

CABOOLTURE BRIDGE CLUB INC.

Rules

The name of the incorporated association shall be CABOOLTURE BRIDGE CLUB INC.

(in these Rules called "The Association")

Relevant Legislation:

Associations Incorporation Act (1981)

Associations Incorporation Regulation (1999)

Schedule 4 Associations Incorporation Regulation (1999) (Model Rules)

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1 NAME

- (a) The name of the Incorporated Association is "Caboolture Bridge Club Inc." (the Association).

2 INTERPRETATION

- (a) In these Rules –
 - Act** means the Associations Incorporation Act 1981.
 - Present –**
 - (a) At a management committee, see Rule 18
 - (b) At a sub-committee meeting, see Rule 22
 - (c) At a general meeting or special general meeting, see Rule 27
- (b) A word or expression that is not defined in these Rules but is defined in the Act has, if the context permits, the meaning given by the Act.

3 OBJECTS AND POWERS

The Objects of the Association shall be:

- (a) The promotion, control and advancement of duplicate bridge;
- (b) To conduct, organise and supervise bridge tournaments and competitions;
- (c) To affiliate and co-operate with other organisations or associations whose aims and objects are like and similar;
- (d) To interpret and administer the Laws of duplicate bridge, and the settlement of disputes arising in relation thereto;
- (e) Publication of matter relating to duplicate bridge;
- (f) To provide, maintain and improve Association premises and amenities;

The Powers of the Association are:

- (a) The Association, subject to the Act, the Regulations, these Rules, By-Laws and to any resolution passed by the Association in general meeting, has the powers of an individual.
- (b) The Association may, for example:
 - (i) enter into contracts; and
 - (ii) acquire, hold, deal with and dispose of property; and
 - (iii) charge for services and facilities it supplies; and
 - (iv) do other things necessary or convenient to be done in carrying out its affairs or meeting its objectives.
- (c) The Association may issue secured and unsecured notes, debentures and debenture stock for the Association.

4 CLASSES OF MEMBERS

- (a) The membership of the Association consists of any of the following classes of members:
- (i) Ordinary Members – namely those persons who have been admitted as an ordinary member of the Association.
 - (ii) Honorary Life Members - Honorary Life Membership may be granted to members for meritorious service to the Association upon the recommendation of the committee confirmed at an annual general meeting of the Association. An Honorary Life Member shall not be obliged to pay any subscription but shall otherwise be subject to the same obligations and entitled to the same privileges as other members
 - (iii) Honorary Members – being those persons, whose place of residence is outside the State of Queensland, whom the management committee may admit. Namely those persons not normally resident in Queensland whom the committee may think proper to admit to Honorary Membership, provided that no such admission shall confer such privilege for more than two calendar months and that no person shall be twice admitted to Honorary Membership within any one period of twelve calendar months. Honorary Members shall have no vote at any meeting of the Association or be eligible to hold office therein
 - (iv) Student Members– namely those persons who, in the opinion of the management committee, are bona fide students under the age of twenty-five years.
 - (v) Visitors - while not members of the Association are to be made welcome to the Association;
A visitor is a person who is;
 - (1) an applicant to join the Association and is awaiting committee approval, or; has been admitted by the secretary for a total of 8 sessions or a 2 calendar month period in any calendar year after satisfying the secretary that they are:
 - (2) a financial member of another bridge club that is affiliated with an association which is itself affiliated with the ABF or equivalent overseas organisation and;
 - (3) not under suspension or expulsion order from any bridge club and;
 - (4) shall have the same privileges, obligations and expected conduct as members except they will not be entitled to hold office in the Association, nominate or second members for election to office or persons for membership, take part or vote at meetings of the Association, nor compete in Association championships.
 - (5) Committee may, at its discretion, extend the period of time that a person is a Visiting Member.
- (b) The number of members in each class is unlimited.

5 MEMBERSHIP SUBSCRIPTIONS

The Annual membership fee for each class of membership:

- (a) Is an annual member fee comprised of an annual Association fee plus any applicable annual affiliation fees and is the amount recommended by the management committee and ratified by Association members at a general meeting of members.
- (b) Is payable when, and in a way the management committee decides.
- (c) Honorary Life Members of the Association, after admission as an Honorary Life Member, shall not be required to pay future Association annual membership fees or any other charges as may be levied by the Australian Bridge Federation or the Queensland Bridge Association or their successors. All such fees shall be met by the Association.
- (d) Membership fees are valid from January 1st to December 31st.

6 ADMISSION AND ELECTION OF MEMBERS

- (a) At the next meeting of the management committee after the receipt of any application and the fee applicable for any class of membership, such application shall be considered by the management committee, who shall thereupon determine upon the admission or rejection of the applicant.
- (b) The application for membership shall be made in writing, signed by the applicant and his proposer and seconder and shall be in such form as the management committee from time to time prescribes.
- (c) The management committee must ensure that, as soon as possible after the person applies to become a member of the Association, and before the management committee considers the person's application, the person is advised that the Association has Liability Insurance and the amount of the insurance.
- (d) Any applicant who receives a majority of the votes of the members of the management committee present at the meeting at which such application is being considered shall be accepted as a member of the class of membership for which application had been made.
- (e) Upon the acceptance or rejection of an application for any class of membership the secretary shall forthwith give the applicant notice in writing of such acceptance or rejection.

7 TERMINATION OF MEMBERSHIP

A member may resign from the Association at any time by giving notice in writing to the secretary. Such resignation shall take effect at the time such notice is received by the secretary unless a later date is specified in the notice when it shall take effect on that later date.

If a member:

- (a) is convicted of an indictable offence; or

- (b) fails to comply with any of the provisions of these rules; or
- (c) has membership fees in arrears for a period of two months or more; or
- (d) conducts him/herself in a manner considered to be injurious or prejudicial to the character or interests of the Association,

the management committee shall consider whether his/her membership should be terminated.

The member concerned shall be given a full and fair opportunity of presenting his/her case and if the management committee resolves to terminate his/her membership it shall instruct the secretary to advise the member in writing accordingly.

8 APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

- (a) A person whose application for membership has been rejected or whose membership has been terminated may within one month of receiving written notification thereof, lodge with the secretary written notice of his/her intention to appeal against the decision of the management committee.
- (b) Upon receipt of a notification of intention to appeal against rejection or termination of membership the secretary shall convene, within one month of the date of receipt by him/her of such notice, a general meeting to determine the appeal.
- (c) At any such meeting the applicant shall be given the opportunity to fully present his/her case and the management committee or those members thereof who rejected the application for membership or terminated the membership subsequently shall likewise have the opportunity of presenting its or their cases.
- (d) The appeal shall be determined by a majority vote of the members present and eligible to vote at the meeting and the secretary must give the member a written notice of the decision.
- (e) Where a person, whose application is rejected, does not appeal against the decision within 1 month after receiving written notice of the decision, or the person appeals but the appeal is unsuccessful, the secretary shall forthwith refund the amount of any fee paid by the person.

9 REGISTER OF MEMBERS

- (a) The management committee shall cause a register to be kept in which shall be entered the names and residential addresses of all persons admitted to membership of the Association and the dates of their admissions. Particulars shall also be entered into the register of deaths, resignations, terminations and reinstatements of membership and any further particulars as the management committee or the members at any general meeting may require from time to time.
- (b) The register shall be open for inspection at all reasonable times by any member who previously applies to the secretary for such inspection.
- (c) However, the management committee may, on the application of a member of the Association, withhold information about the member (other than the member's full name) from the register available for inspection if the management committee has

reasonable grounds for believing the disclosure of the information would put the member at risk.

(d) Prohibition on use of information on register of members

A member of the Association must not:

- (i) use information obtained from the register of members of the Association to contact, or send material to, another member of the Association for the purpose of advertising for political, religious, charitable or commercial purposes; or
- (ii) disclose information obtained from the register to someone else, knowing that the information is likely to be used to contact, or send material to, another member of the Association for the purpose of advertising for political, religious, charitable or commercial purposes.

Sub-Rule (d)(ii) does not apply if the use or disclosure of the information is approved by the Association.

10 APPOINTMENT OR ELECTION OF SECRETARY

- (a) The secretary must be an individual residing in Queensland, or in another State but not more than 65km from the Queensland border, who is –
 - (i) a member of the Association elected by the Association as secretary; or
 - (ii) any of the following persons appointed by the management committee as secretary-
 - (1) a member of the Association's management committee;
 - (2) another member of the Association;
 - (3) another person.
- (b) If a vacancy happens in the office of secretary, the members of the management committee must ensure a secretary is appointed or elected for the Association within 1 month after the vacancy happens.
- (c) If the management committee appoints a person mentioned in subrule 10(a)(ii)(2) as secretary, other than to fill a casual vacancy on the management committee, the person does not become a member of the management committee.
- (d) If the management committee appoints a person mentioned in subrule 10(a)(ii)(2) as secretary to fill a casual vacancy on the management committee, the person becomes a member of the management committee.
- (e) If the management committee appoints a person mentioned in subrule 10(a)(ii)(3) as secretary, the person does not become a member of the management committee.
- (f) In this rule— ***casual vacancy***, on a management committee, means a vacancy that happens when an elected member of the management committee resigns, dies or otherwise stops holding office.

11 REMOVAL OF SECRETARY

- (a) The management committee of the Association may at any time remove a person appointed by the committee as the secretary.
- (b) If the management committee removes a secretary who is a person mentioned in rule 10(a)(ii)(1), the person remains a member of the management committee.
- (c) If the management committee removes a secretary who is a person mentioned in rule 10(a)(ii)(2) and who has been appointed to a casual vacancy on the management committee under rule 10(d), the person remains a member of the management committee.

12 FUNCTIONS OF SECRETARY

The secretary's functions include, but are not limited to—

- (a) calling meetings of the Association, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the president of the Association; and
- (b) keeping minutes of each meeting; and
- (c) keeping copies of all correspondence and other documents relating to the Association; and
- (d) maintaining the register of members of the Association.

13 MEMBERSHIP OF MANAGEMENT COMMITTEE

The management committee of the Association consists of a president, treasurer, and any other members the association members elect at a general meeting including, but not limited to:

- (a) the president of the Association as chairman
- (b) the vice-president of the Association as vice-chairman
- (c) the secretary of the Association
- (d) the treasurer of the Association
- (e) three (3) additional members

14 ELECTION OF OFFICE BEARERS AND COMMITTEE

- (a) Office bearers and committee members shall be elected at an annual general meeting and shall hold office until the next annual general meeting at which all of them shall retire but any or all of them who retire shall be eligible for re-election, provided that any office bearer or committee member may, at any time, submit his or her resignation to the committee and further, that the committee may appoint any member to fill any casual vacancy.
- (b) A person may be a candidate only if the person:

- (i) is an adult; and
 - (ii) is a financial member of the Association; and
 - (iii) is not an Honorary Member mentioned in Sub-Rule 4 (iii); and
 - (iv) is not ineligible to be elected as a member under section 61A of the Act.
- (c) The Association president shall not hold office for more than three (3) consecutive years.
 - (d) Nominations for office bearers and for membership of the committee shall close at noon on the fourteenth day before the date of the annual general meeting.
 - (e) Every such nomination shall be signed by two financial members, bear the signed acceptance of the nominee and be lodged with the secretary.
 - (f) Nominations may be accepted at the annual general meeting only if there be an insufficiency of nominations.
 - (g) A list of the candidates' names in alphabetical order, with the proposer's and seconder's names, shall be posted in a conspicuous place in the office or usual place of meeting of the Association for at least seven days immediately preceding the annual general meeting.
 - (h) Where a ballot is necessary, it shall be held and conducted as follows:
 - (i) the ballot shall be a secret ballot.
 - (ii) the member obtaining the highest number of votes shall be declared elected, and in the event of a tie, a further secret ballot shall be held between the nominees who acquired the equal number of votes.
 - (iii) two (2) scrutineers shall be chosen by the chairman of the meeting from among the members who are not candidates for election and they shall conduct the ballot and shall certify to the chairman the names of the persons elected.
 - (iv) if before the ballot is taken the number of candidates for any position is reduced by withdrawals or otherwise to the number required to fill the vacancies for that position, that candidate or those candidates remaining shall be declared elected to the position or respective positions by the chairman, without ballot.
 - (v) the certificate of the scrutineers as to the result of any election shall be final and conclusive.
 - (vi) forthwith after the declaration of the result of elections the ballot papers shall be burnt or otherwise destroyed by the scrutineers.

15 RESIGNATION, REMOVAL OR VACATION OF OFFICE OF MANAGEMENT COMMITTEE MEMBER

- (a) A member of the management committee may resign from the committee by giving written notice of resignation to the secretary.

The resignation takes effect at:

- (i) the time the notice is received by the secretary; or

- (ii) if a later time is stated in the notice then, the later time.
- (b) If a casual vacancy happens on the management committee, the continuing members of the committee may appoint another member of the Association to fill the vacancy until the next annual general meeting.
- (c) The continuing members of the management committee may act despite a casual vacancy on the management committee.
- (d) However, if the number of committee members is less than the number fixed under Rule 17 as a quorum of the management committee, the continuing members may act only to increase the number of management committee members to the number required for a quorum.
- (e) The Association, by a resolution passed at a special general meeting by a two-thirds majority of members present and eligible to vote, may remove any office bearer or committee member before the expiration of his or her period of office and may, at the same, or a subsequent special general meeting, appoint another person in his or her stead.
- (f) Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office.
- (g) A member has no right of appeal against the member's removal from office under this Rule.
- (h) A member immediately vacates the office of member in the circumstances mentioned in section 64(2) of the Act.

16 DISCIPLINARY POWERS

- (a) The management committee has the authority to exercise disciplinary powers with respect to members of the Association. Disciplinary powers include but are not limited to:
 - (i) Caution;
 - (ii) Censure;
 - (iii) Suspension from membership for a stated period of time
 - (iv) refusal of entry, or omission to invite the entry to any bridge tournament or other function or functions of whatsoever nature conducted by or under the auspices of the Association other than a congress or a QBA event; and
 - (v) deprivation of any rights and privileges of membership.
- (b) In the exercise of its disciplinary powers, the management committee may act on the written report of a session director or a session recorder or on the written complaint of any member addressed to the committee.
- (c) Before the management committee exercises any disciplinary power, the committee shall give the member concerned a full and fair opportunity to show why a disciplinary power should not be exercised.

- (d) If, after considering all representations made by the member, the management committee proposes to exercise a disciplinary power, the committee shall give the member a full and fair opportunity to show why the disciplinary power proposed by the committee should not be exercised.
- (e) If, after considering all representations made by the member, the committee decides to exercise a disciplinary power, the secretary to the committee must give the member a written notice of the decision.
- (f) A member against whom the management committee has exercised a disciplinary power and who has received a written notice of the decision may appeal against the decision. The provisions of Rules 7 and 8 apply to the appeal as if the disciplinary action was termination of membership.
- (g) A member suspended under Sub-Rule (a)(iii) shall not during the period of suspension be entitled to exercise any of the rights of membership but shall nevertheless remain a member.

17 FUNCTIONS OF THE MANAGEMENT COMMITTEE

- (a) Subject to these Rules or a resolution of the members of the Association carried at a general meeting, the management committee has the general control and management of the administration of the affairs, property and funds of the Association
- (b) The management committee has authority to interpret the meaning of these Rules, any By-Laws made under these Rules; and any matter relating to the Association on which the Rules or By-Laws are silent, but any interpretation must have regard to the Act, including any regulation made under the Act.
- (c) The management committee may exercise the powers of the Association:
 - (i) to borrow, raise or secure the payment of amounts in a way the members of the Association decide; and
 - (ii) to secure the amounts mentioned in paragraph (a) or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Association in any way, including by the issue of debentures (perpetual or otherwise) charged upon the whole or part of the Association's property, both present and future; and
 - (iii) to purchase, redeem or pay off any securities issued; and
 - (iv) to borrow amounts from members and pay interest on the amounts borrowed; the rate of interest must not be more than the current rate being charged for overdrawn accounts on money lent (regardless of the term of the loan) by
 - (1) the financial institution for the Association; or
 - (2) if there is more than one financial institution for the Association, then the financial institution nominated by the management committee
 - (v) to mortgage or charge the whole or part of its property; and
 - (vi) to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Association; and
 - (vii) to provide and pay off securities issued; and

- (viii) to invest in a way the members of the Association may decide
- (ix) The management committee shall have the power to make financial grants to individual members, pairs or teams to compete in events conducted by the Queensland Bridge Association or the Australian Bridge Federation or their successors, and to pay expenses to Association members when engaged on Association business.

18 MEETINGS OF MANAGEMENT COMMITTEE

- (a) Subject to this Rule, the management committee may meet and conduct its proceedings as it considers appropriate.
- (b) The management committee shall meet at least once every calendar month to exercise its functions.
- (c) A question arising at a committee meeting is to be decided by a majority vote of members of the committee present at the meeting and, if the votes are equal, the question is decided in the negative.
- (d) A member of the management committee must not vote on a question about a contract or proposed contract with the association if the member has an interest in the contract or proposed contract and, if the member does vote, the members vote must not be counted.
- (e) Subject as previously provided in this Rule, the management committee may meet and regulate its proceedings as it thinks fit; provided that questions arising at any meeting of the management committee shall be decided by a majority of votes and, in the case of equality of votes, the question shall be deemed to be decided in the negative.
- (f) The president shall preside as chairman at every meeting of the management committee, or if there is no president, or if at any meeting he is not present within ten minutes after the time appointed for holding the meeting, the vice president shall be chairman, or if the vice president is not present at the meeting, the members may choose one of their number to be chairman of the meeting.
- (g) The management committee may hold meetings or permit a committee member to take part in its meetings, by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- (h) A resolution in writing signed by all the members of the management committee for the time being entitled to receive notices of a meeting of the management committee shall be as valid and effectual as if it had been passed at a meeting of the management committee duly convened and held. Any such resolution may consist of several documents in like form, each signed by one or more members of the management committee. A flying minute response sheet is attached at Appendix 1.

19 QUORUM FOR, AND ADJOURNMENT OF, MANAGEMENT COMMITTEE MEETING

- (a) At a management committee meeting, more than 50% of the members elected to the committee as at the close of the last general meeting of the members form a quorum.

- (b) If within half an hour from the time appointed for the commencement of a management committee meeting a quorum is not present, the meeting, if convened upon the requisition of members of the management committee, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place or to such other day and at such other time and place as the management committee may determine, and
- (c) If at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.

20 MINUTES OF MANAGEMENT COMMITTEE MEETINGS

- (a) The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each management committee meeting are recorded and a hard copy kept.
- (b) To ensure the accuracy of the minutes, the minutes of each management committee meeting must be signed by the chairperson of the meeting. or the chairperson of the next management committee meeting, verifying their accuracy.

21 RESOLUTIONS OF MANAGEMENT COMMITTEE WITHOUT MEETING (Use of the flying minute)

- (a) When there is insufficient business to justify a committee meeting but there is one or a number of items of urgency requiring attention, or if there is an urgent matter for consideration but no meeting scheduled, the secretary may gain a decision by consulting committee members by a flying minute. A flying minute must contain the necessary background information in relation to the matter(s) being canvassed; a form of motion proposed in relation to the matter(s) or the suggested outcome(s); and a section which is to be completed by members and returned by the specific deadline which states that they agree or disagree with the draft motion.
- (b) A flying minute must be sent or passed to all committee members. A motion contained in a flying minute that has been returned to the secretary within the stated deadline and has been agreed by a majority of committee members is valid and effectual as if it had been passed at a committee meeting that was properly called and held.
A flying minute may be conducted either –
 - (i) by the use of a response sheet (as provided at Appendix 1 to these Rules) and circulated by e-mail, or by any technology that permits transmission of the written minute and signature of committee member or
 - (ii) by the use of a single minute circulated among committee members and signed (with date of signature) by each committee member who states his/her agreement or disagreement with the draft motion.
- (c) The agenda of the next ordinary meeting of the committee occurring after the transmission of the flying minute must include an item which reports on the consultation of members by flying minute; outcome of that consultation and the

motion as adopted by the committee as a consequence of responses to the flying minute.

22 APPOINTMENT OF SUBCOMMITTEES

The management committee may delegate any of its powers to a subcommittee consisting of such members of the Association as the management committee thinks fit. Any subcommittee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the management committee.

- (a) A sub-committee may elect a chairman of its meetings. If no such chairman is elected, or if at any meeting the chairman is not present within ten minutes after the time appointed for holding the meeting, the members present may choose any of their number to be chairman of the meeting.
- (b) A sub-committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of members present and, in the case of an equality of votes, the question shall be deemed to be decided to the negative.
- (c) The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each sub-committee meeting are recorded and a hard copy kept.
- (d) A member of the sub-committee who is not a member of the management committee is not entitled to vote at a management committee meeting.

23 ACTS NOT AFFECTED BY DEFECTS OR DISQUALIFICATIONS

- (a) An act performed by the management committee, a subcommittee or a person acting as a member of the management committee is taken to have been validly performed.
- (b) Subrule 23(a) applies even if the act was performed when-
 - (i) there was a defect in the appointment of a member of the management committee, subcommittee or person acting as a member of the management committee; or
 - (ii) a management committee member, subcommittee member or person acting as a member of the management committee was disqualified from being a member.

24 NOTICE OF GENERAL MEETING

- (a) The secretary may call a general meeting of the Association.
- (b) The secretary must give at least fourteen (14) days' notice of the meeting to each member of the association.
- (c) If the secretary is unable or unwilling to call the meeting, the president must call the meeting.
- (d) The management committee may decide the way in which the notice must be given.

- (e) However, notice of the following meetings must be given in writing-
 - (i) a meeting called to hear and decide the appeal of a person against the management committee's decision-
 - (1) to reject the person's application for membership of the Association; or
 - (2) to terminate the person's membership of the Association;
 - (ii) a meeting called to hear and decide a proposed special resolution of the association.
- (f) A notice of a general meeting must state the business to be conducted at the meeting.

25 QUORUM FOR, AND ADJOURNMENT OF, GENERAL MEETING

- (a) No business shall be transacted by any meeting of the Association or management committee unless a quorum of members is present when the meeting proceeds to business. If a quorum is not present, the meeting shall automatically adjourn to a time decided upon by those present. Notices of the adjournment shall be issued to all entitled to receive them by the secretary and the meeting shall proceed to business on resumption whether a quorum is then present or not.
- (b) At any general meeting or special general meeting a quorum shall be at least the number of members elected or appointed to the management committee at the close of the Association's last general meeting plus one.

26 PROCEDURE AT A GENERAL MEETING

- (a) A member may take part and vote in a general meeting in person, by proxy (using the forms listed in Appendix 2 or 3), or by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- (b) A member who participates in a meeting as mentioned in subrule (1) is taken to be present at the meeting.
- (c) At each general meeting-
 - (i) the president is to preside as chairperson; and
 - (ii) if there is no president or if the president is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, the members present must elect one (1) of their number to be chairperson of the meeting; and
 - (iii) the chairperson must conduct the meeting in a proper and orderly way.

27 VOTING AT A GENERAL MEETING

- (a) At a general meeting, each question, matter or resolution, other than a special resolution, must be decided by a majority of votes of the members present.
- (b) Each member present and eligible to vote is entitled to 1 vote only and, if the votes are equal, the chairperson has a casting vote as well as a primary vote.

- (c) A member is not entitled to vote at a general meeting if the member's annual subscription is in arrears at the date of the meeting.
- (d) The method of voting is to be decided by the management committee.
- (e) A simple majority, except where otherwise stipulated herein, shall be sufficient to decide any question, matter or resolution, other than a special resolution. In the event of any equality of votes on any question, matter or resolution, such shall be deemed to have been resolved in the negative.
- (f) A special resolution may be passed at a general meeting or special general meeting if approved by 3/4 of the members who are present and entitled to vote on the resolution.
- (g) The sense of all meetings shall, unless at least two members present call for a ballot or division, be determined on the voices or upon a show of hands. Unless such ballot or division is so demanded, a declaration by the chairman that a resolution has on a show of hands been carried unanimously, carried by a particular majority, or lost, and an entry to that effect in the book of proceedings of the meeting shall be conclusive evidence of the fact.
- (h) The fact that a member voted against any motion shall be entered in the book of proceedings of the meeting if the said member so demands.
- (i) If a secret ballot is held, the chairperson must appoint 2 members to conduct the secret ballot in the way the chairperson decides.
- (j) The result of a secret ballot as declared by the chairperson is taken to be a resolution of the meeting at which the ballot was held.

28 SPECIAL GENERAL MEETING

- (a) The secretary must call a special general meeting by giving each member of the association notice of the meeting within 14 days after-
 - (i) being directed to call the meeting by the management committee; or
 - (ii) being given a written request signed by-
 - (1) at least 33% of the number of members of the management committee when the request is signed; or
 - (2) at least the number of ordinary members of the Association equal to double the number of members of the association on the management committee when the request is signed plus 1; or
 - (iii) being given a written notice of an intention to appeal against the decision of the management committee-
 - (1) to reject an application for membership; or
 - (2) to terminate a person's membership.
- (b) A request mentioned in subrule 27(a)(ii) must state-
 - (i) why the special general meeting is being called; and
 - (ii) the business to be conducted at the meeting.
- (c) A special general meeting must be held within 1 month after the secretary-

- (i) is directed to call the meeting by the management committee; or
 - (ii) is given the written request mentioned in subrule 27(a)(ii); or
 - (iii) is given the written notice of an intention to appeal mentioned in subrule 27(a)(iii).
- (d) If the secretary is unable or unwilling to call the special meeting, the president must call the meeting.

29 PROXIES

- (a) Unless a member wants a proxy to specifically vote for or against a resolution, or for a particular candidate for a contested position on the Management Committee (where this applies), the instrument appointing the proxy must be in writing and, if possible, be in the form as provided at Appendix 2.
- (b) If a member wants to direct a proxy to vote for or against a resolution, or for a particular candidate for a contested position on the Management Committee (where this applies), the instrument appointing the proxy must be in writing and, if possible, be in the form as provided at Appendix 3. A resolution, or a candidate for a contested position on the Management Committee that is not itemised on this form will confer authority for the proxy to vote as the proxy considers appropriate for any such resolution or candidate.
- (c) The instrument appointing a proxy must be signed by the appointor or the appointor's attorney properly authorised in writing and also by the Appointee as verification of acceptance of the appointment.
- (d) A proxy must be a member of the Association.
- (e) A proxy, being a member of the association, must not hold more than three (3) instruments of appointment (or such other number as members present at a general meeting may by majority vote so decide). Instruments held in excess of this number shall be invalid.
- (f) Each instrument appointing a proxy must be registered with the Secretary before the start of the meeting or adjourned meeting at which the person named in the instrument proposes to vote.
- (g) The Secretary must ensure that no member is registered to hold more than the number of instruments to which he/she is entitled to hold in accordance with 29(e) above.
- (h) The instrument appointing a proxy is taken to confer authority to demand or join in demanding a secret ballot.
- (i) A proxy appointed by instrument in the form mentioned in 29(a) may vote as the proxy considers appropriate.

30 MINUTES OF GENERAL MEETINGS

A hard copy of the minutes of the proceedings of every general meeting and special general meeting shall be kept and shall be signed by the chairman of the same meeting,

or by the chairman of the next meeting of the same nature and the same, when so signed, shall be prima facie evidence of all such proceedings.

31 BY-LAWS

By-Laws, consistent with these Rules, for the internal management of the Association, may be made, amended, repealed or added to by a resolution carried at a general meeting.

32 ALTERATION TO RULES OR DISSOLUTION OF ASSOCIATION

Subject to the provisions of the Associations Incorporation Act 1981, these Rules may be amended, rescinded or added to from time to time by a special resolution carried at any general meeting; provided that no such amendment, rescission or addition shall be valid unless the same shall have been previously submitted to and approved by the Queensland Bridge Association and the Under Secretary, Department of Justice, Brisbane.

These Rules shall not be altered, nor the Association dissolved unless not less than two-thirds of the financial members present and voting at a general meeting called for that specific purpose cast their votes in favour of such alteration or dissolution.

If the Association shall be wound up in accordance with the provisions of the Associations Incorporation Act 1981 and there remains after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association, but shall be given or transferred to some other institution or institutions.

- (a) having objects similar to the Association's objects; and
- (b) the Rules of which prohibit the distribution of the entity's income and assets to its members.

33 COMMON SEAL

- (a) The management committee must ensure the Association has a common seal.
- (b) The common seal must be:
 - (i) kept securely by the management committee; and
 - (ii) used only under the authority of the management committee.
- (c) Each instrument to which the seal is attached must be signed by a member of the management committee and countersigned by:
 - (i) the secretary; or
 - (ii) another member of the management committee; or
 - (iii) someone authorised by the management committee.

34 FUNDS AND ACCOUNTS

- (a) The funds of the Association must be kept in accounts in the name of the Association in a financial institution decided by the management committee.

- (b) Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the Association.
- (c) All amounts must be deposited in the financial institution account as soon as practicable.
- (d) A payment by the Association of \$100 or more must be made by cheque or electronic funds transfer.
- (e) If a payment of \$100 or more is made, the cheque or electronic funds transfer must be signed or authorised by any two of the following:
 - (i) the President;
 - (ii) the Vice President;
 - (iii) the Secretary;
 - (iv) the Treasurer;
 - (v) any one of three other members of the Association who have been authorised by the management committee to sign cheques issued by the association
- (f) However, one of the persons who signs the cheque or authorises the electronic funds transfer must be the president, the vice president, the secretary or the treasurer.
- (g) Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed "not negotiable".
- (h) A petty cash account must be kept on the imprest system, and the management committee must decide the amount of petty cash to be kept in the account.
- (i) All expenditure must be approved or ratified at a management committee meeting except that expenditure by the Association of \$20,000 or more (or more than \$20,000 in aggregate if the expenditure relates to a single project), or such other amount as may be approved by members at a general meeting, must be approved by members at a General Meeting prior to commitment of expenditure.
- (j) Single projects attracting special grants requiring Association funding of less than \$20,000 shall be ratified by the management committee.

35 GENERAL FINANCIAL MATTERS

- (a) On behalf of the management committee, the treasurer must, as soon as practicable after the end date of each financial year, ensure a financial statement for its last reportable financial year is prepared.
- (b) The income and property of the Association must be used solely in promoting the Association's objects and exercising the Association's powers.

36 DOCUMENTS

- (a) The management committee must ensure the safe custody of books, documents, instruments of title and securities of the Association.

- (b) The financial documents of the Association must be kept:
 - (i) in Queensland; and
 - (ii) for a period of at least five years.

37 NOTICES

- (a) A notice or advice may be given by the management committee to any person personally or by sending it either:
 - (i) by posting a properly addressed prepaid letter containing the notice or advice, whether the notice or advice forms part of or is accompanied by other material, to the person at the person's nominated postal address; or
 - (ii) by email to the person's nominated email address.
- (b) Where a notice or advice is sent by post, service of the notice or advice shall be deemed to have been effected at the time at which the letter would be delivered in the ordinary course of post.
- (c) Where a notice or advice is sent by email, service of the notice or advice shall be deemed to be effected on the date of its successful transmission.

38 FINANCIAL YEAR

The financial year of the Association shall close on 31st December in each year.

RULES

APPENDIX 1

Response sheet for a flying minute (Rule 18(h) and Rule 21)

To:

The Secretary Caboolture Bridge Association

Response Sheet – Flying Minute – (Date)

Issue under discussion

Draft Motion: _____

agree/disagree* with the draft motion • Please delete as appropriate

Name of Member _____ Signature _____ Date _____

Please return this response sheet to be received by the Secretary by (time and date)

RULES

APPENDIX 2

General Form of Proxy (Rule 29(a))

Caboolture Bridge Association:

I, _____ of _____, being
a member of the Association, appoint _____

_____ of _____

as my proxy to vote for me on my behalf at the general meeting
of the Association, to be held on the _____ day of the month of _____

20____ and at any adjournment of the meeting.

Signed this _____ day of _____ 20____

_____ Signature of Appointor

_____ Signature of Appointee

NOTE:

This form to be used where the Appointor does NOT want to direct his/her proxy to specifically vote for or against a resolution and/or for a position on the Management Committee (where this applies) leaving it entirely for the proxy to vote as the proxy considers appropriate.

RULES

APPENDIX 3

Form of Proxy for voting For or Against a Resolution or for a particular candidate for a contested position on the Management Committee (Rule 29(b))

Caboolture Bridge Association:

I, _____ of _____, being a member of the Association, appoint _____ of _____

as my proxy to vote for me on my behalf at the general meeting of the Association, to be held on the _____ day of the month of _____ 20____ and at any adjournment of the meeting.

I Direct my proxy to vote –

(1) In favour of/against (strike out whichever is not wanted) Resolution 1 which states _____

(2) In favour of/against (strike out whichever is not wanted) Resolution 2 which states _____

(3) For candidate _____ for the contested position of _____ on the Management Committee.

(4) For candidate _____ for the contested position of _____ on the Management Committee

Add other resolutions/positions as applicable. Where appropriate, appointor to write "abstain" in the relevant space.

Signed this _____ day of _____ 20_____

_____ Signature of Appointor

_____ Signature of Appointee

NOTE:

(1) This form to be used where the Appointor wants his/her proxy to vote for a resolution and/or a particular candidate for a position on the Management Committee (where this applies) as he/she so directs.

(2) If a resolution, or a candidate for a contested position, is not itemised, a proxy may vote as the proxy considers appropriate.

(3) A line must be drawn through any "vacant" spaces on this form.