

THE CROMWELL BRIDGE CLUB (Incorporated)

RULES

(Inc all Amendments to 7 12 2015)

1. **THE NAME** of the Club shall be "THE CROMWELL BRIDGE CLUB (Incorporated)" and is hereinafter referred to as "the Club ".

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 organize and conduct contract bridge matches, competitions, 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 lease or hire any of the real or personal property of the Club.
- (d) TO borrow any money required for the purpose 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 purpose of the Club.
- (g) TO invest and lend moneys of the Club not immediately required upon such investments as are from time to time authorized 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 Contract Bridge Association (Inc) 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

3. **THE REGISTERED OFFICE** of the Club shall be at 15 Syndic Street, Cromwell, 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.

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.

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) HONORARY LIFE MEMBERS. Elected by the Club in General Meeting on the recommendation of the Committee.
 - (c) ASSOCIATE MEMBERS. Members who belong to and pay full subs to an affiliated club which pays their Annual Levy to N Z Contract Bridge.
 - (d) YOUTH MEMBERS. Youth Members, as defined by NZCBA, may be admitted at the discretion of the Committee
6. **NOMINATION.** All candidates for election as 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.
7. **ELECTION OF MEMBERS.** Members shall be elected by the Committee which shall have the power from time to time to limit the number of any class of member. The name of every candidate for membership shall be posted on the Club's notice board for 14 days before the application is dealt with. 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.
8. **BOUND BY RULES.** Every new member shall as soon as possible after election be notified thereof by the Secretary and shall on election and on payment of the entrance fee be bound by the Rules and By-Laws of the Club.
9. **CHANGE OF ADDRESS.** Any member changing his or her address shall as soon as possible notify the Secretary in writing of the change.
10. **GRADING OF MEMBERS.** The Committee shall have the power to classify members into grades and to set aside days or evenings on which play is restricted to members in one grade.
11. **VISITING MEMBERS AND GUESTS.**
- (a) VISITING MEMBERS. Any person whose usual place of residence is outside Cromwell 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 weeks without liability for any subscription. The Committee in its discretion may extend the period of such membership in any case to a total period not exceeding one month. A visiting member shall be liable to pay the usual table money.
 - (b) GUESTS. Any member shall be entitled with the consent of a member of the Committee 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 occasions in any one financial year of the Club unless authorized by resolution of the Committee. A guest shall be liable to pay the usual table money unless he is a member of an affiliated Club outside Cromwell.
12. **ENTRANCE FEES AND SUBSCRIPTIONS.** Every member shall in every calendar year pay to the Club such annual subscription as shall be fixed by the Club from time to time in general meeting and such subscription may be made subject to such terms and conditions as may then be decided upon.

THE ENTRANCE FEE for new members shall be such sum as shall from time to time have been appointed by a general meeting of the Club which may direct that such fee be payable in one sum or by annual installments over a term of years.

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

14. REMISSIONS 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.

15. DUE DATE Entrance fees and annual subscriptions shall be due and payable as follows:-
FOR NEW MEMBERS. Within 14 days after notification of election.
IN ALL OTHER CASES. On the first day of December each year.

16. DEFAULT If any member's entrance fee or subscription shall remain unpaid after the expiration of three months from due date, the Treasurer may send by post to such member at his last known place of abode, notice of his or her default and if the amount due is not paid within one month after the posting of such notice such member shall no longer be entitled to exercise any of the privileges of membership and his membership may be terminated by the Committee at its discretion without releasing such member from liability for payment of any moneys due to the Club.

17. COMMITTEE The Committee shall consist of the President, Vice President, Secretary, a Treasurer Immediate Past President and at least two, but not more than four, Committee members.

18 ELECTION OF COMMITTEE All 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 shall be made in writing signed by the proposer and seconder and delivered to the secretary 14 days before the time for the commencement of the Annual meeting and posted by the secretary on the notice board as soon as possible after receipt.
In the event of 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 officer or officers by ballot in such manner as the Chairman 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 Chairman directs.

19. CASUAL VACANCIES. 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 appointment and not in any event for a period extending beyond the next Annual General Meeting.

20.AUDITOR A Reviewer or Auditor shall be elected at the Annual General Meeting. Such Reviewer or Auditor shall report on the Club's financial statements.

21. POWERS OF COMMITTEE. 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 or sell any real property without the authority of a General Meeting of the Club.

22. MEETINGS OF COMMITTEE. The Committee shall meet as required but not fewer than 3 times each year. Meetings may be summoned by the President or 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 14 days after service of the requisition, the requisitionists shall be entitled to summon such meeting. If any member be shall be absent from three consecutive meetings without due cause sustained by the Committee, he shall cease to be a member thereof and the Committee may fill the vacancy as provided in Rule 19.

23. SUB-COMMITTEES. 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.

24. CONTROL AND INVESTMENT OF FUNDS.

- (a) All monies received by the Club shall be duly receipted in the official Receipt Book and paid into the Club Bank Account.
- (b) The accounts of the Club at its banks, shall be operated on by the Treasurer and/or such other persons as the Committee shall from time to time determine
- (c) All payments out of the funds of the Club shall be made by the authority of the Committee. The Treasurer, however, may pay petty cash payments of up to \$20.00 each, and totaling not more than \$100.00 together, and pay all regular accounts such as Rent, Catering and Levies, between Committee meetings.
- (d) All Electronic Transactions, Cheques, Drafts, Bills of Exchange, Promissory Notes, may if required, be endorsed by the Treasurer or Secretary or any other person authorized to do so by resolution of the Committee.
- (e) All funds of the Club not required immediately for the ordinary purposes of the Club may, be deposited or invested in the name of the Club in such authorized account or investment and for such period as the Committee may think fit.
- (f) The Committee may appoint an Acting Treasurer to carry out the duties of the Treasurer during any period the Treasurer is not available to perform normal duties for any reason. During such an appointment, the Acting Treasurer may exercise all authorities conferred on the Treasurer.

25. BORROWING POWERS. 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 charge over 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 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 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.

26. HONORARIA. The Club may pay such honoraria as the members in Annual General Meeting on the recommendation of the Committee may approve.

27. BY-LAWS. 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 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.

28. FINANCIAL YEAR The financial year of the Club shall end on the 30th day of September in each year.

29. ANNUAL REPORT & BALANCE SHEET. The Committee shall present at each Annual General Meeting a report and financial statements applicable to the preceding financial year. The financial statements shall have been either reviewed or audited.

30. ANNUAL GENERAL MEETING. The Annual General Meeting of the Club shall be held each year in the month of November at a date, and at a time to be fixed by the Committee.

31. SPECIAL GENERAL MEETINGS.

(A) The Committee may call a Special General Meeting of the Club whenever it thinks fit.

(B) Ten 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 days from the receipt of any such requisition by him, the Secretary shall call a Special General Meeting of the Club for a date not more than four weeks from the date of receipt of such requisition. If the Secretary refuses or fails to summon a meeting within such period of seven days, the members signing the requisition may themselves summon such meeting.

32. PLACE AND TIME OF MEETINGS. Subject to Rule 30 hereof, all General Meetings shall be held at such time and place as the Committee shall determine.

33. NOTICE OF MEETINGS. At least seven clear days before any General Meeting of the Club, the Secretary shall post to every member entitled to vote, a notice specifying the business to be transacted and the day place and hour of the meeting.

34. QUORUM. At any **General Meeting** of the Club, **TEN**, and at any **Committee meeting**, **FOUR**, members shall form a quorum. Any General Meeting of the Club or Committee Meeting at which a quorum shall not be present shall stand adjourned for four weeks at the same time and place and the members present at such an adjourned meeting shall constitute a quorum. Notice of any such adjourned meeting shall be posted on the Club notice board.

35. CHAIRMAN. At all General Meetings of the Club, the Chairman shall be the President or in his absence one of the Vice-Presidents, or if none of them be present some other member selected by the meeting.

36. VOTING. At all General Meetings of the Club the Chairman shall ascertain the decision of the meeting on any questions on the voices or by show of hands or by taking a division in such other manner as shall be deemed by him most convenient. Every member present at a General Meeting shall be entitled to one vote and in the event of equality of votes the Chairman shall (except on the election of committee members) be entitled to a second or casting vote.

37. RESIGNATION. Any member may at any time by notice in writing to the Secretary resign his membership of the Club and such resignation shall take effect upon receipt of such notice by the Secretary.

38. EXPULSION. 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 fail to observe any Rule or By-Law of the Club other than by failure to pay entrance fees or subscriptions, the Secretary may send notice to such member at his last known place of abode containing particulars of the allegation or complaint against him and calling upon him within fourteen 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 days fail to give any explanation either in writing or personal appearance as aforesaid or shall give an explanation which is not satisfactory to at least two-thirds of the members present at such meeting which considers such explanation, then the Committee shall by resolution of at least two-thirds of the members present at such Committee 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 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.

39. RULES OF PLAY. The International Laws of Contract Bridge for the time being accepted by the Portland Club (London) shall form part of the Rules of the Club.

40. WINDING UP. In the event of a resolution being passed that the Club be wound up under Section 24 of the Incorporated Societies Act 1908, the assets of the Club remaining after all debts and liabilities have been settled shall be donated to such Charitable Organization (or Organizations) as decided on by the majority of members at a General Meeting convened for the purpose. No member can receive any funds or property of the Club on winding up.

41. ALTERATION TO RULES. No new Rule or alteration nor suspension of a Rule shall be made without the sanction of at least two-thirds of the members voting in person or by a proxy authorized by the said member in writing at a General or Special General Meeting, ten ordinary members at least voting on each occasion, nor unless the proposed Rule or alteration be exhibited on the Club Notice Board for twenty-one days immediately preceding the day of meeting.

42. MEMBERS BOUND BY RULES. 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.

43. MATTERS NOT PROVIDED FOR. 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.

44. DATE OF COMING INTO FORCE. These Rules shall come into operation on the 15th day of October 1976 (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 endure for the purposes of these Rules as fully and effectually as if made, done or exercised under the corresponding clauses of these Rules.

