



WEST AUSTRALIAN BRIDGE CLUB CONSTITUTION (herein referred to as the “Rules”)

NAME

1. The Name of the Association

The name of the Association is "**WEST AUSTRALIAN BRIDGE CLUB**".

DEFINITIONS

2. Interpretations

In these Rules unless the contrary intention appears

1. "**Act**" means the Association Incorporation Act 2015.
2. "**Club**" means the Association referred to in Rule 1.
3. "**Commissioner**" referred to in Rule 36 means the Commissioner responsible for administering The Act.
4. "**Committee**" means the Committee of Management of the Club referred to in Rule 14.
5. "**financial year**" means each period commencing 1 July and ending on the 30 June of the following year.
6. "**Annual general meeting**" is the meeting convened under Rule 26.
7. "**ordinary resolution**" means a resolution other than a special resolution.
8. "**special general meeting**" means a general meeting other than the annual general meeting.
9. "**special resolution**" means a resolution which is passed by a majority of not less than three-fourths of the members of the Club who are entitled to vote and vote in person or by proxy, at a general meeting of which notice specifying the intention to propose the resolution as a special resolution was given in accordance with these Rules.
10. "**tier 1 association**" means an incorporated association to which section 64(1) of the Act applies.

11. **“tier 2 association”** means an incorporated association to which section 64(2) of the Act applies.
12. **“tier 3 association”** means an incorporated association to which section 64(3) of the Act applies.

TERMS OF REFERENCE

3. The Objects of the Club

The objects of the Club are:

1. To promote and foster the game of bridge among members.
2. To provide and maintain suitable premises for the activities of the Club.
3. To provide amenities for the benefit and entertainment of the members.
4. To do such other things as are incidental or conducive to the above objects.

4. Income and Property of the Club

1. The property and income of the Club must be applied solely towards the promotion of the objects or purposes of the Club and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to any member, except in good faith in the promotion of those objects or purposes.
2. A payment may be made to a member out of the funds of the Club only if the payment is authorized by resolution of the Club or is authorized under Rule 4.3.
3. A payment to a member out of the funds of the Club is authorized if it is:
 1. the payment in good faith to the member as reasonable remuneration for any services provided to the Club, or for goods supplied to the Club, in the ordinary course of business; or
 2. the payment of interest, on money borrowed by the Club from the member, at a rate not greater than the cash rate published from time to time by the Reserve Bank of Australia; or
 3. the payment of reasonable rent to the member for premises leased to the Club; or
 4. the reimbursement of out-of-pocket expenses for travel and accommodation in connection with the performance of the member's functions; or
 5. the reimbursement of any other reasonable expenses properly incurred by the member on behalf of the Club.

MEMBERSHIP

5. Application for Membership

A person who wishes to become a member must:

1. Apply for a membership in writing, with the application:
 1. Signed by that person and both of the members referred to in Rule 5.2.
 2. In such form as the Committee from time to time directs; and
2. be proposed by one member and seconded by another member.

6. Election to Membership

1. The Committee must consider each application for membership and accept or reject that application. The Committee may refuse to accept any application without giving any reasons for such refusal. An applicant for membership becomes a member of the Club when the Committee elects to accept the application and the applicant pays any membership fees payable to the Club under Rule 10.
2. All applicants' names shall be posted on the noticeboard of the club for a period of not less than seven days before election, or such period as the Committee deem appropriate in exceptional circumstances.
3. The Secretary on behalf of the Club must comply with section 36(1)(b) of the Act by giving to each person who becomes a member a copy of the Rules in force at the time his or her membership commences. The Club may provide a copy of the Rules to new members by electronic transmission or providing the details of the website where the Rules may be downloaded, except that a hard copy of the Rules must be provided if the member requests that the Rules be provided in that manner.
4. The Committee must ensure that the number of persons who may be admitted to membership, or to a particular class of membership, does not exceed any limit imposed by the licensing authority pursuant to the Liquor Control Act 1988.

7. Life Membership

Life membership may be conferred on a member for outstanding work done for the Club over a number of years if recommended by the Committee and confirmed by a resolution of the majority of the members present and voting at a General Meeting. Life Members shall not be required to pay any subscription.

8. Honorary and Temporary Membership

1. A person who is on any day visiting the club as a member or an official of, or a person assisting a team that is to contest a prearranged bridge event on that day, or at the invitation of a member to engage in a bridge event on that day, may be taken to be a person who is afforded temporary membership on that day subject to such conditions as to payment or otherwise the Committee thinks fit.
2. The Committee may also admit visitors to Western Australia to Honorary Membership for such periods and subject to such conditions as to payment or otherwise as it thinks fit.
3. Honorary and Temporary Members will have all the privileges of members except that they may not:
 1. be members of Committee.
 2. vote at General Meetings.
 3. propose or second individuals for membership.
4. The Committee must ensure that the number of Honorary and Temporary Members do not exceed any limit imposed by the licensing authority pursuant to the Liquor Control Act 1988.

9. Guests

Members may introduce guests to the club at any time provided that:

1. No member may introduce more than three (3) guests to the club at any one time.
2. Any member introducing a guest must enter the name and required details of the guest into the Club Visitors' Register and the member and the guest must sign the Register.
3. A guest shall not be supplied with liquor in the club premises except on the invitation and in the company of that member.
4. A guest shall only be supplied with liquor for consumption on club premises.
5. The member introducing the guest shall be responsible for the proper conduct of that guest whilst on the club premises.
6. Any person who has been refused membership of the club or who is under suspension or expulsion from the club shall not be admitted as a guest of any member of the club.

7. A member may, at their expense, and with the approval of the club committee, supply liquor to guests over the age of eighteen (18), without limitation as to number, at a function held by or on behalf of that member, at the club premises.

10. Entrance Fees and Subscriptions

1. Nomination fees and a defined annual, half yearly or quarterly subscription fee payable in advance will be reviewed and the amount determined by the Committee at least one calendar month prior to the end of the subscription period.
2. Each Member except a Life Member must pay to the Club, annually on or before 1 January or such other date as the Committee from time to time determines, the amount of the subscription determined by the Committee under Rule 10.1.

11. Cessation of Membership

1. Membership of the Club may be terminated upon:
 1. receipt by the Secretary or another Committee member of a notice in writing from a member of his or her resignation from the Club.
 2. non payment by a member of his or her subscription within two (2) months of the date fixed by the Committee for subscriptions to be paid unless the Committee decides otherwise in accordance with Rule 10.
 3. expulsion of a member in accordance with Rule 23.
2. No person who ceases to be a member of the Club shall have any claim monetary or otherwise upon the Club, its funds or property except to the extent of any debt owing by the Club to such person.

12. Reinstatement

The Committee may reinstate, subject to such conditions, if any, as it thinks fit, any former member whose membership was terminated under Rule 11. The Committee may waive payment of the Nomination Fee for a rejoining member of good standing.

13. Register of Members

The Secretary on behalf of the Club, must comply with section 53 of the Act by keeping and maintaining in an up to date condition a register of the members of the Club and their residential address or email address or information, by means of which contact can be made with the member, that is prescribed under the Act for the purposes thereof, and upon the request of a member of the Club, shall, in accordance with section 54(1) of the Act, make the register available for the inspection for the member and the member may make a copy of or take an extract from the register but shall have no right to remove the register for that purpose.

Additionally, the Secretary on behalf of the Club, must comply with section 56 of the Act by providing a member with a copy of the register upon the written request of the member. The Secretary will require the member to provide a statutory declaration setting out the purpose for which the copy or extract is required and declaring that the purpose is connected with the affairs of the Club including the payment of such amount as the Committee determines as a reasonable charge for the cost of complying with a request for the provision of the copy. The Secretary will keep all such statutory declarations on file.

THE COMMITTEE

14. Committee of Management

1. The affairs of the Club will be managed exclusively by a Committee of Management consisting of:
 1. a President.
 2. a Secretary.
 3. a Treasurer.
 4. up to 7 ordinary Committee Members all of whom must be members of the Club.
 5. the Executive Officer of the Club, ex officio, and
 6. one (1) other member of the Club as may be appointed by the Committee from time to time in accordance with Rule 14.5.
- 1A The Committee may meet in person, or by using any technology that allows a person to participate in a meeting without being physically present at the meeting (“Virtual Meeting Technology”). A Committee member is regarded as present at a meeting where the meeting is conducted by Virtual Meeting Technology, such that the Committee member is able to hear, and to be heard, by all others attending the meeting.
2. The President, Secretary and Treasurer will be elected to office at an annual general meeting.
3. Subject to Rule 14.1.6 and Rule 14.5, ordinary Committee Members must be elected to membership of the Committee at an annual general meeting.
4. The Committee will appoint a Vice President from those of their number elected to or appointed by the Committee. The Committee will appoint a Tournament Sub Committee Convenor.
5. The Committee may in its absolute discretion appoint a member of the Club to be a member of the Committee and the member appointed shall hold office as

an ordinary member of the Committee as if elected at the Annual General Meeting prior to his or her appointment.

15. President

1. Subject to this Rule, the President must preside at all general and Committee meetings.
 1. In the event of the absence from a general meeting of the President, the Vice President will preside.
 2. In the event of the absence of both the President and Vice President, a member elected by the other members present at the general meeting, must preside at the general meeting.
 3. In the event of the absence from a Committee meeting of the President, the Vice President will preside.
 4. In the event of the absence of both the President and the Vice President, a Committee member elected by the other Committee members present at the Committee meeting must preside at the Committee meeting.
2. In conjunction with the Vice President, the Secretary and the Treasurer, the President will manage the work of the Executive Officer to ensure that all statutory obligations of the Club are met and that the Club is operated effectively and efficiently.

16. Secretary

The Secretary must, subject to the control of the Committee and with the assistance of the Executive Officer:

1. Convene all meetings, general and Committee.
2. Attend all meetings and keep full and correct minutes of all proceedings of the Committee and the Club.
3. Co-ordinate the correspondence of the Club.
4. Comply on behalf of the Club with:
 1. section 35 of the Act by keeping and maintaining in an up to date condition the Rules of the Club, and upon the request of a member of the club, must make available those Rules for the inspection of the member and the member may make a copy of or take an extract from the Rules but will have no right to remove those Rules for that purpose; and
 2. section 58 of the Act by maintaining a record of the names and addresses of the persons who hold the offices of the Club provided for by these Rules, including all offices held by the persons who constitute the Committee and

persons who are authorized to use the common seal of the Club under Rule 24 and the Secretary must upon request of a member of the Club, make available the record for the inspection of the member and the member may make a copy or take an extract from the record but will have no right to remove the record for that purpose.

5. Have custody of all books, documents, records and registers of the Club other than those required to be kept and maintained by these Rules in the custody of the Treasurer; and
6. Perform such other duties as are imposed by the Committee.

17. Treasurer

The Treasurer shall, subject to the control of the Committee and with the assistance of the Executive Officer and where agreed by the Committee with the assistance of such other professional service providers as may be required from time to time:

1. Comply on behalf of the Club with Part 5 of the Act by keeping such accounting records as correctly record and explain the financial transactions and financial position of the Club and:
 1. if the Club is a tier 1 association, coordinate the preparation of the Club's financial statements before their submission to the Club's annual general meeting;
 2. if the Club is a tier 2 association or a tier 3 association, coordinate the preparation of the Club's financial report before its submission to the Club's annual general meeting;
 3. provide any assistance required by an auditor or reviewer conducting an audit or review of the Club's financial statements or financial report under Part 5 Division 5 of the Act.
2. Collect and bank all moneys received and issue proper receipts for those monies in the name of the Club.
3. Arrange for all payments and disbursements authorised by the Committee and obtain and keep proper receipts for such.
4. Prepare and submit financial statements to the Committee as required by it.
5. Prepare and present the Treasurer's Report to the Annual General Meeting as required by Rule 26.2.3 and the Act.
6. Have custody of all securities, books and documents of a financial nature and accounting records of the Club.
7. Perform such other duties as are imposed by these Rules and/or the Committee.

18. Tenure of Office

1. The Committee members will:
 1. be elected annually at an Annual General meeting unless appointed as provided for under Rule 14 or Rule 20.
 2. each hold office from the declaration of his or her election at the Annual General Meeting until the declaration of the results of the elections at the next Annual General Meeting, but he or she is eligible for re-election to membership of the Committee.
2. The President will be restricted to three (3) consecutive terms of office.

19. Election of the Committee

1. At least 42 days prior to the Annual General Meeting in each year the Secretary will post on the notice board at the Club premises a notice calling for nominations for the office of President, Treasurer, Secretary and ordinary membership of the Committee for the ensuing year.
2. The notice will specify a date 21 days prior to the Annual General Meeting on which nominations close.
3. Nominations must be in writing on forms provided by the Club and must be signed by the candidate and by a proposer and a seconder each of whom must be a member entitled to vote other than an Honorary or Temporary Member.
 1. The Secretary will post the names of each nominee as they are received on the Club Notice Board and on the Club website.
4. If more than the required number of candidates is nominated, election shall be by ballot, which shall be conducted as follows:
 1. As soon as possible after the close of nominations the Secretary shall, by posting the details on the Club website and on the Club Notice Board and by emailing the details to members who have lodged a valid email address with the Club.
 1. advise the names of the members who have nominated for office or for the Committee.
 2. advise that ballot papers are available.
 2. The Secretary shall prepare ballot papers containing details of the members who have nominated for office and for the Committee, and details of the voting procedure, and provide ballot papers to members who express an intention to vote and request a ballot paper.

3. The Secretary shall make available, for collection at the Club office, one ballot paper only to each member who is eligible to vote.
4. The Secretary shall provide a locked and secure ballot box in a public place in the Club where ballots can be lodged.
5. Whenever a ballot is necessary to appoint an officer of the Club, nomination for that office shall be treated also as nomination for ordinary membership of the Committee unless the nominee is unwilling to act.
6. The ballot shall close at 1:00 pm on the day of the Annual General Meeting, and only ballot papers received at the Club premises in the nominated ballot box by that time shall be included in the count.
7. The count shall be made by two returning officers appointed by the Committee from Club members who have not nominated for any office or Committee membership.
8. The results of the ballot shall not be disclosed to anyone prior to the Annual General Meeting at which one of the returning officers shall inform the Chairperson of the results.
9. Any tie in the ballot will be settled by resolution of those present, entitled to vote and voting at the meeting.
10. The Chairperson will declare the results of the elections at the Annual General Meeting.

20. Casual Vacancies in membership of the Committee

1. A casual vacancy occurs in the office of a Committee member and that office becomes vacant if the Committee member:
 1. dies;
 2. resigns by notice in writing to the Committee;
 3. is absent from more than three (3) consecutive Committee meetings without satisfying the Committee that he or she had good reason for such failure to attend;
 4. ceases to be a member of the Club;
 5. is convicted of an offence under the Act;
 6. becomes ineligible to accept an appointment or act as a Committee member under section 39 of the Act;
 7. becomes permanently unable to act as a Committee member because of a mental or physical disability.

2. The Committee may appoint any member of the Club other than an Honorary or a Temporary Member to fill any vacancy on the Committee however occurring.

21. Committee Meetings

1. Ordinary meetings of the Committee will be held once a month.
2. Six (6) committee members at a Committee meeting will constitute a quorum.
3. Each Committee member has a deliberative vote.
4. A question arising at a Committee meeting must be decided by a majority of votes, but if there is no majority, the person presiding at the Committee meeting will have a casting vote as well as a deliberative vote.
5. The Chairperson may adjourn the meeting from time to time.
6. Proxy votes will not be valid at these meetings.
7. As required by section 42 of the Act, a Committee member who has a material personal interest in a matter being considered at a Committee meeting must as soon as he or she becomes aware of that interest, disclose the nature and extent of his or her interest to the Committee; and disclose the nature and extent of the interest at the next general meeting of the Club. This Rule 21.7 does not apply in respect of a material personal interest that exists only because the Committee member is an employee of the Club or is a member of a class of persons for whose benefit the Club is established or that the Committee member has in common with all, or a substantial proportion of, the members of the Club. As required by section 43 of the Act, a Committee member who has a material personal interest in a matter being considered at a Committee meeting must not be present while the matter is being considered at the meeting or vote on the matter. The Secretary on behalf of the Club must comply with section 42(6) of the Act by recording every disclosure made by a Committee member of a material personal interest in the minutes of the Committee meeting at which the disclosure is made.
8. The Secretary must give each member of the Committee at least 48 hours notice of the date, time and place of every Committee meeting, ordinary or special, provided that any member may waive the necessity of notice to himself/herself.
9. The Secretary will immediately convene a Special Meeting of the Committee if directed to do so:
 1. by the President; or

2. by written requisition signed by three (3) members of the Committee stating in that request the purpose for which the special meeting is required.

22. Sub-committees

The Committee may appoint sub-committees for such purposes and with such powers as it thinks fit.

1. The President will be an ex officio member of all sub-committees.
2. All sub-committees must be convened and chaired by a member selected by the Committee of Management.
3. The convenor of a sub-committee may co-opt club members as members of the sub-committee.
4. All sub-committees must operate within Terms of Reference approved by the Committee of Management.

23. Disciplinary Powers of the Committee

1. The Club shall appoint club members of high standing, as determined by the Committee, to a panel of Recorders from nominations made by the Tournament Committee. The Recorder(s) shall consider written complaints regarding behaviours, or other issues, to do with conduct at the playing table or on the Club premises, and shall mediate those complaints in accordance with Terms of Reference approved by the Committee, or refer them to the Committee under Rule 23.2 below.
2. Notwithstanding the role of the Club Recorder, the Committee may of its own volition or upon receipt of a complaint in writing hold an enquiry concerning the conduct of any member and may in its discretion and without giving any reasons for its decision, expel, suspend, caution, or otherwise deal with such members as it thinks fit.
3. The member concerned shall have the right to be heard by the Committee before its decision is made.
4. If the Committee decides to suspend or expel the member, the member may by written notice to the Secretary within 14 days of the communication to him or her of the decision of the Committee, request the appointment of a mediator under Rule 48. If notice is given under this Rule, the member who gives the notice and the Committee are the parties to the mediation. If as a result of the mediation the decision to suspend the member's membership or expel the member is revoked that revocation does not affect the validity of any decision made at a Committee meeting or general meeting during the period of suspension or expulsion.

24. Additional Powers of the Committee

1. Without affecting the generality of the powers conferred upon it by this Constitution or by the law or otherwise, the Committee shall have the following additional powers, authorities and discretions:
 1. To control the finances of the Club.
 2. To purchase, lease, hire or otherwise acquire or dispose of any real or personal property, provided that should the Committee form an intention to acquire or dispose of property, or incur an expense in excess of \$10,000 (ten thousand dollars) the Committee must publish notice of its intention on the notice board of the Club premises for a period of ten days (10) prior to the acquisition, disposition or expenditure; and if in response to this notice the members shall call a General Meeting pursuant to Rule 27 the Committee shall not proceed with the acquisition, disposition or expenditure without first having obtained the approval of at least half the members present, and entitled to vote and voting at the meeting.
 3. To borrow or raise upon loan any sum or sums of money and for the purpose of securing repayment thereof to execute or give any mortgages, charges, bonds, debentures, bills of exchange, promissory notes or other securities over all or any of the property of the Club as may be deemed necessary and to liquidate, redeem or pay off such obligations and securities or any of them.
 4. To invest and deal with the monies of the Club not immediately required upon such securities and in such manner as may be from time to time be determined.
 5. To authorise the affixation of the Common Seal of the Club documents requiring to be executed by the Club under seal provided that all documents to which the Common Seal is affixed shall be signed by the duly authorised person or persons in whose presence the seal is affixed.
 1. Unless the Committee otherwise directs the persons so authorised are any two of the President, the Treasurer and the Secretary.

GENERAL MEETINGS

25. Quorum and proceedings at general meetings

1. The President shall preside if present; in his or her absence the Vice President if present shall preside; in the absence of the President and the Vice President those present and entitled to vote shall elect a Chairperson.
2. 25 members present in person or by proxy and entitled to vote shall form a quorum.

3. The Chairperson will have a casting vote as well as an original vote.
4. The Chairperson may with the consent of a general meeting at which a quorum is present and must, if so directed by such a general meeting, adjourn the meeting from time to time.
5. All voting shall be by a show of hands.
6. An ordinary resolution put to the vote will be decided by a majority of votes cast.
7. A special resolution put to the vote will be decided in accordance with Rule 2.9
8. At a meeting at which a resolution proposed as a special resolution is submitted, a declaration by the person presiding that the resolution has been passed as a special resolution shall be evidence of the fact unless, during the meeting at which the resolution is submitted, a poll is demanded by at least 3 members of the Club present in person or, by proxy.
9. If a poll is held a declaration by the person presiding as to the result of a poll is evidence of the matter so declared.
10. In addition to the demanding of a poll in accordance with Rule 25.8, a poll may be demanded by the Chairperson on any resolution.
11. A general meeting, including the Annual General Meeting may be held:
 1. at one or more physical venues, provided that the sole physical venue must be the Club's premises, unless they are uninhabitable, or otherwise unfit to hold the meeting; or
 2. at one or more physical venues in accordance with sub-paragraph 1 above, and using Virtual Meeting Technology approved by the Committee which gives members as a whole a reasonable opportunity to participate in the meeting, and participation by a member in a meeting using such Virtual Meeting Technology, or by their proxy, will constitute their presence as if in person.

26. Annual General Meeting

1. The Committee will each year fix a date as soon as convenient after 1 July for the Annual General Meeting but in any event within 4 months after the end of the Club's financial year. The Secretary must give to each member at least 21 days written notice if a special resolution is to be proposed at the meeting or at least 14 written days notice in any other case. The notice must:
 1. specify the date, time and place of the meeting; and
 2. indicate the general nature of each item of business to be considered at the meeting; and

3. include the names of the members who have nominated for election to the Committee under Rule 19; and
4. if a special resolution is proposed:
 1. set out the wording of the proposed resolution as required by section 51(4) of the Act; and
 2. state that the resolution is intended to be proposed as a special resolution; and
 3. comply with Rule 28.

The Club may give the notice to the member by hand delivery to the recorded address of the member or by prepaid post to the recorded postal address of the member or by sending the notice by facsimile or electronic transmission to an appropriate recorded number or recorded electronic address of the member. In this Rule “recorded” means recorded in the register of members.

2. The order of business at the meeting shall be:
 1. The confirmation of minutes of previous meetings requiring confirmation.
 2. The President's report.
 3. The Treasurer's report which shall contain a duly audited statement of receipts and expenditure and balance sheet showing all assets and liabilities. The Treasurer's report shall be available to members for inspection.
 4. To receive and consider:
 1. if the Club is a tier 1 association, the financial statements of the Club for the preceding financial year presented under Part 5 of the Act; and
 2. if the Club is a tier 2 association or a tier 3 association, the financial report of the Club for the preceding financial year presented under Part 5 of the Act;
 3. if required to be presented for consideration under Part 5 of the Act, a copy of the report of the review or auditor's report on the financial statements or financial report.
 5. If applicable, to appoint or remove a reviewer or auditor of the Club in accordance with the Act.
 6. The election of a patron and an honorary auditor.
 7. The declaration of the election of the Committee.

8. Any other business set out in the notice to members.

27. Special General Meetings

1. The Secretary must immediately, but in any event within 28 days of receiving a notice to convene a Special General Meeting if directed to do so:
 1. by resolution of the Committee; or
 2. by written requisition signed by at least 20% of the members of the Club or such other percentage of the members as is prescribed for the purposes of Schedule 1 Division 2 clause 3 of the Act; such resolution or requisition shall specify the purpose or purposes for which the meeting is to be convened.
2. The Secretary must give to each member at least 21 days written notice if a special resolution is to be proposed at the meeting or at least 14 written days notice in any other case. The notice must:
 1. specify the date, time and place of the meeting; and
 2. state each item of business to be considered at the meeting; and
 3. if a special resolution is proposed:
 1. set out the wording of the proposed resolution as required by section 51(4) of the Act; and
 2. state that the resolution is intended to be proposed as a special resolution; and
 3. comply with Rule 28.

The Club may give the notice to the member by hand delivery to the recorded address of the member or by prepaid post to the recorded postal address of the member or by sending the notice by facsimile or electronic transmission to an appropriate recorded number or recorded electronic address of the member. In this Rule “**recorded**” means recorded in the register of members.

3. No business shall be considered at such meeting other than business relating to the purpose or purposes for which the meeting has been convened.

28. Voting rights of members of the Club

1. A member in this Rule called (“the appointing member”) may appoint in writing another member who is a natural person to be the proxy of the appointing member and to attend and vote on behalf of the member at any special or general meeting. The appointment must be signed by the appointing member. The member appointing the proxy may give specific directions as to how the proxy is to vote on his or her behalf. If no instructions are given to the proxy,

the proxy may vote on behalf of the appointing member in any manner as the proxy sees fit. Notice of a meeting given under Rule 26 or Rule 27 must state that the member may appoint another member who is a natural person as a proxy for the meeting and include a copy of any form that the Committee has approved for the appointment of a proxy. A form appointing a proxy must be given to the Secretary before the commencement of the meeting for which the proxy is appointed. The Committee may in its absolute discretion limit the number of proxies that a member may hold for a particular meeting.

2. Each member present in person or by proxy at a special or general meeting is entitled to a deliberative vote.

29. Notice to be given to reviewer or auditor

In accordance with section 86 of the Act, a reviewer or auditor of the Club is entitled:

1. to receive all notices of and other communications relating to any general meeting of the Club that a member is entitled to receive; and
2. to attend any general meeting of the Club; and
3. to be heard at any general meeting that the reviewer or auditor attends on any part of the business of the meeting that concerns the functions of the reviewer.

FINANCIAL MATTERS

30. Source of funds

The funds of the Club may be derived from entrance fees, subscriptions, donations, fund-raising activities, grants, interest and any other sources approved by the Committee.

31. Control of funds

1. The Club must open an account in the name of the Club with a financial institution from which all expenditure of the Club is made and into which all funds received by the Club are deposited.
2. Subject to any restrictions imposed at a general meeting, the committee may approve expenditure on behalf of the Club.
3. The Committee may authorize the Treasurer to expend funds on behalf of the Club up to a specified limit without requiring approval from the Committee for each item on which the funds are expended.
4. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments of the Club must be signed by 2 Committee members or 1 Committee member and a person authorized by the Committee.

5. All funds of the Club must be deposited into the Club's account at least once per calendar month or within 10 working days after their receipt if the amount exceeds \$1000.

32. Financial statements and financial reports

1. For each financial year, the Committee must ensure that the requirements imposed on the Club under Part 5 of the Act relating to the financial statements or financial report of the Club are met.
2. Without limiting Rule 32.1, those requirements include:
 1. if the Club is a tier 1 association, the preparation of the financial statements; and
 2. if the Club is a tier 2 association or tier 3 association, the preparation of the financial report; and
 3. if required, the review or auditing of the financial statements or financial report, as applicable; and
 4. the presentation to the annual general meeting of the financial statements or financial report, as applicable; and
 5. if required, the presentation to the annual general meeting of the copy of the report of the review or auditor's report as applicable, on the financial statements or financial report.

TOURNAMENTS AND EVENTS

33. Laws and Regulations

All events and tournaments shall be conducted under the International Code Laws of Contract Bridge and Laws of Duplicate Bridge subject to such supplementary regulations as the Committee may make.

34. Approvals

No member shall conduct or be concerned in the conduct or control of any event, instruction or function of any sort purporting, expressed or held out to be under the auspices or authority of the Club except with the prior approval of the Committee and subject to such terms and conditions imposed by the Committee.

THE CONSTITUTION

35. Notice of Rules

1. All members of the Club are bound by these Rules and are deemed to have notice of it.

2. A copy of the Rules as amended from time to time will be posted by the Secretary on the general notice board and on the Club's web-site.
3. At the request of a member, the Secretary must on behalf of the Club comply with section 35(2) of the Act by making a copy of the Rules available for inspection by the member. The member may make a copy of or take an extract from the copy of the Rules but may not remove the Rules for that purpose. At the request of a member, the Secretary must on behalf of the Club comply with section 36(1)(a) of the Act by giving to the member a copy of the Rules or any particular part of the Rules to which the request relates, as in force at the time of the request. The club must not, in accordance with section 36(3) of the Act, make a charge for taking any action that it is required to take under this Rule 35 or the Act.

36. Amendment of the Rules

1. These Rules may be amended or rescinded only by a special resolution at a general or special general meeting but not otherwise in accordance with the Act.
2. Within 1 month of the passing of a special resolution altering its Rules, the Club must lodge with the Commissioner notice of the special resolution setting out particulars of the alteration together with a declaration by a member of the Committee certifying that the resolution was duly passed as a special resolution and that the Rules as so altered conform to the requirements of the Act.
3. An alteration of the Rules does not take effect until Rule 36.1 is complied with.
4. An alteration of the Rules which has the effect of changing the name of the Club and or the objects and purpose of the Club does not take effect until Rules 36.1, 36.2, and 36.3 are complied with and the approval of the Commissioner is given to the change of name and or a change in the objects and purpose of the Club as the case may be.

37. Liquor Licence

1. No liquor shall be sold or supplied for consumption elsewhere than on Club premises unless such liquor is removed from the licensed premises by or on the instructions of the member purchasing the liquor.
2. No payment or part payment to any Secretary, Treasurer, manager or other officer or servant of the Club shall be made by way of commission or allowance from or upon the receipts of the Club for liquor.
3. No liquor shall be sold or supplied to any juvenile (i.e. any person under the age of 18).
4. No stranger shall be permitted to use the Club premises and no member or other person shall admit any stranger to use the Club premises.

5. The register of members of the Club, to be kept and maintained in accordance with Rule 13, must be continually available for inspection by the Director of Liquor Licensing at the Club premises.
6. As soon as is practicable after the making of any proposal for a change to the Rules, the Secretary must, in accordance with section 48(4)(d) of the Liquor Control Act 1988, provide to the Director of Liquor Licensing, certified particulars of the change proposed. No effect will be given to the change without the prior approval of the Director. Once the Rules have been approved by the Director, the Club ensures that its Rules, as approved by the Director, are not contravened.

38. Common Seal of the Club

1. The Club must have a common seal on which the corporate name appears in legible characters.
2. The common seal must not be used without the express authority of the Committee and every use of the common seal must be recorded in the minute book.
3. The affixing of the common seal of the Club must be witnessed by any two of the President, the Secretary and the Treasurer.
4. The common seal of the Club must be kept in the custody of the Secretary or of such other person as the Committee from time to time decides.

39. Interpretation of the Rules

The Committee will be the sole authority for the interpretation of the Rules, and the decisions of the Committee on questions of interpretation shall be final and binding on all members.

40. Dissolution

1. The Club may be dissolved or wound up by a special resolution at any General or Special Meeting called for such purpose.
2. In this Rule, the term “**surplus property**” in relation to the Club, means property remaining after satisfaction of the debts and liabilities of the Club and the costs, charges, and expenses of winding up or cancelling the incorporation of the Club, but does not include books relating to the management of the Club.
3. On the cancellation of the incorporation or the winding up of the Club, its surplus property must be distributed as determined by special resolution by reference to the persons mentioned in section 24(1) of the Act.

41. Inspection of records and documents

1. Rule 41.2 applies to a member who wants to inspect:

1. the register of members under section 54 of the Act; or
 2. the record of the names and addresses of Committee members and other persons authorized to act on behalf of the Club under section 58(3) of the Act; or
 3. any other record or document of the Club.
2. The member must contact the Secretary to make the necessary arrangements for the inspection.
 3. The inspection must be free of charge.
 4. If the member wants to inspect a document that records the minutes of a Committee meeting, the right to inspect that document is subject to any decision the Committee has made about minutes of Committee meetings generally, or the minutes of a specific Committee meeting, being available for inspection by members.
 5. The member may make a copy of or take an extract from a record or document referred to in Rule 41.1.3 but does not have a right to remove the record or document for that purpose.
 6. The member must not use or disclose information in a record or document referred to in Rule 41.1.3 except for a purpose that is directly connected with the affairs of the Club or that is related to complying with a requirement of the Act.

RESOLVING DISPUTES

42. Terms used

In Rules 43 to 46 inclusive, the following terms have the following meanings:

“grievance procedure” means the procedures set out in those Rules;

“party to a dispute” includes a person who is a party to the dispute and who ceases to be a member within 6 months before the dispute has come to the attention of each party to the dispute.

43. Application of grievance procedure

The grievance procedure applies to disputes between members or between one or more members and the Club.

44. Parties to attempt to resolve dispute

Except where the dispute is the subject of a complaint to which Rule 23 applies the parties to the dispute must attempt to resolve the dispute between themselves within 14 days after the dispute has come to the attention of each party.

45. How grievance procedure is started

1. If the parties to a dispute are unable to resolve the dispute between themselves within the time required by Rule 44, any party to the dispute may start the grievance procedure by giving written notice to the Secretary of the parties to the dispute and the matters that are the subject of the dispute.
2. Within 28 days after the Secretary is given the notice, a Committee meeting must be convened to consider and determine the dispute.
3. The Secretary must give each party to the dispute written notice of the Committee meeting at which the dispute is to be considered and determined at least 7 days before the meeting is held.
4. The notice to each party to the dispute must state when and where the Committee meeting is to be held and that the party or the party's representative may attend the meeting and will be given reasonable opportunity to make written or oral (or both written and oral) submissions to the Committee about the dispute.
5. If the dispute is between one or more members and the Club and any party to the dispute gives written notice to the Secretary stating that the party does not agree to the dispute being determined by the Committee and requests the appointment of a mediator under Rule 48, the Committee must not determine the dispute.

46. Determination of dispute by Committee

1. At the Committee meeting at which the dispute is to be considered and determined, the Committee must give each party to the dispute, or the party's representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the Committee about the dispute and give due consideration to any submissions so made and determine the dispute.
2. The Committee must give each party to the dispute written notice of the Committee's determination within 7 days after the Committee meeting at which the determination is made.
3. A party to the dispute may within 14 days after receiving notice of the Committee's determination under Rule 46.1 give notice to the Secretary requesting the appointment of a mediator under Rule 48.
4. If notice is given under Rule 46.3 each party to the dispute is a party to the mediation.

MEDIATION

47. Application of mediation rules

Rules 48 and 49 inclusive (the “**mediation rules**”) apply if written notice has been given to the Secretary requesting the appointment of a mediator by a member under Rule 23.4 or by a party to a dispute under Rule 45.5 or Rule 46.3. If the mediation rules apply, a mediator must be chosen or appointed under Rule 48.

48. Appointment of mediator

1. The mediator must be a person chosen:
 1. if the appointment of a mediator was requested by a member under Rule 23.4 – by agreement between the member and the Committee; or
 2. if the appointment of a mediator was requested by a party to a dispute under Rule 45.5 or Rule 46.3 – by agreement between the parties to the dispute.
2. If there is no agreement for the purposes of Rule 48.1.1 or Rule 48.1.2, then, subject to Rules 48.3 and Rule 48.4, the Committee must appoint the mediator.
3. The person appointed as mediator by the Committee must be a person who acts as a mediator for another not for profit body such as a community legal centre, if the appointment of a mediator was requested by a member under Rule 23.4 or a party to a dispute under Rule 45.5 or a party to a dispute under Rule 46.3 and the dispute is between one or more members and the Club.
4. The person appointed as mediator by the Committee may be a member or former member of the Club but must not have a personal interest in the matter that is the subject of the mediation or be biased in favour of or against any party to the mediation.

49. Mediation process

1. The parties to the mediation must attempt in good faith to settle the matter that is the subject of the mediation.
2. Each party to the mediation must give the mediator a written statement of the issues that need to be considered at the mediation at least 5 days before the mediation takes place.
3. In conducting the mediation, the mediator must give each party to the mediation every opportunity to be heard and allow each party to the mediation to give due consideration to any written statement given by another party and ensure that natural justice is given to the parties to the mediation throughout the mediation process.
4. The mediator cannot determine the matter that is the subject of the mediation.

5. The mediation must be confidential and any information given at the mediation cannot be used in any other proceedings that take place in relation to the matter that is the subject of the mediation.
6. The costs of the mediation are to be paid by the party or parties to the mediation that requested the appointment of the mediator.

50. Jurisdiction of State Administrative Tribunal

If a dispute cannot be resolved under the mediation rules, the Club or a member involved in the dispute may, in accordance with section 182 of the Act, make application to the State Administrative Tribunal to have the dispute determined by that Tribunal.
