minutes of the last AGM and the Treasurer's Annual Financial Statement for the preceding financial year.
- c) Candidates for election to the Club Committee must be nominated by a financial member of the club on an official nomination form and must signify their willingness to be nominated in writing. All nominations should be delivered to the Club Secretary no later than two (2) weeks before the AGM and the Secretary, no later than ten (10) days before the AGM, shall display the list and any relevant voting papers to all financial members of the Club. In the event however that a nomination has not been received for one or more of the offices by the close of nominations, a verbal nomination, duly accepted by the nominee, may be received at the AGM.
- d) If after the expiration of fifteen (15) minutes from the time appointed for a General or Special General Meeting less than (10) members are present, the President or person acting in this capacity shall declare the meeting to be at an end. In such an event the business under discussion and all other business not disposed of shall be deferred until the next General Meeting, at which it shall take precedence over all other business.

## 7.2 SPECIAL GENERAL MEETINGS

- a) A Special General Meeting (SGM) may be called at any time by the Club Committee.
- b) It must be called within 28 days of receiving written request signed by at least ten (10) financial Club members.
- c) Fourteen (14) days' notice of a SGM and of the business to be brought forward shall be distributed to all Club members and displayed on the notice board.

## 7.3 CLUB COMMITTEE MEETINGS

- a) The tenure of the Office Bearers and the Club Committee shall be decided at the Annual General Meeting. The present tenure is for a period of two years. At the end of the determined tenure, should any position not be filled, the former office bearer(s) may have their term extended by a further two years subject to their approval.

- b) The Club Committee shall meet at regular times throughout the year as decided by the members of the Committee.
- c) The Club Committee will be responsible for the appointment of Sub-Committees for special purposes. Sub-Committees shall have powers and responsibilities as determined from time to time by the Club Committee and shall, subject to relevant directions, determine their procedures. Where the report of a sub-committee is not adopted by the Club Committee, the report may be referred to a Special General Meeting or an Annual General Meeting for further discussion.
- d) The Club Committee may, by resolution, delegate any of its powers or functions to a Sub-Committee, an officer or group of officers or an individual member. Any delegation does not prevent the Club Committee subsequently dealing with a matter as it sees fit.
- e) Should the Secretary be absent from a meeting, another member of the Club Committee may be delegated to record the minutes, provided there is a Quorum.
- e) The Quorum for a meeting of the Club Committee shall be half plus 1 i.e. 6 members.
- f) In the event of an office on the Club Committee becoming vacant during the year, the Club Committee may appoint a person to fill the vacancy until the next Annual General Meeting.

## 8 MEETING CHAIRPERSON

- a) Each AGM or SGM or Club Committee meeting of the Club will be chaired by the President and in the event of the President not being present at the commencement of the meeting the Vice-President shall chair the meeting. In the absence of the President and Vice-President an acting Chairperson shall be elected by the members present.
- b) The Chairperson of all meetings of the Club shall have a casting vote only.

## 9 PUBLIC OFFICER

The Associations Incorporation Act 1985 requires that an incorporated association has a Public Officer. The Public Officer must be a person of or above the age of 18 years who is a resident in South Australia. It is not necessary for the Public Officer to be a member of the association but may be an ordinary member or committee member of the association. Usually the Club Secretary takes on this position.

To not have a public officer is a breach of the Act. Changes to the Constitution and forms and returns lodged under the act must be signed by the Public Officer. Forms and additional information can be found at [www.ocha.sa.gov.au/Associations/index.html](http://www.ocha.sa.gov.au/Associations/index.html)

10 BY-LAWS

Without restricting its general powers the Club Committee shall have the power to make by-laws for the regulation and management of Sub-Committees and for carrying out any of the Club objectives.

11 PROCEDURES AT MEETINGS

Subject to these rules, the procedures at all general meetings and Club Committee meetings shall be determined by the Chairperson or acting Chairperson except where a majority of the meeting determines otherwise.

12 VOTING

Voting for offices and Club Committee Members

- a) Voting by attending financial members of the club shall be made by placing the votes in a ballot box prior to the commencement of the AGM.
- b) Any absentee financial member may submit a postal vote. Such vote shall be placed in a sealed envelope and then placed in an envelope addressed to the Secretary who shall deposit the sealed envelope in the ballot box prior to the commencement of the AGM.

Voting on other business or on special business of a Special General Meeting shall be by a show of hands unless at least two (2) persons entitled to vote shall call for a vote by ballot whereupon a ballot shall be taken or any person shall be entitled to call for a division.

13 FINANCIAL

13.1 FINANCIAL YEAR

The Financial Year of the Club shall be from 1 October until 30 September of the following year.

13.2 PAYMENT OF HONORARIA

The Treasurer and Secretary may be paid such honoraria as the Club Committee shall fix. Members called upon to conduct competitions or classes or act as directors during play may also be paid such honoraria as the Club Committee shall fix.

13.3 SIGNING OF CHEQUES

All cheques must be signed by two authorised signatories of the Club.

13.4 AUDITOR

- a) Subject to the discretion of the Club the Auditor, who shall not be an officer of the Club Committee, shall be appointed at the Annual General Meeting.

- b) Any casual vacancy in the office of Auditor may be filled by such person as appointed by the Club Committee.

#### 14 OFFICE BEARERS

The Club Committee shall consist of the following officers:

President  
Vice President  
Secretary  
Treasurer  
Masterpoint Secretary  
Tournament Director  
Four Committee Members

##### 14.1 PRESIDENT

- a) The President shall preside over all Club meetings and ensure that such meetings are held in accordance with the rules and regulations as laid down in the Constitution;
- b) Co-ordinate Club policy as laid down by the Club Committee.
- c) Represent the Club at official functions as required.
- d) Be entitled to attend all sub-committee meetings of the Club as an ex-officio member.
- e) Liaise between the South Australian Bridge Association (SABA) and the Club at all General Meetings of SABA.
- f) Ensure that the AGM is held before 30<sup>th</sup> November as per the Constitution.

##### 14.2 VICE-PRESIDENT.

- a) The Vice President shall assist the President at all times.
- b) Deputise for the President when requested.
- c) Keep the President informed of actions conducted on his behalf

##### 14.3 SECRETARY

- a) The Secretary shall record the minutes of all General Meetings of the Club and meetings of the Club Committee. The Minutes shall be posted on the Club Notice Board once they have been ratified by the Club Committee.
- b) Keep a file of the Minutes of all meetings at the Club premises.
- c) Utilize the Club Notice Board to keep club members informed of meetings, events, etc.
- d) Issue Notices of General Meetings of the Club together with all such documentation as may be required for such meetings.
- e) Shall act as the Public Officer of the Club unless another member of the Club is voted in at the Annual General Meeting..

##### 14.4 TREASURER

- a) The Treasurer shall ensure the financial needs of the Club are met and comply with the Constitution.



- b) Shall keep proper accounts and be responsible for the custody of all receipts, vouchers and financial documents belonging to the Club.
- c) Maintain records of the annual subscription payments of each member.
- d) Advise the Club Committee of any member in default of annual subscription payment.
- e) Present financial reports at the Club Committee meetings.
- f) Present a financial report for the Auditor to be submitted at the Annual General Meeting of the Club.

#### 14.5 MASTERPOINT SECRETARY

- a) The Masterpoint Secretary shall liaise between the Club and the Australian Bridge Federation Masterpoint Centre (ABF).
- b) Shall advise the ABF of new members, changes to player details and membership non-renewals.
- c) Shall produce outright awards at the end of the Wednesday and Friday monthly sessions.
- d) Shall produce the monthly and quarterly masterpoint awards for all sessions and post them on the Club notice board.
- e) Shall work out the monthly handicap results and use these to work out the Handicap Winners for the Wednesday Lois Duke Cup and the Friday Alan Breuer Cup to be presented at the end of the year.
- f) Shall work out the John Chambers results. This is given to Wednesday members who obtain over 50% each week over a period of six months (25 weeks). The member who achieves the highest percentage total will receive the John Chambers award at the end of the year.
- g) Shall keep records and procedures on how to obtain the above.

#### 14.6 TOURNAMENT DIRECTOR

- a) The Tournament Director shall be responsible for the technical management and smooth running of contract bridge tournaments.
- b) Administer and interpret the 1997 Laws of Contract Bridge, and the supplementary regulations promulgated by the ABF, SABF and SABA.
- c) Shall have a good knowledge of directing processes, appropriate movements and scoring rules.
- d) Maintain discipline and ensure the orderly progress of the game.
- e) Manage conditions of play appropriate to the event.
- f) Manage unacceptable behaviour by any player(s).
- g) The Tournament Director shall appoint a Tournament Committee comprising of the Tournament Director and other members as deemed necessary.
- h) Shall, together with the Tournament Committee, organise the playing area, collection of fees and general running of all bridge tournaments.
- i) Shall assume responsibility for the upkeep and replenishment of all materials used for bridge events.
- j) Formulate and produce a calendar of all Club events for the year in co-ordination with the ABF, SABF and other clubs.
- k) Arrange inter-club events.
- l) Select players to represent the Club at inter-club events.

- m) Organise Club Championship events.
- n) Co-operate with the Director, Bridgemate Manager and operators when Bridgemate is in use.
- o) Organise the training of Club Directors.

#### 14.7 COMMITTEE MEMBERS

Four Committee Members shall be elected annually. They shall

- a) Act as liaison between Club members and the Club Committee.
- b) Take an active part in the formulation and execution of the Club Committee.
- c) Perform such Club related activities as may be requested by the Club Committee.

#### 14.8 ADDITIONAL EX- OFFICIO MEMBERS AND DELEGATES

- 1) Directors.  
The following to be appointed at the Annual General Meeting.
- 2) SABF Delegate
- 3) Gawler Elderly Centre Delegate

##### 14.8.1 DIRECTORS

- a) Directors shall, prior to each bridge session, ensure that relevant areas are set up and equipped properly.
- b) Liaise with the Bridgemate Manager and computer operator re the session details.
- c) *Let* bridge players know the session details and run the event.
- d) Should a problem arise as a result of a disputation between the Director and player, ensure that an 'ad hoc' appeals committee resolve the problem before the end of the session.
- e) Maintain harmony, discipline, quiet and time keeping.
- f) At the conclusion of the session, ensure that the club facilities are left in an orderly manner, electrical equipment is turned off and the area properly secured.

##### 14.8.2 SABF DELEGATE

- a) The SABF Delegate shall attend meetings at the SABF.
- b) Shall liaise between the Club and the SABF.
- c) Shall inform the Club Committee and Club members of any decisions taken at the SABF meetings which affect the Club members.

##### 14.8.4 GAWLER ELDERLY CENTRE DELEGATE

- a) The Gawler Elderly Centre Delegate shall attend meetings of the Gawler Elderly Centre.
- b) Shall liaise between the Club and the Gawler Elderly Centre.
- c) Shall inform the Club Committee and the Club members of any decisions taken at the Gawler Elderly Centre meetings which affect the Club members.

## 15 DISSOLUTION

### Distribution of Assets

- a) In the event of the Club agreeing, at a meeting called for the purpose, to disband, all assets of the Club shall be vested in the Council of the Corporation of the Town of Gawler.
- b) Cash assets shall be held in Trust by the Council for the time when a similar club is formed.
- e) If the equipment be held by the Council, the Council may, at the end of 12 months, sell or distribute equipment at their discretion, with preference to local bodies. Any proceeds being added to the Trust.

## 16 ALTERATION OF THE CONSTITUTION

No rule of the Constitution shall be made, altered or repealed except by an ordinary majority vote of members present at the AGM or at a SGM of the Club duly convened for that purpose. Not less than twenty eight (28) days prior to the general meeting written notice of the proposed alteration, amendment or repeal must be given to the Secretary and notice (as for notice of general meetings) must be given at each competition venue at least four (4) weeks prior to the general meeting.

The Public Officer shall be responsible for sending the renewed Constitution to the appropriate Government Department.

## 17 NOTICES

Any notice to be given under this Constitution shall be deemed to be duly given if sent by telegraphic transmission to the address of the recipient as disclosed in the records of the Club.