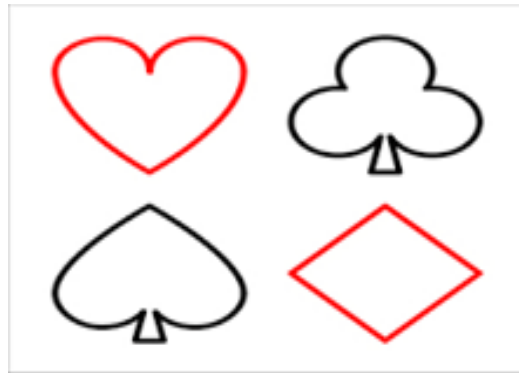


# COMMUNITY **BRIDGE** CLUB B A T E A U    B A Y



## Constitution 2026

**This constitution was passed unanimously by members casting their vote at the club's A.G.M held on Friday the 10th of April 2026**

## **CONTENT**

|                                                                        |    |
|------------------------------------------------------------------------|----|
| Part 1 – Preliminary.....                                              | 4  |
| 1. Definitions.....                                                    | 4  |
| Part 2 – Membership .....                                              | 5  |
| 2. Membership generally.....                                           | 5  |
| 3. Nomination for membership.....                                      | 5  |
| 4. Nomination for life membership.....                                 | 5  |
| 5. Cessation of membership.....                                        | 5  |
| 6. Membership entitlements not transferable.....                       | 6  |
| 7. Resignation of membership.....                                      | 6  |
| 8. Register of members.....                                            | 6  |
| 9. Fees and subscriptions.....                                         | 7  |
| 10.Members’ liabilities.....                                           | 7  |
| 11.Resolution of disputes.....                                         | 7  |
| 12.Complaints and grievances.....                                      | 7  |
| 13.Disciplining members.....                                           | 7  |
| 14.Right of appeal of disciplined member.....                          | 8  |
| Part 3 – The Committee.....                                            | 9  |
| 15 Powers of the committee.....                                        | 9  |
| 16. Composition and membership of committee.....                       | 9  |
| 17. Election of committee members.....                                 | 9  |
| 18. Secretary.....                                                     | 10 |
| 19. Treasurer.....                                                     | 10 |
| 20. Casual vacancies.....                                              | 10 |
| 21. Removal of committee members.....                                  | 11 |
| 22. Committee meetings and quorum.....                                 | 11 |
| 23. Appointment of club members as committee members<br>to quorum..... | 12 |
| 24. Voting and decisions.....                                          | 12 |
| Part 4 – General Meetings.....                                         | 13 |
| 25. Annual general meetings – holding of.....                          | 13 |
| 26. Annual General meetings – calling of and business at.....          | 13 |
| 27. Special general meetings – calling of.....                         | 13 |
| 28. Notice.....                                                        | 14 |
| 29. Quorum for general meetings.....                                   | 14 |
| 30. Presiding member.....                                              | 14 |
| 31. Adjournment.....                                                   | 14 |
| 32. Making of decisions.....                                           | 15 |
| 33. Special resolutions.....                                           | 15 |
| 34. Voting.....                                                        | 15 |

|                                                         |    |
|---------------------------------------------------------|----|
| 35. Proxy votes not permitted.....                      | 16 |
| 36. Postal or electronic ballots.....                   | 16 |
| Part 5 – Miscellaneous.....                             | 16 |
| 37. Insurance.....                                      | 16 |
| 38. Funds – source.....                                 | 16 |
| 39. Funds – management.....                             | 16 |
| 40. Club is non-profit.....                             | 16 |
| 41. Distribution of property on winding up of Club..... | 16 |
| 42. Custody of books etc.....                           | 17 |
| 43. Inspection of books etc.....                        | 17 |
| 44. Service of notices.....                             | 17 |
| 45. Financial year.....                                 | 17 |
| Appendix A. Application for membership of Club.....     | 18 |

# Part 1 - Preliminary

## 1. Definitions

(1) In this constitution:

**ordinary committee member** means a member of the committee who is not an office-bearer of the club.

**secretary** means, the person holding office under this constitution as secretary of the Club.

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

**special resolution** means. Any resolution in regard to changes to the name, constitution or objects of the club

(2) In this constitution:

(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.

(3) The name of the club shall be **Community Bridge Club Bateau Bay**

(4) The objectives of the club shall be:

(a) to affiliate with both the Australian Bridge Federation and Bridge NSW Ltd.

(b) to organise and promote duplicate bridge sessions, club championships, special club events.

(c) to organise and promote duplicate bridge through teaching, supervised play, seminars and information days.

(d) to develop members to become bridge directors and teachers.

(e) to provide a setting for the playing of bridge in a relaxed and friendly atmosphere

## **Part 2 - Membership**

### **2. Membership generally**

- (1) A person is eligible to be a member of the club if
  - (a) the person is a natural person, and
  - (b) the person has been nominated and agrees to be bound by the Club's constitution.

### **3. Nomination for membership**

- (1) A nomination of a person for membership of the club:
  - (a) must be made by a member of the club in writing in the form set out in Appendix A to this constitution, and
  - (b) must be lodged (including by email or other electronic means, if the committee so determines) with the secretary of the club.
- (2) As soon as practicable after receiving a nomination for membership, the secretary must refer the nomination to the committee which is to determine whether to approve or to reject the nomination.
- (3) As soon as practicable after the committee makes that determination, the secretary must:
  - (a) notify the nominee, in writing (including by email or other electronic means, if the committee so determines), that the committee approved or rejected the nomination (whichever is applicable), and
  - (b) if the committee approved the nomination, request the nominee to pay (within the period of 28 days after receipt by the nominee of the notification) the sum payable under this constitution by a member as entrance fee and annual subscription.
- (4) The secretary must, on payment by the nominee of the amounts referred to in subclause (3) (b) within the period referred to in that provision, enter or cause to be entered the nominee's name in the register of members and, on the name being so entered, the nominee becomes a member of the club.

### **4. Nomination for Life Membership**

A member may be voted a life member at a General Meeting by a resolution by the Club following a recommendation of the committee. They shall enjoy all the rights and be subject all obligations, of members except they shall be exempted from payment of all annual fees.

### **5. Cessation of membership**

A person ceases to be a member of the club if the person:

- (a) dies, or
- (b) resigns membership, or
- (c) is expelled from the club, or
- (d) fails to pay the annual membership fee within 3 months after the fee is due.

### **6. Membership entitlements not transferable**

A right, privilege or obligation which a person has by reason of being a member of the club:

- (a) is not capable of being transferred or transmitted to another person, and
- (b) terminates on cessation of the person's membership.

## ***7. Resignation of membership***

- (1) A member of the club may resign from membership of the club by first giving to the secretary written notice of at least one month (or such other period as the committee may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.
- (2) If a member of the club ceases to be a member under subclause (1), 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 member ceased to be a member.

## ***8. Register of members***

- (1) The secretary must establish and maintain a register of members of the club (whether in written or electronic form) specifying the name and postal or residential address of each person who is a member of the club together with the date on which the person became a member.
- (2) The register of members must be kept in New South Wales at the club's Secretary's address.
- (3) The register of members must be open for inspection, free of charge, by any member of the club at any reasonable hour.
- (4) A member of the club may obtain a copy of any part of the register on payment of a fee of not more than \$1 for each page copied.
- (5) If a member requests that any information contained on the register about the member (other than the member's name) not be available for inspection that information must not be made available for inspection.
- (6) A member must not use information about a person obtained from the register to contact or send material to the person, other than for the purposes of sending the person a newsletter, a notice in respect of a meeting or other event relating to the club or other material relating to the club, or
- (7) If the register of members is kept in electronic form:
  - (a) it must be convertible into hard copy, and
  - (b) the requirements in subclauses (2) and (3) apply as if a reference to the register of members is a reference to a current hard copy of the register of members.

## ***9. Fees and subscriptions***

- (1) A member of the club must, on admission to membership, pay to the club a fee of \$1 or, if some other amount is determined by the committee, that other amount.
- (2) In addition to any amount payable by the member under subclause (1), a member of the club must pay to the association an annual membership fee of \$2 or, if some other amount is determined by the committee, that other amount:
  - (a) except as provided by paragraph (b), before the first day of the financial year of the club in each calendar year, or
  - (b) if the member becomes a member on or after the first day of any calendar year – then on the first day of each succeeding calendar year.
- (3) Entrance fees will be determined by the Committee.

## **10. Members' liabilities**

The liability of a member of the club to contribute towards the payment of the debts and liabilities of the club or the costs, charges and expenses of the winding up of the club is limited to the amount, if any, unpaid by the member in respect of membership of the club.

## **11. Resolution of disputes**

- (1) A dispute between a member and another member (in their capacity as members) of the club, or a dispute between a member or members and the club are to be referred to a community justice centre for mediation under the *Community Justice Centres Act 1983*.
- (2) If a dispute is not resolved by mediation within 3 months of the referral to a community justice centre, the dispute is to be referred to arbitration.
- (3) The *Commercial Arbitration Act 2010* applies to any such dispute referred to arbitration.

## **12. Complaints and Grievances**

- (1) The Committee will appoint a Recorder who will receive written complaints and grievances from players with respect of events which occur at the Club and are seen as not being in the best interests of the Club.
- (2) The Recorder will record all complaints and grievances and attempt resolution.
- (3) The Recorder may refer complaints or grievances, if an individual has been reported repeatedly, or the matter is of a serious nature that disciplinary action may be needed to be considered by the Committee.
- (4) The Committee may request to see the Recorder's documentation whenever desired.

## **13. Disciplining of members**

- (1) A complaint may be made to the committee by any person that a member of the club:
  - (a) has refused or neglected to comply with a provision or provisions of this constitution, or
  - (b) has wilfully acted in a manner prejudicial to the interests of the club
- (2) The committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.
- (3) If the committee decides to deal with the 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 submissions 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.
- (4) The committee may, by resolution, expel the member from the club or suspend the member from membership of the club 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 and the expulsion or suspension is warranted in the circumstances.

- (5) 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.
- (6) The expulsion or suspension does not take effect
  - (a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
  - (b) If within the period the member exercises their right of appeal unless and until the club confirms the resolution under clause 14, whichever is the later.

#### ***14. Right of appeal of disciplined member***

- (1) A member may appeal to the club in general meeting against a resolution of the committee under clause 13, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- (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.
- (3) On receipt of a notice from a member under subclause (1), the secretary must notify the committee which is to convene a general meeting of the club to be held within 28 days after the date on which the secretary received the notice.
- (4) At a general meeting of the club convened under subclause (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.
- (5) The appeal is to be determined by a simple majority of votes cast by members of the club.

### **Part 3 - The committee**

#### ***15. Powers of the committee***

This constitution and to any resolution passed by the club in a general meeting, the committee:

- (a) is to control and manage the affairs of the club and
- (b) may exercise all such functions as may be exercised by the club, other than those functions that are required by this constitution to be exercised by a general meeting of members of the club, 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 club.



## **16. Composition and membership of committee**

- (1) The committee is to consist of:
  - (a) the office-bearers of the club, and
  - (b) at least (three) 3 ordinary committee members, each of whom is to be elected at the annual general meeting of the club under clause 17.
- (2) The total number of committee members is to be 7.
- (3) The office-bearers of the club are as follows:
  - (a) the president,
  - (b) the vice-president,
  - (c) the treasurer,
  - (d) the secretary.
- (4) A committee member may hold up to 2 offices (other than both the president and vice-president offices).
- (5) There is no maximum number of consecutive terms for which a committee member may hold office.
- (6) Each member of the committee is, subject to this constitution, to hold office until immediately before the election of committee members at the annual general meeting next following the date of the member's election but is eligible for re-election.

## **17. Election of committee members**

- (1) Nominations of candidates for election as office-bearers of the club or as ordinary committee members:
  - (a) must be made in writing, signed by 2 members of the club and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination), and
  - (b) must be delivered to the secretary of the club at least 7 days before the date fixed for the holding of the annual general meeting at which the election is to take place.
- (2) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.
- (3) If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be casual vacancies.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
- (6) The ballot for the election of office-bearers and ordinary committee members of the committee is to be conducted at the annual general meeting in such usual and proper manner as the committee may direct.
- (7) A person nominated as a candidate for election as an office-bearer or as an ordinary committee member of the club must be a member of the club.

## **18. Secretary**

- (1) The secretary of the club must, as soon as practicable after being appointed as secretary, lodge notice with Bridge NSW Ltd. of his or her address.
- (2) It is the duty of the secretary to keep minutes (whether in written or electronic form) 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.
- (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.
- (4) The signature of the chairperson may be transmitted by electronic means for the purposes of subclause (3).

## **19. Treasurer**

It is the duty of the treasurer of the club to ensure:

- (a) that all money due to the club is collected and received and that all payments authorised by the club 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 expenditure connected with the activities of the club. In addition to commission an annual audit of the books.

## **20. Casual vacancies**

- (1) In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the club to fill the vacancy and the member so appointed is to hold office, subject to this constitution, until immediately prior to election of committee members at the annual general meeting next following the date of the appointment.
- (2) A casual vacancy in the office of a member of the committee occurs if the member:
  - (a) dies, or
  - (b) ceases to be a member of the club, or
  - (c) becomes an insolvent under administration within the meaning of the *Corporations Act 2001* of the Commonwealth, or
  - (d) resigns office by notice in writing given to the secretary, or
  - (e) is removed from office under clause 21, or
  - (f) becomes a mentally incapacitated person, or
  - (g) is absent without the consent of the committee from (three) 3 consecutive meetings of the committee, or
  - (h) is convicted of an offence involving fraud or dishonesty for which the maximum penalty on conviction is imprisonment for not less than 3 months, or
  - (i) is prohibited from being a director of a company under Part 2D.6 (Disqualification from managing corporations) of the *Corporations Act 2001* of the Commonwealth.

## **21. Removal of committee members**

- (1) The club in general meeting may by resolution remove any member of the committee from the office of 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 office of the member so removed.
- (2) If a member of the committee to whom a proposed resolution referred to in subclause (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 club, the secretary or the president may send a copy of the representations to each member of the club or, if the representations 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.

## **22. Committee meetings and quorum**

- (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.
- (2) Additional meetings of the committee may be convened by the president or by any member of the committee.
- (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 the holding of the meeting.
- (4) Notice of a meeting given under subclause (3) must specify the general nature of the business to be transacted at the meeting and no business other than that 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.
- (5) Any (three) 3 members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- (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.
- (7) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.
- (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.
- (9) The Committee may invite members or professionals to attend meetings for their expertise and/or experience on an ex-officio basis. These attendees will abstain from voting.

## **23. Appointment of Club Members as Committee**

### **Members to Constitute Quorum.**

- (1) If at any time the number of committee members is less than the number required to constitute a quorum for a committee meeting, the existing committee members may appoint sufficient number of members of the club as committee members to enable the quorum to be constituted.
- (2) A member of the committee so appointed is to hold office, subject to this constitution, until the annual general meeting next following the date of the appointment.
- (3) This clause does not apply to the filling of a casual vacancy to which clause 20 applies.

## **24. Voting and decisions**

- (1) Questions arising at a meeting of the committee are to be determined by a majority of the votes of members of the committee present at the meeting.
- (2) Each member present (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.
- (3) Subject to clause 22 (5), the committee may act despite any vacancy on the committee

## **Part 4 - General meetings**

### **25. Annual general meetings - holding of**

The club must hold its annual general meetings within 6 months after the close of the club's financial year, or as soon as is practicable following a catastrophic event.

### **26. Annual general meetings - calling of and business at**

- (1) The annual general meeting of the Club is to be convened on such date and at such place and time as the committee thinks fit.
- (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,
  - (b) to receive from the committee reports on the activities of the club during the last preceding financial year,
  - (c) to elect office-bearers of the club and ordinary committee members,
  - (d) to receive and consider any financial statement
- (3) An annual general meeting must be specified as such in the notice convening it

### **27. Special general meetings - calling of**

- (1) The committee may, whenever it thinks fit, convene a special general meeting of the club.
- (2) The committee must, on the requisition in writing of at least (twelve) 12 of the total number of members, convene a special general meeting of the club.
- (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.
- (4) If the committee fails to convene a special general meeting to be held within (One) 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 (three) 3 months after that date.
- (5) A special general meeting convened by a member or members as referred to in subclause (4) must be convened as nearly as is practicable in the same manner as general meetings are convened by the committee.
- (6) For the purposes of subclause (3):
  - (a) a requisition may be in electronic form, and
  - (b) a signature may be transmitted, and a requisition may be lodged, by electronic means.

## **28. Notice**

- (1) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the club, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, give a 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.
- (2) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the club, the secretary must, at least (twenty one) 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 matter required under subclause (1), the intention to propose the resolution as a special resolution.
- (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).
- (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.

## **29. Quorum for general meetings**

- (1) No item of business is to be transacted at a general meeting unless a quorum of members entitled under this constitution to vote is present during the time the meeting is considering that item.
- (2) Five members present (being members entitled under this constitution to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (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.
- (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 3) are to constitute a quorum.

## **30. Presiding member**

- (1) The president or, in the president's absence, the vice-president, is to preside as chairperson at each general meeting of the club.
- (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.

### **31. Adjournment**

- (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.
- (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 club stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (3) Except as provided in subclauses (1) and (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.

### **32. Making of decisions**

- (1) A question arising at a general meeting of the club is to be determined by either:
  - (a) a show of hands, or if the meeting is one to which clause 36 applies, any appropriate corresponding method that the committee may determine or
  - (b) if on the motion of the chairperson or if (five) 5 or more members present at the meeting decide that the question should be determined by a written ballot—a written ballot.
- (2) If the question is to be determined by a show of hands, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or 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.
- (3) Subclause (2) applies to a method determined by the committee under subclause (1) (a) in the same way as it applies to a show of hands.
- (4) If the question is to be determined by a written ballot, the ballot is to be conducted in accordance with the directions of the chairperson.

### **33. Special resolutions**

- (1) A resolution is passed by the club as a special resolution –
  - (a) At a meeting of the club, of which notice has been given to its members no later than 21 days before the date on which the meeting is held; or
  - (b) In such a manner as the Secretary may direct.
  - (c) If it is supported by at least seventy five (75) percent of the votes cast
- (2) A notice referred to in subsection (1) (a) must include the terms of the resolution and a statement to the effect that this resolution is intended to be passed as a special resolution.
- (3) A direction under (1)(b) may not be given unless the Secretary is satisfied that it is impracticable to require votes to be cast in the manner provided in subsection (1)(a).

### **34. Voting**

- (1) On any question arising at a general meeting of the club a member has one vote only.
- (2) 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.
- (3) A member is not entitled to vote at any general meeting of the club unless all money due and payable by the member to the club has been paid.
- (4) A member is not entitled to vote at any general meeting of the club if the member is under 18 years of age.

### **35. Proxy votes not permitted**

Proxy voting must not be undertaken at or in respect of a general meeting.

### **36. Postal or electronic ballots**

The club may hold a postal or electronic ballot to determine any issue or proposal.

(Other than an appeal under clause 13).

## **Part 5 - Miscellaneous**

### **37. Insurance**

The club may effect and maintain insurance.

### **38. Funds - source**

- (1) The funds of the club are to be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the club in general meeting, such other sources as the committee determines.
- (2) All money received by the club must be deposited as soon as practicable and without deduction to the credit of the club's bank or other authorised deposit-taking institution account.
- (3) The club must, as soon as practicable after receiving any money, issue an appropriate receipt.

### **39. Funds – management**

- (1) Subject to any resolution passed by the club in general meeting, the funds of the association are to be used solely in pursuance of the objects of the club in the manner that the committee determines.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two (2) authorised signatories.

### **40. The Club is non-profit**

The club must apply its funds and assets solely in pursuance of the objects of the Club and must not conduct its affairs so as to provide a pecuniary gain for any of its members.



## **41. Distribution of property on winding up of The Club**

(1) in a winding up of the club, any surplus property of the club is to be transferred to another organisation with similar objects and which is not carried on for the profit or gain of its individual members.

(2) in this clause a reference to the surplus property of the club is a reference to that property of the club remaining after satisfaction of the debts and liabilities of the club and the costs, charges and expenses of the winding up of the club.

## **42. Custody of books etc**

Except as otherwise provided by this constitution, all records, books and other documents relating to the association must be kept in New South Wales at the residence of a committee member as determined by the committee.

## **43 Inspection of books etc**

(1) The following documents must be open to inspection, free of charge, by a member of the club at any reasonable hour:

- (a) records, books and other financial documents of the club,
- (b) this constitution,
- (c) minutes of all committee meetings and general meetings of the club.

(2) A member of the club may obtain a copy of any of the documents referred to in subclause (1) on payment of a fee of not more than \$1 for each page copied.

(3) Despite subclauses (1) and (2), the committee may refuse to permit a member of the club to inspect or obtain a copy of records of the club that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the club.

## **44. Service of notices**

(1) For the purpose of this constitution, a notice may be served on or given to a person:

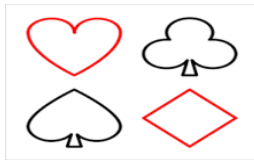
- (a) by delivering it to the person personally, or
- (b) by sending it by pre-paid post to the address of the person, or
- (c) by sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice.

(2) For the purpose of this constitution, a notice is taken, unless the contrary is proved, to have been given or served:

- (a) in the case of a notice given or served personally, on the date on which it is received by the addressee, 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 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.

## **45. Financial year**

The financial year of the club commences on the 1<sup>st</sup> of March and ends on the last day of February each Year.



## Appendix A

# COMMUNITY **BRIDGE** CLUBB A T E A U B A Y

## APPLICATION FOR MEMBERSHIP

|                                                                                                                                                                   |          |               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|---------------|
| Title:                                                                                                                                                            | Surname: | First Name:   |
| Address:                                                                                                                                                          |          |               |
| Suburb:                                                                                                                                                           |          | State:        |
| Postcode:                                                                                                                                                         |          |               |
| Home Phone:                                                                                                                                                       |          | Mobile Phone: |
| Emergency Contact Name:                                                                                                                                           |          |               |
| Phone No:                                                                                                                                                         |          |               |
| Email:                                                                                                                                                            |          |               |
| Day/Date of Birth:                      /                      / <small>ABF requirement to help identify when a member has the same name as someone else.</small> |          |               |
| I agree to my name and telephone number being printed in the CBCBB yearly program.                      Yes / No                                                  |          |               |
| I hereby apply to become a member of the Community Bridge Club Bateau Bay. In the event of my admission as a member I agree to be bound by the rules of the club. |          |               |
| Date:                      /                      /                      Signature of Applicant :                                                                 |          |               |
| <b>I am a financial member of The Entrance Leagues Club, Membership Number :</b>                                                                                  |          |               |

## PLAYER'S AUSTRALIAN BRIDGE FEDERATION STATUS (ABF)      Please circle

|                         |                                                   |          |
|-------------------------|---------------------------------------------------|----------|
| <b>New Membership</b>   | I have never been issued with an ABF number       | Yes / No |
| <b>Inactive</b>         | Not currently active but I do have an ABF number  | Yes / No |
| <b>Transferee</b>       | I wish to transfer my membership to this Club     | Yes / No |
| <b>Alternate</b>        | I wish to retain my present Home Club affiliation | Yes / No |
| <b>My ABF Number is</b> | <b>Current Home Club is</b>                       |          |

## FINANCIAL YEAR SUBSCRIPTIONS

Please select

|                                      |                          |                 |  |
|--------------------------------------|--------------------------|-----------------|--|
| <b>Home Club Membership Fee</b>      | 1 January to 31 December | <b>\$ 50.00</b> |  |
| <b>Home Club Membership Fee</b>      | 1 July to 31 December    | <b>\$ 40.00</b> |  |
| <b>Alternate Membership Fee only</b> | 1 January to 31 December | <b>\$ 10.00</b> |  |
|                                      | <b>Total Fees Due</b>    |                 |  |

## OFFICIAL USE ONLY

Membership proposed by: ..... Date:  
 Receipt No: ..... Date:  
 Accepted by the Committee: Date ..... Signed:.....

## COMMITTEE ACTION

Entered in Club Database: (signed).....Date:  
 ABF Masterpoint File: (signed) .....Date:  
 Copy to Secretary: (signed) .....Date: