

RULES
of the
KARORI BRIDGE CLUB (INCORPORATED)

NAME	1	The name of the Club shall be "THE KARORI BRIDGE CLUB (INCORPORATED)" and it is hereinafter referred to as "the Club".
OBJECTS	2	<p>THE OBJECTS of the Club are:</p> <p>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 organise and conduct contract bridge matches, competitions and tournaments and social gatherings in connection therewith without intention of pecuniary gain.</p> <p>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.</p> <p>c) TO let lease or hire any of the real personal property of the Club.</p> <p>d) TO borrow any money required for the purposes 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.</p> <p>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.</p> <p>f) TO enter into any arrangements for the hire or tenancy of any rooms or premises for the purposes of the Club.</p> <p>g) TO invest and lend moneys of the Club not immediately required upon such as are from time to time authorised by law for the investment of trust funds.</p> <p>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.</p> <p>i) TO affiliate with <u>New Zealand Bridge Incorporated</u> (NZ Bridge) or any other association or society having similar objects.</p> <p>j) TO do all such other things as are incidental or conducive to the attainment of any of the foregoing objects.</p>
REGISTERED OFFICE	3	THE registered office of the Club shall be at the Club's premises, situated at 274 Karori Road, Karori, 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.

SEAL	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.
MEMBERSHIP	5	<p>THE membership of the Club shall consist of the four classes of membership listed below. Except for the restriction noted in regard to Associate members all members shall be entitled to all privileges of membership.</p> <p>All members shall be categorised as 'Home Club Members' or 'Second Club Members'. Home Club Members are those who belong only to the Karori Bridge Club or, while also belonging to another bridge club or clubs, regard Karori as their primary club, 'Second Club Members' are those who also belong to one or more other bridge clubs and have not nominated Karori as their home club.</p> <p>a) FULL MEMBERS</p> <p>b) LIFE MEMBERS elected by the Club in General Meeting on the recommendation of the Committee.</p> <p>c) ASSOCIATE MEMBERS: This membership to be granted to those wishing primarily to play Friday afternoon bridge. In addition to unlimited Friday bridge such members may play bridge at other sessions up to a maximum of ten sessions per calendar year.</p> <p>d) YOUTH MEMBERS: This membership to be granted in accordance with the NZ Bridge definition of youth members (under 26 years old as at 1 January of the relevant subscription year).</p>
NOMINATION	6	ALL candidates for election as full, associate or youth 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.
ELECTION OF MEMBERS	7	FULL, associate and youth members shall be elected by the Committee which shall have power from time to time to limit the number of members. 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 and any member wishing to object to any candidate must advise the Secretary in writing of such objection. No member of the Committee shall disclose to anyone the reason for any decision of the Committee relating to an application for membership.
BOUND BY RULES	8	EVERY new member shall as soon as possible after election be notified thereof by the Secretary and shall on election be bound by the Rules and Bylaws of the Club.
CHANGE OF ADDRESS	9	ANY member changing his or her address shall as soon as possible notify the Secretary in writing of the change.
GRADING OF MEMBERS	10	THE Committee shall have power to classify members into grades and to set aside times, days or evenings for members in one grade. Members from other grades playing at such times maybe subject to special conditions or penalties decided by the Committee.

VISITORS AND GUESTS	11	ANY person(s) shall be entitled with the consent of a Committee Member to play at regular weekly club events either as visitors or as a guest of a member on no more than four (4) occasions in any financial/calendar year. The Committee may, where it thinks appropriate, authorise extensions beyond four (4) occasions and require the payment of a proportion of the annual subscription. Non-members shall not be entitled to win regular weekly club events and the partnership shall be disqualified. Guests and visitors shall be liable for the usual table money.
SUBSCRIPTIONS	12	<p>a) Subject to Rule 14 hereof there shall be an annual subscription payable by members. Such annual subscriptions shall be inclusive of GST but exclusive of the NZ Bridge levy. The Club will however collect the annual NZ Bridge levy from home club members for subsequent on-payment to NZ Bridge.</p> <p>b) Such subscriptions shall be fixed from time to time by the members at an Annual General Meeting or at a Special General Meeting, subject to formal notice of any such proposed changes to said annual subscriptions being given with the notice of the meeting.</p> <p>c) Life members shall not be liable to pay any annual subscription. The Club will assume liability for their NZ Bridge levy.</p> <p>d) Youth members under the age of 22 years will not be expected to pay an annual subscription (NZ Bridge does not charge the annual levy) Youth members aged between 22 and 26 years may be charged an annual subscription according to individual circumstances.</p>
TABLE MONEY	13	IN addition to the annual subscription members shall pay a fee for each <u>time</u> on which he or she attends the Club to play, such fee to be known as table money. The Committee shall have power to fix the amount of table money payable by each member and may vary the amount as between different classes of play and events.
REMISSIONS	14	THE Committee shall have power in its absolute discretion to refund dispense with or make reductions in the subscription or table money paid or payable by any member.
DUE DATE	15	<p>ANNUAL subscriptions shall be due and payable as follows:</p> <p>For new members: The subscription is due fourteen (14) days after notification of acceptance</p> <p>In all other cases: On the 1st day of June in each year.</p>
DEFAULT	16	IF any member's subscription shall remain unpaid after the expiration of two months from due date the Treasurer may send by post to such member at his or her last known place of abode notice of his or her default. 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. His or her membership may be terminated by the Committee at its discretion without releasing such member from liability for payment of any moneys then due to the Club. Any member whose membership has been so terminated may in the discretion of the Committee be re-elected upon payment of all sums due to the Club.

COMMITTEE	17	THE Committee shall consist of a President, the retiring President, one Vice-President, a Secretary and a Treasurer, or a Secretary/Treasurer and UP TO eight Committee Members.
ELECTION OF COMMITTEE	18	THE retiring President shall ex officio be a member of the Committee for the ensuing year. The other 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 may be made in writing signed by proposer and seconder, 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 shall direct.
CASUAL VACANCIES	19	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 or her appointment and not in any event for a period extending the next Annual General Meeting.
INDEPENDENT FINANCIAL REVIEW	20	THE financial statements of the Club shall be reviewed and reported on annually by a suitably qualified person or firm, not being an officer or member of the Executive Committee, appointed by members at the Annual General Meeting. The financial reviewer shall at all reasonable times have access to the books and accounts of the Club and shall be entitled to such information and explanations as may be necessary for the performance of the review.
POWERS OF COMMITTEE	21	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, sell, lease or otherwise acquire any real property without the authority of a General Meeting of the Club.
MEETINGS OF COMMITTEE	22	THE Committee shall meet at least once in the month except December and January and in addition as required. Meetings may be summoned by the President or the 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 requisitioners shall be entitled to summon such meetings. If any member shall be absent from three consecutive meetings without due cause sustained by the Committee, he or she shall cease to be a member thereof and the Committee may fill the vacancy as provided in Rule 19.

SUBCOMMITTEE	23	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.
CONTROL AND INVESTMENT OF FUNDS	24	ALL moneys received by the Club shall be paid within seven (7) days of the receipt thereof by the Treasurer into the account of the Club at its bank. All payments out of the funds of the Club shall be made by the authority of the Committee. The account of the Club at its bank shall be operated upon by the Treasurer and President or by such other persons as the Committee shall from time to time determine. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments may be endorsed by the Secretary or Treasurer or any member of the Committee duly authorised by resolution of the Committee. All funds of the Club not required immediately for the ordinary purposes of the Club may be deposited by the Committee in a trading bank or invested in the name of the Club in such other authorised investment as the Committee may think fit. The Treasurer may advance to members of the Club such amounts as agreed by the Committee for the purpose of Club activities. The Committee may appoint an acting Treasurer to act during any period when the Treasurer is not available to sign cheques or other documents or to perform his or her duties through absence or illness or from any other cause. During his or her appointment the acting Treasurer shall have and may exercise all the powers and authorities conferred on the Treasurer.
BORROWING FUNDS	25	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 sub-mortgage of 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 per cent 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 a 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.
HONORARIA	26	THE Club may pay such honoraria as the members in annual general meeting, on the recommendation of the Committee, may approve.
BY-LAWS	27	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 a 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.
FINANCIAL YEAR	28	THE financial year of the Club shall end on the 31st day of May in each year.

ANNUAL REPORT AND BALANCE SHEET	29	THE Committee shall present at each annual general meeting of the Club a report and a balance sheet and income and expenditure account of the preceding financial year reviewed and reported on annually by a suitably qualified person. A copy of the annual report, balance sheet and income and expenditure account shall be emailed to each member with the notice convening the annual general meeting. Hard copies will be available at the Club.
ANNUAL GENERAL MEETINGS	30	THE annual general meeting of the Club shall be held each year on or before 30 September.
SPECIAL GENERAL MEETINGS	31	<p>a) THE Committee may call a special general meeting of the Club whenever it thinks fit.</p> <p>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. Within seven days from the receipt of any such requisition by him or her 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.</p>
PLACE AND TIME OF MEETINGS	32	SUBJECT to Rule 30 hereof all general meetings shall be held at such time and place as the Committee shall determine.
NOTICE OF MEETINGS	33	AT least fourteen clear days before any general meeting of the Club all members will be advised of the business to be transacted and the day place and hour of the meeting.
QUORUM	34	AT any general meeting of the Club nine 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 may be adjourned by the members present to such a day within one month as they may appoint.
CHAIRPERSON	35	AT all general meetings of the Club, the Chair shall be the President or in their absence the Vice-President or some other member selected by the meeting.
VOTING	36	AT all general meetings of the Club the Chair shall ascertain the decision of the meeting on any question on the voices or by show of hands or by taking a division in such other manner as shall be deemed by him or her 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.
RESIGNATION	37	ANY member may at any time by notice in writing to the Secretary resign his or her membership of the Club and such resignation shall take effect upon receipt of such notice by the Secretary. Notice of resignation shall not release a member from liability for payment of any moneys then due to the Club, and a member who resigns shall not be entitled to any refund of subscription paid in respect of the financial year.

EXPULSION	38	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 have failed to observe any Rule or by-law of the Club other than by failure to pay the annual subscription, the Secretary may send notice to such member at his or her last known place of abode containing particulars of the allegation or complaint against him or her and calling upon him or her within fourteen days to make an explanation to the Committee. This needs to be 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 by personal appearance as aforesaid or shall give an explanation which is not satisfactory to at least two-thirds of the members present at the Committee meeting which considers such explanation then the Committee may by resolution of at least two-thirds of the members present at such 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.
RULES OF	39	THE <u>Laws of Duplicate Bridge currently promulgated by the World Bridge Federation</u> shall form part of the Rules of the Club.
WINDING UP	40	IN the event of a resolution being passed that the Club be wound up under Section 24 of the Incorporated Societies Act 1908, the surplus funds, after meeting the Club's liabilities and expenses, shall be disposed of to some other similar organisation having similar objectives as the Club or be donated to a charity of the members' choice.
ALTERATION OF RULES	41	NO Rule of the Club shall be repealed or amended, and no new Rule shall be made save by the approval of three fifths of the members present and voting at a general meeting of the Club in the notice calling which particulars of the proposed alterations shall have been given. Except where an alteration of the Rules is proposed by the Committee notice of the intention to propose the repeal or amendment of any Rule or the making of any new Rule shall be given to the Secretary by the member proposing same at least one calendar month before the meeting at which such member intends to bring forward his or her proposal.
MEMBERS BOUND BY RULES	42	EVERY member shall be deemed to agree to be bound by the Rules and by-laws of the Club and the payment of the annual subscription shall be conclusive evidence of such agreement.
MATTERS NOT PROVIDED FOR	43	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.

DATE OF COMING INTO FORCE 44 THESE Rules shall come into operation on the 1st day of September 1969.

The foregoing Rules were adopted by resolution of not less than three fifths of the votes cast at a general meeting of the Club on the 29th day of July 1969.

(As amended by Annual General Meetings of 15/8/80, 10/8/84, 8/8/86, 6/8/99, 5/9/08, 4/9/09, 3/9/10, 2/9/11, 7/9/12, 6/9/13 and Special General Meeting of 25/4/86).

President

Secretary

Treasurer