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KMBC RULES

Adopted 21 May 2013


Kapi-Mana Bridge Club Inc

**Rules of the
Kapi-Mana Bridge Club Incorporated
(Adopted 21 May 2013 and replaces all existing rules)**

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1. DEFINITIONS

(As Required)

2. NAME

The name of the Club is "Kapi-Mana Bridge Club Incorporated" ("the Club").

3. REGISTRATION

The Club is registered under the Incorporated Societies Act 1908.

4. OBJECTS

The objects of the Club are those charitable objects and purposes which are recognised by the Courts of New Zealand, and

- (a) Teaching and providing facilities for playing Bridge and other games of skill;
- (b) Promoting Bridge Tournaments and matches in all their forms.

5. AFFILIATION

The Club is affiliated as a member of New Zealand Bridge Incorporated ("NZ Bridge"), being the governing organisation responsible for the management, control, administration and regulation of Contract Bridge in New Zealand. The Club shall seek to comply with any requirements imposed from time to time for membership of that organisation so as to continuously maintain such affiliation and the benefits of such membership. All members of the Club are, by virtue of that affiliation, also bound by the provisions of the rules of NZ Bridge to the extent the same apply to members of affiliated clubs participating in the game of Contract Bridge.

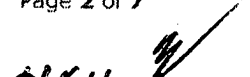
6. NOTICES AND COMMUNICATIONS

These rules, the by-laws and any notices required to be given to members shall be displayed on the noticeboard at the Club rooms, e-mailed to members with registered and current e-mail addresses, and may also be available on the Club website. Copies will also be provided on written application to the Secretary.

All communication to and from the Club can be provided in written and/or electronic format e.g. e-mail, Microsoft Word, Adobe Acrobat (.pdf), and where applicable, by means of online forms hosted on the Clubs website, or by any other means advised by the Committee from time to time.

7. MEMBERSHIP

- (a) The members of the Club shall be:
 - (i) Life members
 - (ii) Ordinary members
 - (iii) Monday daytime members
 - (iv) Casual members and Visitors/Guests
- (b) Life members shall be persons the Club desires to honour, and shall be elected in accordance with rule 8. A Life Member is not liable to pay any subscription, and is entitled to all privileges of the Club.



- (c) Ordinary, Monday daytime and casual members shall be elected to membership under rule 9.
- (d) Casual members and Visitors/Guests shall have the playing rights of ordinary members and will have their fees and conditions set by the Committee from time to time to suit the aims and aspirations of the Club to attract additional members. They shall have no right to vote or hold office unless they become ordinary members and pay full fees.

8. ELECTION OF LIFE MEMBERS

Recommendations for election to life membership can be made only by the Committee and shall require the approval of three-quarters of the votes cast in a secret ballot at a general meeting, due notice of the recommendation having been given in accordance with rules 25(b) or 26(b).

9. ELECTION OF ORDINARY AND CASUAL MEMBERS

- (a) Every candidate for membership shall sign the membership application form prescribed by the Committee. The application or a copy shall be posted on the notice board at the Club rooms for at least fourteen days.
- (b) At its first meeting after the conditions in rule 9(a) are satisfied, the Committee shall consider the election of the candidate, and if approved the candidate shall become a member of the Club.
- (c) Every new member shall be notified by the Secretary, and shall then be bound by the rules and by-laws of the Club.
- (d) Every member who changes their address or other contact details held by the club shall notify the Secretary as soon as possible

10. STATUS AND PLAYING RIGHTS OF MEMBERS

The Committee shall decide members' playing grades for graded club nights. The number of grades and of members allotted to each grade will be determined by the Committee, who may periodically re-classify all players, and who may set aside days or evenings on which play is restricted to players in a specific grade or grades.

11. RESIGNATION OF MEMBERS

Notice of resignation from membership shall be given to the Secretary in writing or electronic format as stated in Clause 6. A member who has not resigned before the end of the financial year is liable for the subscription for the ensuing year.

12. EXPULSION OF MEMBERS

- (a) The Committee has the power to censure, suspend from membership for a period, or expel any member, but the member shall be given full opportunity to offer an explanation.
- (b) Any member expelled under rule 12(a) has the right to appeal within 3 months from the date of expulsion to a special general meeting at which a majority of two-thirds of those present may reverse the Committee's decision.

13. ANNUAL SUBSCRIPTIONS

- (a) Annual subscriptions shall be recommended by the Committee in office in the preceding financial year, and approved by the membership at the next AGM.
- (b) Subscriptions are due in advance on the 1st day of June.

- (c) The subscription is payable on election to membership of the Club—if not paid the membership may be cancelled at the discretion of the Committee.
- (d) A member elected after the first three months of the financial year shall pay a first subscription calculated on a pro rata basis.
- (e) Any member whose subscription remains unpaid for three months shall be suspended from membership and shall not be entitled to the privileges of the Club until the subscription has been paid. Should a subscription remain unpaid at the end of the Club's financial year the person concerned shall cease to be a member of the Club but shall still be liable to pay the outstanding subscription.

14. OFFICERS

- (a) The officers of the Club shall be the President, the Immediate Past President, one or two Vice-President(s), the Secretary, and the Treasurer.
- (b) All general meetings of the Club and all Committee meetings shall be chaired by the President or in the President's absence by the Immediate Past President or a Vice-President. In the absence of all of them the meeting shall elect one of their number to fill the chair.
- (c) The President may not remain in office for more than a period of two consecutive years.
- (d) A past President may not be re-elected as President without having a stand down period of at least 1 full year from any role on the committee. For the sake of clarity, the mandatory 1 year period on the committee as an Immediate Past President is considered to be a role on the committee.

15. ELECTION OF OFFICERS AND COMMITTEE

- (a) Only financial members of the Club are eligible for election.
- (b) The Annual General Meeting shall elect the officers, a Club Director, a Club Administrator, and six other members (with at least two of the six positions reserved for Wednesday night players) all of whom with anyone appointed under rule 15(f) or co-opted under rule 16(e) shall be the Committee.
- (c) Written nominations for election on the approved form, signed by two financial members and including the written consent of the nominee, shall be lodged with the Secretary at least 14 days before the Annual General Meeting.
- (d) At least seven days before the Annual General Meeting the Secretary shall post on the noticeboard a list of nominees together with such information (not exceeding one side of an A4 sheet of paper) as may be supplied in support of each nomination.
- (e) In the absence of sufficient valid nominations being received and remaining current at the date of the Annual General Meeting, nominations for any vacancies remaining may be made from the floor.
- (f) If a vacancy on the Committee occurs between Annual General Meetings the Vice-President shall fill a vacancy in the position of President, and any other vacancy may be filled by the Committee. The Committee may continue to act despite any vacancy.

16. MANAGEMENT BY THE COMMITTEE

- (a) From the end of each Annual General Meeting until the beginning of the next, the Club shall be administered, managed and controlled by the Committee, which shall be accountable to the members for the implementation of the policies of the Club as approved by any General Meeting and having regard to the best interests of the Club.
- (b) The Committee may engage employees on such terms and with such powers as it thinks desirable.

- (c) Other than matters required by law or by these rules to be decided by the Club in general meeting, the Committee shall do all things in the exercise of the Club's powers and management.
- (d) The Committee shall meet at such times and places as it may determine and otherwise where and as convened by the President.
- (e) The Committee may co-opt any member to the Committee for a specific purpose for a limited period.
- (f) The quorum for Committee meetings is five.
- (g) Only Committee members elected under rule 15(b) or appointed under rule 15(f) or co-opted under rule 16(e) who are present in person shall be counted in the quorum and be entitled to vote.
- (h) The Committee may appoint sub-committees consisting of such members as it thinks fit and with or without power to co-opt. The President shall ex officio be a member of all sub-committees.
- (i) The Committee may act by resolution approved by more than half the members present. In the case of an equality of votes, the chairperson shall have a deliberative and casting vote.
- (j) The Committee shall make by-laws consistent with these rules for any matter affecting members and the management of the Club.
- (k) These rules, any by-laws, the resolutions of general meetings, the decisions of the Committee on the interpretation of these rules, and all actions taken by the Committee in accordance with these rules, and on matters not provided for in these rules, shall be final and binding on all members.
- (l) Each officer or Committee member shall immediately on resigning or ceasing to hold office deliver to the Secretary all books, papers and other property of the Club.

17. SECRETARY/MANAGER

The secretary shall be responsible to the Committee for secretarial functions and with approval from the Committee, may employ another person as Manager. If a Manager is employed the position will include responsibility to act at all times in accordance with the decisions of the Committee, the President in administration of the affairs of the Club, and the Treasurer in attending to the day-to-day finances of the Club. The Secretary/Manager shall report to each meeting of the Committee.

18. RECORDS

- (a) The Secretary shall record the minutes of all general meetings and Committee meetings, and all minutes when confirmed by a subsequent meeting and signed by the chairperson of that meeting shall prima facie be evidence that that meeting was duly called and that the minutes are a true and correct record of what occurred at the meeting.
- (b) The Committee shall hold the Club's records, documents, and books at the Club rooms, or as otherwise decided by the Committee from time to time, a record of which shall be kept in the minutes of the relevant meeting.

19. TREASURER

The functions of the Treasurer shall include:

- (a) keeping such books of account as may be necessary to provide a true record of the Club's financial position;
- (b) preparing budgets and reporting on the Club's financial position to each Committee meeting;

- (c) presenting an annual statement of accounts (Statement of Financial Performance and Statement of Financial Position) to the Annual General Meeting;
- (d) chairing any Finance Sub-committee that may be formed; and
- (e) supervising all the financial affairs of the Club.

20. FINANCIAL YEAR

The financial year of the Club begins on the 1st day of April in each year, and ends on the 31st day of March.

21. MAJOR TRANSACTIONS

The officers of the Club without any restriction whatsoever may decide if any proposed transaction is a major transaction and this decision shall be final in every respect. Major transactions shall be referred to a general meeting of members. In all other matters the Committee may purchase, take on lease or otherwise acquire real and personal property of every description and generally act in all matters which may be thought necessary or expedient for the attainment of any of the objects of the Club, and may sell, exchange, lease, let, hire out, sub-let, mortgage or otherwise dispose of or deal with the same or any part thereof and may build on any land and may repair, alter, improve, or otherwise deal with any building.

22. FINANCE AND ACCOUNTS

- (a) The Committee shall set playing fees from time to time and may impose additional fees for visitors to the Club and other charges as it may decide.
- (b) Moneys belonging to the Club shall be deposited in bank accounts under such conditions as the Committee decides. The Committee shall also give such directions as it may consider desirable for the payment of accounts. Authorities for payment shall be signed by two persons, including the Treasurer and/or Secretary and another appointed by the Committee for that purpose; for the purpose of paying into the Club's bank account, cheques may be endorsed by any of them. The Committee shall ensure that proper books of account are kept.
- (c) At the Annual General Meeting the Committee shall submit a Statement of Accounts of the Club as at 31st March and an account of the income and expenditure for the period, such accounts to be audited.
- (d) Any financial transaction involving a Committee member must be fully disclosed and the member must not vote on the issue.

23. PAYMENTS TO MEMBERS

No member shall derive any personal pecuniary benefit from membership of the Club.

24. AUDITOR

An auditor who is a chartered accountant, member of the Club, or other suitably qualified or experienced person shall be elected by majority at each annual general meeting. Any vacancy occurring during the year shall be filled by the Committee.

25. ANNUAL GENERAL MEETING

- (a) The Annual General Meeting shall be held in May each year on a date (and at a place) fixed by the Committee.
- (b) At least ten days' notice of this meeting shall be given to members.

26. SPECIAL GENERAL MEETING

- (a) The Committee shall call a Special General Meeting:
 - (i) whenever it considers it in the interests of the Club to do so, or
 - (ii) upon receipt of a requisition to do so signed by more than 10 members and stating the business of the meeting.
- (b) Notice of any business to be considered at any Special General Meeting must be given at least ten days before the meeting and in the case of a meeting called under rule 26(a)(ii), the meeting must be held within 21 days of the receipt of the requisition.
- (c) At any Special General Meeting no business shall be transacted other than that stated in the notice convening the meeting.

27. VOTING

- (a) At all general meetings voting shall be on a show of hands or a ballot shall be conducted in such manner as the chairperson shall determine. In the event of any vote being tied the tie shall be resolved by another ballot.
- (b) Two members (who are not nominees) appointed by the meeting shall act as scrutineers for the counting of votes and destruction of any voting papers.

28. QUORUM

At all general meetings 15% of the current membership shall form a quorum. If there is not a quorum present 15 minutes after the time set down for the meeting, the meeting shall be adjourned and immediately reconvened. At the reconvened meeting if there is no quorum within 15 minutes the members present shall either adjourn the meeting or the meeting can then transact its business if three-quarters of those present agree.

29. ALTERATION TO RULES

No alteration, addition or deletion shall be made to these rules except at a general meeting called for that purpose. Particulars of any proposed changes must be given in the notice convening the meeting. The votes of two thirds of those members present are required to effect any change.

30. COMMON SEAL

The Common Seal witnessed by two members of the Committee shall be affixed to documents only as the Committee directs.

31. DISSOLUTION

In accordance with the Incorporated Societies Act 1908, or any law in substitution for that act, members present at a general meeting of the Club may resolve that the Club be dissolved as from a date specified in that resolution. Any such resolution must be confirmed at a subsequent special general meeting called for that purpose, and held not earlier than thirty days after the passing of the resolution. Members shall direct after all debts of the Club have been paid the method of disposition of the funds and property of the Club after its dissolution to any similar charitable society in New Zealand.

Approved AGM 21 May 2013 Signed ... *N. K. Horne* *J. R. Joseph* ...

N K Horne *J D Fowler* J R Joseph