

RULES OF THE CAMBRIDGE CONTRACT BRIDGE CLUB INCORPORATED

NAME

1. The name of the Club shall be the “The Cambridge Contract Bridge Club Incorporated”, hereinafter referred to as “the Club”

OBJECTS

2. The objects of the Club shall be:
 - a) to advance education by providing lessons on how the game of contract bridge is played
 - b) to affiliate with the New Zealand Contract Bridge Association (NZCBA) and adhere to their rules and processes
 - c) to affiliate with the Waikato-Bays Contract Bridge Centre Incorporated
 - d) to adopt the international laws approved for the playing of the game of contract bridge
 - e) to purchase, lease or otherwise acquire land or other real or personal property that may be necessary or convenient for the purpose of the Club and to hold, manage, let, sell, exchange, improve, maintain and deal therewith
 - f) to borrow in any manner whatsoever any moneys for the purpose of the Club and to give security therefore over all or any of the Club’s real or personal property
 - g) to invest the funds of the Club in any securities authorised by law for the investments of trust funds
 - h) to do all such things as in the opinion of the Club may be incidental or conducive to the attainment of any of the foregoing objects or the exercise of any of the foregoing powers
 - i) to associate with the foregoing objects any other social activities of a kindred nature decided upon by the Committee.

MEMBERSHIP

3. The members of the Club shall consist of:
 - a) ordinary members who shall be elected in manner hereinafter provided
 - b) (i) Life Members: Life membership of the Club may be awarded to any long-standing member of the Club who has rendered pre-eminent

service to the Club. Any member of the Club can recommend to the Committee any other member of the Club who meets the criteria for life membership and upon the unanimous vote by the Committee the nominee will be announced a Life Member at the next Annual General Meeting and shall thereupon become entitled to all the privileges of the Club without payment of subscriptions during his or her lifetime.

- (ii) Service Award recipients: A service award can be awarded to any member who has given an extended period of outstanding service to the Club in a particular field(s). Any member of the Club can recommend to the Committee any other member of the Club, who meets the criteria for a service award, and upon the unanimous vote by the Committee the service award will be announced at the Annual General Meeting.
- c) Youth Members (as defined by the NZCBA): may be admitted to membership at the complete discretion of the Committee. Youth members shall not be required to pay NZCBA affiliation fees and shall not be entitled to vote at any meeting of the Club, until they become ordinary members.
- d) Members: Members who have been ordinary members may become Affiliate Members and play on Open Club nights.
- e) Affiliate Members: Affiliate members are members of other NZCBA affiliated clubs and pay their NZCBA affiliation through that club. They have the same rights and responsibilities as ordinary members.
- f) Social Members: Social members may play up to five times a year and can play in competitions but are not eligible to be placed in competitions. They may upgrade to full membership on payment of the appropriate fees. Social members are not affiliated to the NZCBA.

ELECTION OF MEMBERS

- 4. All members shall be elected by the Committee. Any person to become a member shall be proposed by one member and seconded by another member and the application shall be signed by them. The Committee may accept, defer or reject any application without giving reasons for the decision. No person shall be elected to membership if at least two of the Committee vote against acceptance. A candidate rejected may not again be proposed for membership until the expiration of six months. The Committee may at any time close the membership list for such period as it thinks fit.

RESIGNATION

- 5. Any member wishing to resign from the Club must do so by sending a written resignation to the Secretary before the Annual General Meeting, failing which the member shall be liable for the annual subscription for the following year.

EXPULSION OF MEMBERS

6. The Committee shall have powers to reprimand, suspend or expel any member if the Committee considers such action necessary in the interests of the Club. Any member deprived of membership under this rule may appeal to a Special General Meeting of the Club called for the purpose of considering such an appeal, but any such member shall abide by the decision of the Committee until such Special General Meeting has been held.

ENTRANCE FEES

7. Each candidate for election to membership of the Club shall on their election as a member pay the entrance fee as shall have been fixed by the Club at its Annual General Meeting.

SUBSCRIPTION

8. The annual subscription payable by members shall be fixed at the Annual General Meeting and shall be due and payable not later than the 31st day of January in each year. In the case of new members the annual subscription shall be payable within one month. The Committee may withdraw from any member whose subscription shall be unpaid after the date fixed for payment all privileges of membership until the subscription has been paid. The Committee may in its discretion in any special circumstances which it considers justify the same make such reduction or concession in subscriptions due from any member as it thinks fit.

MANAGEMENT

9.
 - a) The management and control of the affairs of the Club shall be vested in a Committee which shall consist of a President, Vice-President, Secretary, Treasurer and six other members, provided always that the offices of Secretary and Treasurer may be combined in one person. Any casual vacancy occurring in the membership of the Committee may be filled by the Committee. The Committee shall be entitled to co-opt not more than two additional members to the Committee with full voting rights for any specified period during the tenure of the office of that Committee. The Immediate Past President shall be an ex-officio member of the Committee for one year.
 - b) The Committee shall be elected annually at the Annual General Meeting and shall hold office as from the close of that meeting and until their successors assume office.
 - c) Members of the Committee shall be eligible for re-election. A notice calling for nominations for election of the Committee for the ensuing year shall be posted on the Club Noticeboard and/or advertised in a newspaper circulating within Cambridge not less than two weeks before the date of the Annual General Meeting. Such nominations shall

indicate the names of the nominee, a proposer and seconder, all of whom shall be financial members of the Club, and shall indicate the consent of the nominee. Nominations shall close one week before the date of the Annual General Meeting, save that, in the event of insufficient nominations being received for any position, those nominated shall be called for at the Annual General Meeting. When the number of nominations for any position exceeds the number of vacancies a secret ballot shall be taken among those financial members present at the Annual General Meeting who shall, in the first instance, appoint two scrutineers. In the event of an equality of votes the Chairperson shall exercise a casting vote.

- d) At any meeting of the Committee a quorum shall not be less than half the total number of elected and co-opted members of the Committee. The President, or in his or her absence the Vice-President, shall act as Chairperson at such meetings, but in the absence of both President and Vice-President, those present shall elect a Chairman. The Committee may appoint members of the Club as officers or sub-committee to act on its behalf in any special respect and for any specified term during the tenure of office of that Committee.
- e) Notwithstanding any of the foregoing clauses, the Committee may appoint a paid Secretary who may also act as Treasurer in which case such person shall attend committee meetings but shall have no vote thereat except as decided otherwise by the Committee.

SECRETARY

- 10. The Secretary shall convene and where possible attend all meetings of the Club and of the Committee, keep a correct record of all resolutions and proceedings of all such meetings, conduct the correspondence of the Club and generally attend to all clerical duties in connection with the Club, and shall ensure a record is kept of the names and addresses of all members of the Club.

TREASURER

- 11. The Treasurer shall keep the accounts of the Club and shall prepare the Annual Statement of Accounts and Balance Sheet of the Club in each year which after audit shall be presented to the Club at the Annual General Meeting.

CONTROL AND USE OF FUNDS

- 12.
 - a) Any income, benefit or advantage must be used to advance the charitable purposes of the Club.
 - b) All moneys received by or on behalf of the Club shall forthwith be paid to the credit of the Club in an account with such bank in Cambridge or Hamilton as the Committee shall from time to time determine and all cheques drawn or used in respect of the account shall be signed by any

two of the President, Vice-President, Secretary and/or Treasurer signing together but any one of them may endorse cheques.

- c) No member of the organisation, or anyone associated with a member, is allowed to take part in, or influence any decision made by the Club in respect of payments to, or on behalf of, the member or associated person of any income benefit or advantage.
- d) Any payments made to a member of the Club, or person associated with a member, must be for goods and services that advance the charitable purpose and must be reasonable and relative to payments that would be made between unrelated parties.

FINANCIAL YEAR

- 13. The financial year of the Club shall end on the 30th day of September in each year.

ANNUAL GENERAL MEETING

- 14. The Annual General Meeting of the Club shall be held in the month of November in each year upon a date and at a time and place to be fixed by the Committee. The business of such meeting shall be:
 - a) to receive the Annual Report of the Committee, and the Statement of Accounts and Balance Sheet for the preceding financial year
 - b) to elect the Committee
 - c) to appoint an Auditor
 - d) to fix subscriptions
 - e) any other business of which notice shall have been given to the Secretary in accordance with the provision of Rule 15 hereof
 - f) general.

NOTICE OF BUSINESS

- 15. Any member desirous of bringing any business before the Annual General Meeting shall give notice thereof in writing to the Secretary not less than two weeks before the date of such meeting.

SPECIAL GENERAL MEETING

- 16. The Secretary shall call a Special General Meeting within fourteen days after receiving a requisition by three members of the Committee or ten members of the Club or for the purpose of hearing an appeal under Rule 6. Any requisition shall state the purpose for which the meeting is to be called. The Secretary

shall forthwith cause notice of such Special General Meeting to be posted on the Club Noticeboard and/or advertised in a newspaper circulating within Cambridge. Should the Secretary fail to call such meeting within the time abovementioned it shall be lawful for any other Committee being requisitioned in the manner provided by this rule to call such meeting.

NOTICE OF ANNUAL GENERAL OR SPECIAL MEETING

17. Fourteen days notice of the Annual General Meeting or of any Special General Meeting called under the provisions of Rule 16 shall be given to each member. Such notice shall specify the date, time and place of such meeting and the business to be transacted thereat and may be given by sending the same by post addressed a member at his address shown in the records of the Club or by delivering the same personally to any member.

QUORUM

18. At any Annual General Meeting or Special General Meeting one third in number of all members entitled to vote at such meeting shall form a quorum or 20 members whichever is the lesser.

VOTES

19. At all meetings all persons present and entitled to vote shall have one vote but the Chairperson for the time being of any meeting shall have a casting vote as well as an ordinary vote. Voting shall be by show of hands unless a poll is demanded by not less than three members personally present.

REGULATIONS

20. The Committee may make such regulations as it may consider necessary for giving effect to these rules and generally for conducting the affairs of the Club.

VISITORS

21. Visitors, if invited by the Committee and on payment of such fees as the Committee shall from time to time decide, may, with the exception of Club Championships, be allowed to play in Club competitions in a non-competitive capacity up to three times a year, after which they may be invited to join the Club as an ordinary, affiliated or social member.

Visitors must be members of a Club affiliated to the NZCBA if they wish to participate in Club Tournaments.

NEW ZEALAND CONTRACT BRIDGE ASSOCIATION INCORPORATED

22. It shall be the duty of the Club and its officers and members to assist the New Zealand Contract Bridge Association Incorporated in carrying out any of the objects specified in the rules of that Association. Any member disobeying any

rule of that Association or failing to give effect to any decision of the Council of that Association or of the Management Committee thereof shall be liable to suspension or expulsion in the same manner as the Club under the rules of the said Association. All games to be played and all tournaments held shall be conducted in accordance with the rules of that Association.

COMMON SEAL

23. The Club shall have a common seal which shall be kept by the Secretary and which shall be affixed to any necessary document in the presence of two members of the Committee (who shall add their signatures) in pursuance of a resolution of the Committee.

WINDING UP

24. A majority of the members present at a General Meeting of the Club convened in accordance with the provisions of Section 24 of the Incorporated Societies Act 1908 may resolve that the Club be wound up. In the event of dissolution of the Club the property of the Club shall be realised and after payment of all liabilities of the Club the surplus (if any) shall be distributed for charitable purposes as resolved at such Meeting which shall have special regard for that purpose to the object of the Club generally to foster and encourage the game of contract bridge.

AUDITOR

25. An auditor/reviewer, who shall not be a member of the Committee, shall be elected at the Annual General Meeting, and shall examine and report on the Annual Statement of Accounts and Balance Sheet. He/she shall at all reasonable times have access to the books and accounts of the Club and shall be entitled to any information required relating thereto or to any matter deemed necessary or desirable for audit purposes.

INTERPRETATION OF RULES

26. The decision of the Committee on the interpretation of any rule shall be binding on all members until revoked by a General Meeting of the Club. If any case should arise which in the opinion of the Committee is not provided for in these rules the Committee shall have the power to decide the matter and its decision shall be final.

ALTERATION TO RULES

27. No addition to, and no alteration, amendment, revision or rescission of these rules shall be made except by special resolution passed at an Annual General Meeting or at a Special General Meeting called for that purpose, the notice of which meeting shall contain particulars of the addition, alteration, amendment revision or rescission proposed. Such special resolution shall be passed by a majority of not less than two-thirds of the members as being entitled to do so at a General Meeting.

Dated this

13th

day of

2014



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Signature

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