

# Rules of the HOWICK BRIDGE CLUB (Incorporated)

As at 1 January 2018

## **1. Name**

The name of the Club shall be the “**Howick Bridge Club (Incorporated)**”.

## **2. Objects**

The objects for which the Club is established are:

- a) To provide facilities for and to promote and encourage the playing of Contract Bridge and in connection therewith to promote tournaments, championships and matches. It shall be the duty of all members of the Club to ensure as far as possible that the Club complies with the rules of New Zealand Bridge Incorporated (NZ Bridge) and with any decision of the Council or Management committee of that Association.

To affiliate with the Auckland/Northland Regional Committee or any other association or society having similar objects.

To do all such things as are incidental or conducive to the attainment of the above objects.

## **3. Interpretation**

In these rules except where a different intention appears:

- \* “**Act**” means the Incorporated Societies Act 1908.
- \* “**Club**” means Howick Bridge Club (Incorporated).
- \* “**Member**” means a member of the Club.
- \* “**Financial Member**” means a member who has paid his subscription for the current year or who up to 31<sup>st</sup> January in any one year has paid his subscription for the year previously ended 30<sup>th</sup> September.
- \* “**Executive**” means the Committee of Management of the Club.
- \* “**Year**” means the financial year of the Club.

## **4. Membership**

The Club shall consist of the following classes all of which shall be entitled to all the privileges of membership, except that the Associate Members shall only be entitled to play six (6) times in any one year:

- a) Ordinary Members.
- b) Associate Members.  
Only an Ordinary Member may apply to the Executive to transfer to this class.
- c) Honorary Life Members elected by the Club in general meeting on the recommendation of the Executive.

## **5. New Members**

- a. Each candidate for admission as a Member must complete the Club's application form which must be approved by the signature of a current committee member.
- b. Every new member shall be bound by the rules and by-laws of the Club.
- c. Until payment of the entrance fee and subscription are received, an applicant will not be considered a Member of the Club.

## **6. Resignation**

Any member may at any time by notice in writing to the Secretary, resign his membership of the Club and such resignation shall take effect upon receipt of such notice by the Secretary but any such resignation shall not release the member from payment of his subscription to the day of his resignation.

## **7. Expulsion of Members**

If in the opinion of at least one half of the members present at an Executive Meeting any Member shall have been guilty of conduct unbecoming to a Member of the Club or detrimental to the interest of the Club or shall have failed to observe any rule or by-laws of the Club other than by failure to pay entrance fee or subscriptions, the Secretary may send notice to such Member at his last known place of abode containing particulars of the allegation or complaint against him and calling upon him within fourteen days to make an explanation to the Executive either in writing or by personal appearance at an Executive 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 one half of the members present at the Executive Meeting which considers such explanation then the Executive may by resolution of at least one half 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 one half of those present and voting by secret ballot at such General Meeting the expelled Member shall be reinstated.

## **8. Entrance Fees and Subscription**

- a) Any new Member shall forthwith upon election pay an entrance fee of \$25.00 or such other sum as shall from time to time be determined in General Meeting of the Club.
- b) Every Member shall on or before 31<sup>st</sup> January in every year and forthwith upon his election to the Club in the case of a new member, pay to the Club an annual subscription of \$90.00 or such other amount as shall from time to time be fixed by resolution of the General Meeting.
- c) The Executive shall have power in its absolute discretion to refund, dispense with or make reductions in the entrance fee or subscription paid or payable by any Member.
- d) Any Member whose subscription remains unpaid after 31<sup>st</sup> January in each year shall automatically be suspended from membership.
- e) Honorary life members shall not be liable to pay any subscription.
- f) The Executive shall have power to fix the amount of table money payable by each Member.

## **9. Executive**

The Executive shall consist of:

The President, Vice-President, Secretary, Treasurer and seven members, all of whom shall be elected at the Annual General Meeting with the immediate past President as an ex-officio member for a period of one year..

## **10. Election of Executive**

The election of the members of the executive shall take place in the following manner:

- a) Candidates for the offices of the Executive must be nominated in writing by two members of the Club and such nomination, with the written consent of the candidate, must be lodged with the Secretary not later than seven days prior to the Annual General Meeting.
- b) In case there shall not be a sufficient number of candidates nominated those so nominated shall be declared elected at the Annual General Meeting and further nominations shall be called at the Annual General Meeting to fill the vacancies.
- c) Should the number of candidates nominated exceed the number of vacancies then voting shall be by ballot, and every financial member present shall be entitled to vote for as many candidates as there are vacancies to be filled.
- d) In the event of a vacancy occurring on the Executive Committee during any financial year, the Executive Committee shall have power to elect any Member of the Club to fill such vacancy.

## **11. Management**

- a) The management and control of the affairs of the Club shall be vested in the Executive 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. Any resolution passed at a General Meeting is a recommendation only and is not binding on the Executive unless such resolution is passed as a result of a remit set out in the notice convening the General Meeting. A remit, signed by the Proposer and Seconder, must be in the hands of the Secretary at least twenty-eight days prior to the General Meeting.
- b) The Executive shall not purchase, lease or otherwise acquire or dispose of any real property without the authority of a General Meeting of the Club.
- c) The Executive shall meet at least once in every month excepting December and January and in addition as required. Meetings may be summoned by the President or the Secretary. Any three members of the Executive may sign and serve on the President a requisition for an Executive Meeting. If such meeting is not summoned and held within fourteen days after service of the requisition, the requisitionists shall be entitled to summon such meeting. If any Member shall be absent from three consecutive meetings without due cause sustained by the Executive, he shall cease to be a Member thereof and the Executive may fill the vacancy as provided in rule 10(d).
- d) The Executive may appoint such sub-committee as it thinks fit and may appoint thereto persons who are not members of the Executive and may delegate any of its powers to any such sub-committee.

## **12. Annual General Meeting**

The Annual General Meeting of the Club shall be held in the month of November or December each year for the following purposes:

- a) To receive a report, balance sheet and statement of accounts for the preceding year.
- b) To elect the officers of the Club and Members of the Executive for the ensuing year.

- c) To decide on any resolution which may be duly submitted to the Meeting provided that notices of any alteration to the constitution be given in writing to the Secretary not less than twenty eight days prior to the General Meeting.

### **13. Special General Meetings**

- a) The Executive may call a Special General Meeting of the Club whenever it thinks fit by reading out the notice at Club meetings for two consecutive weeks.
- b) Ten or more Members entitled to vote may sign and deliver to the Secretary a requisition for the calling of a Special General Meeting of the Club stating the object of the meeting and within seven days from the receipt of any such requisition by him the Secretary shall call a Special General Meeting of the Club for a date not more than four weeks from the date of the receipt of such a requisition. If the Secretary refuses or fails to summon such a meeting within such period of seven days the Members signing the requisition may themselves summon such a meeting.

### **14. Procedure at Meetings**

- a) At all General Meetings, the President and in his absence any other duly elected Chairman shall take the chair and every Member present shall be entitled on every motion to one vote exercised in person and in the case of equality of votes the Chairman shall have a casting as well as a deliberative vote.
- b) The mode of voting on all questions other than elections at all General Meetings and all Executive Meetings shall be by the voices or if the Chairman or any other three Members shall require by a show of hands or any five Members present may demand a ballot on any motion.
- c) Financial Members only shall be entitled to vote.

### **15. Notices**

Notices calling General Meetings, setting forth the nature of the business of the meeting shall be posted to each Member at least fourteen days prior to the Meeting.

### **16. Quorum**

At all General Meetings twenty-five members shall form a quorum; at any Executive meeting six Members.

### **17. Common Seal**

The Seal of the Club shall be kept in the custody of the Secretary. It shall not be affixed to any instrument except in pursuance of a resolution of the Executive in the presence of the Secretary and two Members of the Executive.

### **18. Finance and Accounts**

- a) All moneys received by the Club shall be paid within seven 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 Executive. The account of the Club at its bank may be operated by internet by the Treasurer or approved person with the authority of the Executive. All cheques, draft, bills of exchange, promissory notes and other negotiable instruments may be endorsed by the Secretary or Treasurer or any other Member of the Executive duly authorised by resolution of the Executive. All funds of the Club not required immediately for the ordinary purposes of the Club may be invested in the name of the Club in such authorised investments as the Executive may think fit. The Treasurer may pay accounts which are deemed necessary for the efficient running of the Club up to a total of \$5,000.00 between Meetings of the Executive. The Executive 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 duties through absence or illness or from any other cause. During his appointment the Acting Treasurer shall have and may exercise all the powers and authorities conferred on the Treasurer.

- b) The Treasurer shall submit at the Annual General Meeting a statement of assets and liabilities of the Club as at 30<sup>th</sup> September last preceding, together with an account of the income and expenditure for the twelve months preceding such date. Such accounts shall be audited.  
No member of the organisation or any person associated with a member shall participate in or materially influence any decision made by the organisation in respect of the payment to or on behalf of that member or any associated person of any income, benefit, or advantage whatsoever.  
Any such income paid shall be reasonable and relative to that which would have been paid in at arm's length transaction (being open market value).  
The provisions and effect of this clause shall not be removed from this document, and shall be included and implied into any document replacing this document.

## **19. Auditor**

An Auditor shall be elected at each Annual General Meeting.

## **20. Borrowing Powers**

The Club shall have power to borrow money from any bank or from any other body or person whether by ordinary or secured loan or by overdraft or by the issue of debentures or otherwise, on such terms and conditions as the Executive shall think fit, and may give security over any property, real or personal now or hereafter belonging to the Club, provided that no sum exceeding ten 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.

## **21. Property**

The Club shall have the power to purchase, take on lease or otherwise acquire any lands, buildings or other property which may be required for the purpose of or eventually used in connection with any of the objects of the Club and to sell, lease or mortgage or otherwise dispose or charge such property.

## **22. Alteration to Rules**

- a) No Rule of the Club shall be repealed or amended and no new rule shall be made save by a two-thirds majority of the members present and voting at a General Meeting of the Club in the notice calling which particulars of the proposed alteration shall have been given. Except where an alteration in the rules is proposed by the Executive 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 proposal.  
Notwithstanding Rule 22 (a) No addition to or alteration of the aims/objects, payments to members clause or the winding-up clause shall be approved without the approval of Inland Revenue.  
The provisions and effect of this clause shall not be removed from this document, and shall be included and implied into any document replacing this document.

## **23. Inspection of Rules**

Any Member may inspect these rules on application to the Secretary, and shall if so desirous, be furnished with a copy of them.

## **24. Rules of Play**

Play will be conducted under the International Bridge Laws or such other code as may from time to time be approved by NZ Bridge as having superseded that code.

## **25. Visitors**

Any visitor may be invited to play at the Club on payment of such fees as the Executive may decide.

## **26. Honoraria**

The Club may pay such honoraria as the members in Annual General Meeting, on the recommendation of the Executive, may approve.

## **27. Incidental**

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 Society Act, 1908, be decided by the Executive.

## **28 By-Laws**

The Executive 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 or any alterations thereto shall be posted on the Club notice board or sent to Members as soon as convenient after the making thereof.

## **29. Dissolution**

- a) The Club may be voluntarily wound up in accordance with Section 24 of the Incorporated Societies Act 1908.

If upon the winding-up or dissolution of the organisations there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members of the organisation but shall be given or transferred to some other organisation or body having objects similar to the objects of the first organisation, or to some other organisation or purpose, within New Zealand.