

CONSTITUTION of the KOOYONG LAWN TENNIS BRIDGE CLUB

A Special Interest Group formed under the auspices of the

KOYONG LAWN TENNIS CLUB INC

1 The name of the Special Interest Group is Kooyong Lawn Tennis Bridge Club hereafter referred as KLTBC

2 In this constitution unless the contrary intention appears:

- a) 'The Club' means the Kooyong Lawn Tennis Club Inc;
- b) 'KLTBC' means the Kooyong Lawn Tennis Bridge Club;
- c) 'The Committee' means the Committee of the KLTBC;
- d) 'AGM' means the Annual General Meeting of the KLTBC;
- e) "member" prior to the adoption of this Constitution shall mean and include any member of the Club who has played Duplicate Bridge at the Club during the past two years or who is on a generally used and accepted list of KLTBC Bridge Members and on adoption of this Constitution shall mean any person meeting the qualifications and making application hereunder; and
- f) the singular includes the plural, the masculine includes the feminine and vice versa.

3 The purpose of KLTBC is to:

- a. Promote and advance the game of bridge
- b. Facilitate social and competitive bridge
- c. Arrange and manage teams events and an annual congress
- d. Organize learning opportunities for members to advance their bridge skills.

4.1 The affairs of the KLTBC shall be managed by the Committee which shall consist of not less than 5 and not more than 9 members comprising three Officers and six (or less) Ordinary members.

4.2 Any member of KLTBC may stand for election to the Committee. The member must notify the Secretary in writing of his or her intention to do so. This must occur by 5pm not less than 14 days, prior to the AGM. Such notice must be signed by the member and by two other members as proposer and seconder.

4.3 The members present at the AGM shall elect as Officers a President, Treasurer and Secretary and up to six Ordinary members from KLTBC members as positions become vacant. Term of office for these positions will be, after 2013, three years and at the 2010 AGM for the periods set out below.

Retiring members are eligible for re-election

Provisions as to rotation are set down in 4.4

4.4 Rotation in the first three years shall be as follows:

<u>AGM year</u>	<u>Officer to Rotate</u>	<u>Ordinary members to rotate</u>
2011	Secretary	Those 2 members elected in 2010 for one year
2012	Treasurer	Those 2 members elected in 2010 for two years
2013	President	Those 2 members elected in 2010 for three years

The following further provisions shall apply:

- The rotation of Ordinary members above is based on six members being appointed in 2010. If there is a lesser number appointed then the schedule shall be reasonably adjusted to achieve the objective of having One Officer and one-third of Ordinary members retiring annually and in future years the number appointed may be increased to six Ordinary members and the rotation schedule adjusted accordingly.
- At the 2010 election for Ordinary members of the Committee, the persons polling the highest number of votes shall be progressively appointed for the longer terms.

- From 2014 each Member of Committee shall be appointed for three years.
 - In the event of a casual vacancy on Committee being filled the appointment shall be for the period to reasonably accord with the schedule above and the provisions herein.
- 4.5 If the number of candidates nominated as officers and/or ordinary members of the Committee does not exceed the respective vacancies then the ensuing AGM shall elect the nominees.
- 4.6 If the number of nominations for the Committee in accordance with these rules exceeds the number of vacancies for any position on the Committee, the members present at the AGM in person or by proxy shall thereupon by secret majority vote determine the successful candidates.
- 4.7 If a vote is required, the Committee shall appoint two scrutineers who shall count the ballot papers and certify the result of such assessment to the Chairperson of the AGM.
- 4.8 The Committee may appoint a member of KLTBC to fill any casual vacancy of an Ordinary member on the Committee for a term to accord with the rotation principles set out in 4.4.
- 4.9 In the event of a casual vacancy of any officer of the Committee, the Committee may appoint a member of Committee to the vacant office. The member appointed shall hold that position, subject to these Rules, for a term to accord with the rotation principles set out in 4.4.
- 4.10 Any 5 members of the Committee shall constitute a quorum. No business shall be transacted unless a quorum is present.
- 4.11 In the event that no member of the KLTBC gives notice to the Committee pursuant to 4.2, then the retiring present members of the Committee shall, if willing, be deemed to be re-elected.
- 4.12 The Secretary shall keep Minutes of all meetings of the Committee and distribute them to the Committee members within seven days of a Committee meeting. Minutes are to be signed by the President. Record of Committee meetings will be filed in a Minute book and be available as a reference point at each Committee meeting and on request for inspection by any member.
- 5.1 Only current financial members of The Club shall be entitled to be members of KLTBC. The Club membership rules apply to KLTBC.
- 5.2 The Committee shall maintain a register of members of KLTBC
- 5.3 Application for membership must be made to the Committee on the form prescribed by the Committee and applicants should provide their Club membership number and where applicable, their ABF number. Applicants shall become members by applying correctly save as set out in 6.1. The relevant persons referred to in 2(e) automatically continue to be members after adoption of this Constitution.
- 6.1 If the Committee is of the opinion that a member of KLTBC has behaved in a manner unbecoming of a member, the Committee may suspend that member from membership of KLTBC for a specified period or indefinitely. In the event that the Committee by 75% majority vote deems an applicant not worthy for membership for good and proper reason then membership may be refused.
- 6.2 Any member so suspended or rejected for membership may appeal against that suspension or rejection by way of a re-hearing to an appeal Committee appointed by the Committee of The Club.
- 6.3 If the Committee is of the opinion that a member of the Committee has behaved in a manner unbecoming, the Committee can move a vote of no confidence and if a majority vote carries the motion, the matter shall then be referred to a Special General Meeting. That meeting by secret majority vote may decide to remove such member from the Committee and/or as a member of KLTBC.
- 7.1 An AGM shall be held each calendar year and within three months of end of financial year.

- 7.2 Any notice may be deemed to be given to a member of KLTBC by handing it to that member or by posting it to the member by prepaid post at their address shown in the KLTBC register of members or by sending it to the member at his email address recorded as such in the register of members.
- 7.3 All members of KLTBC shall be given notice in writing of the date, time and place of the AGM not less than 28 days prior to the date of the AGM. Notice asking for nominations to the Committee and special matters to be discussed at the AGM will be communicated at this time.
- 7.4 The business of the AGM shall be:
- To confirm the minutes of the preceding AGM;
 - To receive the reports which shall be presented by the Committee.
 - To confirm appointment of auditor for the following year subject to the Committee holding a written acceptance to so act;
 - To elect the Officers and Ordinary members of the Committee as provided herein
 - To consider such other matters as the Committee may deem appropriate;
 - To consider such special other matters as the members attending may put in writing addressed to the Secretary no less than 14 days prior to the AGM.
- 7.5 The AGM shall be chaired by the President. If the President is not present, the Committee shall appoint a member of the Committee as chairperson.
- 7.6 No business shall be conducted at the AGM unless a quorum is present. Ten members other than the committee personally present shall constitute a quorum.
- 7.7 A member of KLTBC may direct another member of KLTBC to act as his proxy to lodge his personal vote. Such appointment shall be in writing, signed by the appointee and be given to a member of the committee prior to the start of the AGM.
- 8.1 In addition to the AGM, the Committee, in its absolute discretion or on the written request of 20 members, may convene other General Meetings (called 'Special General Meetings') to consider and resolve such matters as may be nominated by the said minimum 20 members or as determined by the Committee.
- 8.2 The provisions as to notice, voting and other herein applying to an AGM shall as appropriate apply to Special General Meetings.
- 9.1 At meetings of the Committee, at the AGM and at Special General Meetings, questions shall be decided by a simple majority of votes save as specifically provided herein.
- 9.2 Each member is entitled to one vote.
- 9.3 In the event of a tied vote at any meeting, the person chairing the meeting shall have a second or casting vote.
- 10.1 The Committee may open such bank accounts in the name of KLTBC as it shall from time to time decide.
- 10.2 The Treasurer must collect all monies receivable by KLTBC, make payments authorised by the Committee and keep accurate records of the financial affairs of KLTBC.
- 10.3 All cheques must be signed by two of three signatories from the Committee.
- 11 The financial year of KLTBC ends on 31st July. KLTBC's Treasurer will provide a financial statement annually to the KLTBC Auditor prior to the AGM who will vet and review the financial position of KLTBC. The Auditor's report is to be submitted to KLTBC and distributed at each AGM annexed to the financial statement.

- 12 This Constitution may be changed by 75% of members of KLTBC present voting personally or by proxy at a Special General Meeting where details of the proposed change have been included in the Notice of Meeting.
- 13 If KLTBC be wound up by a 75% majority vote of the members present at a Special General Meeting, its assets shall be given to The Club.
- 14 Notwithstanding any other provision hereof it is acknowledged that KLTBC is always subject to any regulation made both before and after this date by the Committee of The Club and in no manner is it able to commit or hold out that it legally represents the Club.
 - 14.1 This includes the use of the name of The Club and attendance by visitors to The Club.
- 15 At the 2010 AGM the following provisions apply and the business to be conducted includes:
 - 15.1 Approval of the Constitution of which notice has been given. Changes thereto when finally determined shall be dealt with by the appropriate rewording, re-numbering and cross referencing so as to result in a cohesive document. The final Constitution document shall be signed by the President and Secretary as a true and correct copy and copies shall be made available by hard copy or Email to members who so request.
 - 15.2 Elect by the methods set out herein as appropriate the Officers and Ordinary members of the Committee.

Version 1.0 Ratified at AGM September 2011

Version 1.1 Revised October 2012 and distributed January 2013