

Constitution
of
The Newcastle Bridge Club Incorporated

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Part 1 – Preliminary

Definitions

1.1. In these rules, except in so far as the context or subject matter otherwise indicates or requires:

Director-General means the Director-General of the Department of Fair Trading.

the association means the incorporated association referred to in clause 2.

member(s) means a person or persons accepted for membership of the association and who has paid the membership fees and subscriptions in accordance with these rules. A life or honorary member is a member.

committee member means a member of the committee who is not an office-bearer of the association, as referred to in clause 16.2.

secretary means:

- (a) the person holding office under these rules as secretary of the association; or
- (b) if no such person holds that office, then the public officer of the association.

tournament director means the member who on behalf of the association acts as chairperson of the tournament committee to enforce the rules and etiquette of the game of bridge.

masterpoints secretary means the member who administers the Australian Bridge Federation Masterpoint Scheme on behalf of the association.

special general meeting means a general meeting of the association other than an annual general meeting.

the Act means the *Associations Incorporation Act 1984*.

the Regulation means the *Associations Incorporation Regulation 1999*.

1.2 In these rules:

- (a) a reference to a function includes a reference to a power, authority and duty; and
- (b) a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.

1.3 The provisions of the *Interpretation Act 1987* apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act.

Name

2 The full name of the association shall be “The Newcastle Bridge Club Incorporated”.

Objectives

- 3 The objectives of the association shall be:
- (a) to organise regular games of bridge open to members and visitors alike; and
 - (b) to organise and promote club championships restricted to members of the association; and
 - (c) to organise and promote the game of bridge generally, through lessons, lectures, supervised sessions, congresses, special events and any other means considered appropriate by members of the association.

Part 2 – Membership

Membership qualifications

- 4 A person is qualified to be a member of the association if, but only if:
- (a) the person is a person referred to in section 15 (1) (a), (b) or (c) of the Act and has not ceased to be a member of the association at any time after incorporation of the association under the Act; or
 - (b) the person is a natural person:
 - (i) who has been nominated for membership of the association as provided by clause 5; and
 - (ii) who has been approved for membership of the association by the committee of the association.

Nomination for membership

- 5.1 A nomination of a person for membership of the association:
- (a) must be made by a member of the association in writing in the form set out in Appendix 1 to these rules; and
 - (b) must be lodged with the secretary of the association.
- 5.2 As soon as practicable after receiving a nomination for membership, at least two committee members shall determine whether the nomination be approved or rejected.
- 5.3 As soon as practicable after approval of the nomination for membership, a committee member shall request the nominee to pay within an appropriate period, the sum payable as membership annual subscription, if not already paid at time of nomination presentation.
- 5.4 The secretary must, on payment by the nominee of the amount referred to in clause 10.1, enter the nominee's name in the register of members and, on the name being so entered, the nominee becomes a member of the association.

Cessation of membership

- 6 A person ceases to be a member of the association if the person:
- (a) dies; or
 - (b) resigns membership; or
 - (c) is expelled from the association.

Membership entitlements not transferable

- 7 A right, privilege or obligation which a person has by reason of being a member of the association:
- (a) is not capable of being transferred or transmitted to another person; and
 - (b) terminates on cessation of the person's membership.

Resignation of membership

- 8.1 A member of the association is not entitled to resign that membership except in accordance with this rule.
- 8.2 A member of the association who has paid all amounts due to the association in respect of the member's membership may resign from membership of the association by first giving 1 month written notice to the secretary of the member's intention to resign and, on the expiration of one month, the member ceases to be a member.
- 8.3 If a member of the association ceases to be a member under clause 8.2, and in every other case where a member ceases to hold membership, the secretary must make an appropriate entry in the register of members recording the date on which the membership ceased.

Register of members

- 9.1 The secretary of the association must establish and maintain a register of members of the association specifying the name and address of each person who is a member of the association together with the date on which the person became a member.
- 9.2 The register of members must be kept at the principal place of administration of the association and must be open for inspection, free of charge, by any member of the association at any reasonable hour.

Fees and subscriptions

- 10.1 A member of the association must pay to the association an annual membership fee of such amount as determined by the committee.
- 10.2 The annual membership fee is due and payable on the 1st January in each year or when a member joins during a calendar year, on becoming a member.
- 10.3 Honorary and Life members will not pay the annual fee.

Members' liabilities

- 11 The liability of a member of the association to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association is limited to the amount, if any, unpaid by the member in respect of membership of the association as required by clause 10.

Resolution of internal disputes

- 12.1 If a dispute between members (in their capacity as members) of the association, or a dispute between members and the association arises no party may commence court proceedings relating to the dispute unless they have complied with this clause.
- 12.2 A party claiming that a dispute has arisen under or in relation to the rules of the association must give written notice to the other parties specifying the nature of the dispute.

- 12.3 On receipt of that notice by the other parties, the parties must endeavour to resolve the dispute expeditiously using informal dispute resolution techniques such as mediation, expert evaluation or determination, or similar techniques agreed by them.
- 12.4 If the parties do not agree within seven days of receipt of the notice referred to in clause 12.2 (or such further period as agreed in writing by them) as to:
- (a) the dispute resolution technique and procedures to be adopted; and
 - (b) the timetable for all steps in the proceedings; and
 - (c) the selection and compensation for the independent person as required for such technique.

the parties must mediate the dispute in accordance with Mediation Rules of the NSW Law Society. The nominee of the President of the Law Society of NSW will select the mediator and determine the mediator's compensation.

Disciplining of members

- 13.1 A complaint may be made to the committee by any person that a member of the association:
- (a) has persistently refused or neglected to comply with a provision or provisions of these rules; or
 - (b) has persistently and wilfully acted in a manner prejudicial to the interests of the association.
- 13.2 On receiving such a complaint, the committee:
- (a) must cause notice of the complaint to be served on the member concerned; and
 - (b) must give the member at least 14 days from the time the notice is served within which to make a submission to the committee in connection with the complaint; and
 - (c) must take into consideration any submissions made by the member in connection with the complaint.
- 13.3 The committee may by resolution, expel the member from the association or suspend the member from membership of the association if after considering the complaint and any submissions made in connection with the complaint it is satisfied that the facts alleged in the complaint have been proved.
- 13.4 If the committee expels or suspends a member the secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action and of the member's right of appeal under clause 14.1.
- 13.5 The expulsion or suspension does not take effect:
- (a) until expiration of the period within which the member is entitled to appeal against the resolution concerned; or
 - (b) if within that period the member exercises the right of appeal, unless and until the association confirms the resolution under clause 14.5,
- whichever is the later.

Right of appeal of disciplined member

- 14.1 A member may appeal to the association in general meeting against a resolution of the committee under clause 13.3, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- 14.2 The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- 14.3 On receipt of a notice from the member under clause 14.1, the secretary must notify the committee which is to convene a general meeting of the association to be held within 28 days after the date on which the secretary received the notice.
- 14.4 At a general meeting of the association convened under clause 14.3:
- (a) no business other than the question of the appeal is to be transacted; and
 - (b) the committee and the member must be given the opportunity to state their respective cases orally or in writing, or both; and
 - (c) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- 14.5 If at the general meeting the association passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

Part 3 – The committee

Powers etc., of the committee

- 15.1 The committee is to be called the committee of management of the association and subject to the Act, to the Regulation and to these rules, and to any resolution passed by the association in general meeting:
- (a) is to control and manage the affairs of the association; and
 - (b) may exercise all such functions as may be exercised by the association, other than those functions that are required by these rules to be exercised by a general meeting of the members of the association; and
 - (c) has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the association.

Constitution and committee membership

- 16.1 Subject to the case of the first members of the committee to section 21 of the Act, the committee is to consist of members elected at the annual general meeting of the association under clause 17 comprising the office bearers of the association and a minimum of 3 or a maximum of 5 committee members. This elected committee may appoint additional members as provided for under clause 16.5.
- 16.2 The office-bearers of the association are to be:
- (a) the president; and
 - (b) the vice-president; and

- (c) the secretary; and
 - (d) the treasurer.
- 16.3 Each member of the committee is, subject to these rules, to hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.
- 16.4 In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the association to fill the vacancy and the member so appointed is to hold office, subject to these rules, until the conclusion of the annual general meeting next following the date of the appointment.
- 16.5 The tournament director and the masterpoint secretary are to be:
- (a) appointed by the elected committee;
 - (b) have voting rights equivalent to other committee members.

Election of committee members

- 17.1 Nominations of candidates for election as office-bearers of the association or as committee members:
- (a) must be made in writing, signed by 2 members of the association and accompanied by the written consent of the candidate (which may be endorsed on the nomination); and
 - (b) must be delivered to the secretary of the association at least 7 days before the date fixed for the holding of the annual general meeting at which the election is to take place.
- 17.2 If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are elected and further nominations are to be received at the annual general meeting.
- 17.3 If insufficient further nominations are received, any vacant positions remaining on the committee are casual vacancies.
- 17.4 If the number of nominations received is equal to the number of vacancies the persons nominated are elected.
- 17.5 If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
- 17.6 The ballot for the election of office-bearers and committee members is to be conducted at the annual general meeting in such usual and proper manner as the committee may direct.
- 17.7 Notwithstanding the provisions of clause 17.1, if a person nominated for election as an office-bearer of the association fails to be elected that person may nominate for election as a committee member at the same election.

Secretary

- 18.1 The secretary of the association must as soon as practicable after being appointed secretary, lodge with the association a notice of his or her address.

18.2 It is the duty of the secretary to keep minutes of:

- (a) all appointments of office-bearers and members of the committee; and
- (b) the names of members of the committee present at a committee meeting or a general meeting; and
- (c) all proceedings at committee meetings and general meetings.

18.3 Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

Treasurer

19.1 It is the duty of the treasurer of the association to ensure:

- (a) that all money due to the association is collected and received and that all payments authorised by the association are made; and
- (b) that correct books and accounts are kept showing the financial affairs of the association, including full details of all receipts and expenditures connected with the activities of the association.

Casual vacancies

20.1 For the purpose of these rules, a casual vacancy in the office of a committee member occurs if the member:

- (a) dies; or
- (b) ceases to be a member of the association; or
- (c) becomes an insolvent under administration within the meaning of the *Corporations Law*; or
- (d) resigns office by notice in writing given to the secretary; or
- (e) is removed from office under rule 21.1; or
- (f) becomes a mentally incapacitated person; or
- (g) is absent without consent of the committee from all meetings of the committee held during a period of 6 months.

Removal of committee member

21.1 The association in general meeting may by resolution remove any member of the committee from the office of committee member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of the office of the committee member so removed.

21.2 Where a member of the committee to whom a proposed resolution referred to in clause 21.1 relates makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests that the representations be notified to the members of the association, the secretary or the president may send a copy of the representations to each member of the association or, if they are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

Meetings and quorum

- 22.1 The committee must meet at least 3 times in each period of 12 months at such place and time as the committee may determine.
- 22.2 Additional meetings of the committee may be convened by the president or by any member of the committee.
- 22.3 Oral or written notice of a meeting of the committee must be given by the secretary to each member of the committee at least 48 hours (or such other period as may be unanimously agreed on by the members of the committee) before the time appointed for holding of the meeting.
- 22.4 Notice of a meeting given under clause 22.3 must specify the general nature of the business to be transacted at the meeting, and no other business is to be transacted at the meeting except business which the committee members present at the meeting unanimously agree to treat as urgent business.
- 22.5 Any 5 members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- 22.6 No business is to be transacted by the committee unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week.
- 22.7 If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the members present, being at least three is to constitute a quorum.
- 22.8 At a meeting of the committee:
- (a) the president or, in the president's absence, the vice-president is to preside; or
 - (b) if the president and the vice-president are absent or unwilling to act, such one of the remaining members of the committee as may be chosen by the members present at the meeting is to preside.

Delegation by committee to sub-committee

- 23.1 The committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of the association as the committee thinks fit) the exercise of such of the functions of the committee as are specified in the instrument, other than:
- (a) this power of delegation; or
 - (b) a function which is a duty imposed on the committee by the Act or by any other law.
- 23.2 A function the exercise of which has been delegated to a sub-committee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- 23.3 A delegation under this section may be made subject to such conditions or limitations as to exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.

- 23.4 Despite any delegation under this rule, the committee may continue to exercise any function delegated.
- 23.5 Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this clause has the same force and effect as it would have if it had been done or suffered by the committee.
- 23.6 The committee may, by instrument in writing, revoke wholly or in part any delegation under this clause.
- 23.7 A sub-committee may meet and adjourn as it thinks proper.

Voting and decisions

- 24.1 Questions arising at a meeting of the committee or of any sub-committee appointed by the committee shall be determined by a majority of the votes of the members of the committee or sub-committee present at the meeting.
- 24.2 Each committee member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- 24.3 Subject to rule 22.5, the committee may act despite any vacancy on the committee.
- 24.4 Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a sub-committee appointed by the committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or the sub-committee.
- 24.5 Committee members shall declare any pecuniary interest and abstain from participating in and voting upon matters likely to affect such interest. Pecuniary interest is the gaining of a significant financial benefit in money or equivalent, but shall not include any benefit obtained by a member or members:
- (a) by way of a bona fide payment of remuneration;
 - (b) of a kind which they would derive if they were not a member of the association;
 - (c) in competing for trophies and/or prizes directly related to the objects of the association.

Part 4 – General meetings

Annual general meetings – holding of

- 25.1 With the exception of the first annual general meeting of the association, the association must, at least once in each calendar year and within the period of 6 months after the expiration of each financial year of the association, convene an annual general meeting of its members.
- 25.2 The association must hold its first annual general meeting:
- (a) within the period of 18 months after its incorporation under the Act; and

- (b) within the period of 2 months after the expiration of the first financial year of the association.

25.3 Clauses 25.1 and 25.2 have effect subject to any extension or permission granted by the Director-General under section 26 (3) of the Act.

Annual general meetings – calling of and business at

26.1 The annual general meeting of the association is to be convened on such date and at such place and time as the committee thinks fit (subject to the Act and to clause 25).

26.2 In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:

- (a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting; and
- (b) to receive from the committee reports on the activities of the association during the preceding year; and
- (c) to elect office-bearers of the association and ordinary members of the committee; and
- (d) to receive and consider the statement which is required to be submitted to members under section 26 (6) of the Act.

26.3 An annual general meeting shall be specified as such in the notice convening it.

Special general meetings – calling of

27.1 The committee may, whenever it thinks fit, convene a special general meeting of the association.

27.2 The committee must on the requisition in writing of a minimum of 5 per cent of the total number of members convene a special general meeting of the association.

27.3 A requisition of members for a special general meeting:

- (a) must state the purpose or purposes of the meeting; and
- (b) must be signed by the members making the requisition; and
- (c) must be lodged with the secretary; and
- (d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.

27.4 If the committee fails to convene a special general meeting to be held within 1 month after that date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.

27.5 A special general meeting convened by a member or members as referred to in clause (4) shall be convened as nearly as is practicable in the same manner as general meetings are convened by the committee and any member who consequently incurs expenses is entitled to be reimbursed by the association for any expenses so incurred.

Notice

- 28.1 Except where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must at least 14 days before the date fixed for the holding of the general meeting give notice to each member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- 28.2 If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must at least 21 days before the date fixed for the holding of the general meeting cause notice to be given to each member specifying, in addition to the matters required under clause 28.1, the intention to propose the resolution as a special resolution.
- 28.3 No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except in the case of an annual general meeting business which may be transacted under clause 26.2.
- 28.4 A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

Service of notices

- 29.1 For the purpose of these rules, a notice may be served on or given to a member:
- (a) by delivering it to the person personally; or
 - (b) by sending it by pre-paid post to the member's address as recorded in the register of members; or
 - (c) by sending it by facsimile transmission, or email or some other form of electronic transmission to an address specified by the member for giving or serving the notice; or
 - (d) in the case of an annual general meeting under clauses 26.1 and 26.2 by notice of the meeting being exhibited on the association's notice board from 21 days prior to the date of the meeting until the date of the meeting.
- 29.2 For the purpose of these rules, unless the contrary is proven, a notice is taken as given or served:
- (a) in the case of given or served personally, on the date on which it is received by the member; and
 - (b) in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post; and
 - (c) in the case of a notice sent by facsimile transmission, or email or some other form of electronic transmission on the date it was sent or if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date; and
 - (d) in the case of an annual general meeting on the date that the notice was first exhibited on the association's notice board.

Procedure

- 30.1 No item of business is to be transacted at a general meeting unless a quorum of members entitled to vote under these rules is present during the time the meeting is considering that item.
- 30.2 20 members present in person (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- 30.3 If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
- (a) if convened on the requisition of members, is to be dissolved; and
 - (b) in any other case, is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- 30.4 If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being at least 10) is to constitute a quorum.

Presiding member

- 31.1 The president or, in the president's absence, the vice-president shall preside as chairperson at each general meeting of the association.
- 31.2 If the president and the vice-president are absent or unwilling to act, the members present must elect one of their number to preside as chairperson at the meeting.

Adjournment

- 32.1 The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 32.2 If a general meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each member of the association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- 32.3 Except as provided in clauses 32.1 and 32.2, notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

Making of decisions

- 33.1 A question arising at a general meeting of the association is to be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the chairperson that a resolution has, on a show of hands, been carried or been carried unanimously or carried by a particular majority or lost, an entry to that effect in the minute book of the association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.

33.2 At a general meeting of the association, a poll may be demanded by the chairperson or by at least 3 members present in person or by proxy at the meeting.

33.3 If a poll is demanded at a general meeting, the poll must be taken:

- (a) immediately in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment, or
- (b) in any case, in such manner and at such time before the close of the meeting as the chairperson directs,

and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

Special resolution

34 A resolution of the association is a special resolution:

- (a) if it is passed by a majority which comprises at least three-quarters of such members of the association as, being entitled under these rules so to do, vote in person or by proxy at a general meeting of which at least 21 days written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules; or
- (b) where it is made to appear to the Director-General that it is not practicable for the resolution to be passed in the manner specified in clause 34 (a), if the resolution is passed in a manner specified by the Director-General.

Voting

35.1 On any question arising at a general meeting of the association a member has one vote only.

35.2 All votes must be given personally or by proxy but no member may hold more than 5 proxies.

35.3 In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.

35.4 A member or proxy is not entitled to vote at any general meeting of the association unless all money due and payable by the member or proxy to the association has been paid, other than the amount of the annual subscription payable in respect of the then current year.

Appointment of proxies

36.1 Each member is entitled to appoint another member as proxy by notice given to the secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed to vote as directed on the proxy form set out in Appendix 2 to these rules.

36.2 The member appointed as proxy must be in attendance at the meeting in respect of which the proxy is appointed and may hold no more than 5 directed or undirected proxy votes.

36.3 A member may nominate as the proxy the chairperson of the meeting in respect of which the proxy is appointed to vote as directed on the proxy form. The chairperson may carry an unlimited number of directed votes.

Part 5 – Miscellaneous

Insurance

- 37.1 The association must effect and maintain insurance pursuant to section 44 of the Act.
- 37.2 In addition to the insurance required under clause 37.1, the association may effect and maintain other insurance.

Funds – source

- 38 The funds of the association are to be derived from;
- (a) annual subscriptions of members; and
 - (b) table fees; and
 - (c) donations and other such sources as the committee determines (subject to any resolution passed by the association in general meeting).

Funds – management

- 39.1 Subject to any resolution passed by the association in general meeting, the funds of the association are to be used in accordance with the objectives of the association in such manner as the committee determines.
- 39.2 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 members of the committee or employees of the association, being members or employees authorised to do so by the committee.

Alteration of objectives and rules

- 40 The statement of objectives of the association and these rules may be altered, rescinded or added to only by a special resolution of the association.

Common seal

- 41.1 The common seal of the association must be kept in the custody of the public officer.
- 41.2 The common seal must not be affixed to any instrument except by the authority of the committee and the affixing of the common seal must be attested by the signatures either of 2 members of the committee or of 1 member of the committee and of the public officer or secretary.

Custody of books

- 42 Except as otherwise provided by these rules, the secretary must keep in his or her custody, or under his or her control all records, books and other documents relating to the association.

Inspection of books

- 43 The records, books and other documents of the association must be open to inspection, free of charge, by a member of the association at any reasonable hour.

Surplus property

- 44.1 In the event of the winding up or the cancellation of the incorporation of the association, the association in a general meeting is to pass a special resolution nominating an

incorporated association in which to vest its surplus property pursuant to section 53 (2) of the Act.

44.2 The incorporated association so nominated is to be one which fulfils the requirements specified in section 53 (2) (a) – (c) of the Act.

Payment of committee members

45 The association must not pay any fees or remuneration or other benefit in money or monies to any member of the committee except:

- (a) where that member has been appointed by due process to a salaried position or position of remuneration within the association; or
- (b) repayment of out-of-pocket expenses; or
- (c) if a committee member lends money to the association, interest may be paid only if it does not exceed the interest rate for the time being which is or would be charged by the association's financial institution for money lent to the association; or
- (d) reasonable and proper rent for premises let to the association.

Life and honorary members

46.1 Nomination of a member for life membership or honorary membership of the association shall:

- (a) be made by any member of the association in writing; and
- (b) be lodged with the secretary of the association.

46.2 As soon as practicable after receiving a nomination for life membership or honorary membership, the secretary shall refer the nomination to the committee which must determine whether to approve or reject the nomination.

46.3 Where the committee determines to approve a nomination for life membership or honorary membership of the association, the secretary is to notify the nominee of that approval as soon as practicable after that determination.

46.4 The secretary must cause the nominee's name to be entered in the register of life members and honorary members and, upon being so entered, the nominee becomes a life member or an honorary member of the association.

Appendix 1 nomination for membership

NOMINATION FOR MEMBERSHIP

PLEASE PRINT

Surname: Given Name: Title:

Street: Suburb: Post Code:

Phone No: (02) Mob No:

Date of Birth (FOR ABF REGISTRATION)

e-mail address:

Emergency Contact: Name Phone No:

I agree to be bound by the rules of the association for the time being in force.

Signed: Date:

Proposed by: Seconded by:

Signed:

The annual subscription fee of \$35 become due on acceptance of this application. If you are a full (not concession) pensioner, the subscription fee is \$30 upon presentation of your pension card. If your nominated home club is not Newcastle the subscription fee is \$25.

PLAYERS ABF STATUS:

Nominate which Club you wish to be your Home Club.

Have you an ABF Number? **Y / N** If Yes, that number is

Your permission to disclose the following personal detail is required:

- contact telephone number in the annual program **Y / N**
- e-mail address on the Club's webpage **Y / N**

FOR OFFICE USE ONLY

Approved:

New Member Notified:

Subscription: \$ Paid: Receipt No:

Entered on Database: Entered on Scoring:

Copy for Masterpoint Secretary:

Appendix 2 proxy form

THE NEWCASTLE BRIDGE CLUB INCORPORATED FORM OF APPOINTMENT OF PROXY

I,
(full name)

of
(address)

being a member of THE NEWCASTLE BRIDGE CLUB INCORPORATED

hereby appoint
(full name of proxy)

of
(address)

as my proxy to vote on my behalf at the annual/special* general meeting of the association to be held on

the day of 20
(date) (month) (year)

and at any adjournment of that meeting.

My proxy is authorised to vote in favour of:

Office-bearers:

President: Vice President:

Treasurer: Secretary:

Committee Members:
.....
.....
.....

and/or to vote: For Against
the resolution (insert details)

.....
.....

and/or to vote: For Against
the resolution (insert details)

.....
.....

Signature of member appointing proxy:

Date:

NOTES: * Delete as appropriate
A member of the association may hold no more than 5 proxies.
The proxy voter must be a member of the association.