

RULES OF THE REDLAND BRIDGE CLUB INC

2019



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Acknowledgement

Redland Bridge Club is indebted to Kevin Williams, Geoff Smythe and Carradine Lucas for revising and updating the Club's By-Laws & Constitution in 2013

Subsequent Revisions to Constitution:

Clause 10.8 added, Clause 15 amended and Clause 17 amended at AGM 4 March 2017

Clause 6 amended, Clause 12.4 added and Clause 17 amended at AGM 10 March 2018.

RULES/CONSTITUTION

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INTRODUCTION

1. AUTHORITY

These Rules are promulgated in accordance with the provisions of the Queensland Associations Incorporation Act 1981 (effective 06 December 2011) and associated Regulations (effective 01 July 2011) hereinafter referred to as “the Act” or Regulations, respectively.

- 1.1 Any word or expression that is not defined in these Rules, but is defined by the Act has, if the context permits, the meaning given by the Act.
- 1.2 Wherever they appear, the abbreviations ABF and QBA refer to the Australian Bridge Federation and the Queensland Bridge Association, respectively. The abbreviation WBF refers to the World Bridge Federation.

2. NAME

The name of the incorporated association shall be the Redland Bridge Club Inc, hereinafter referred to as “the Club”.

OBJECTS

3. EXTENT

The objects for which the Club is established are:

- 3.1 The promotion, advancement, control and conduct of the game of Duplicate Bridge as determined by the requirements from time to time of the WBF and hereinafter referred to as “Bridge”.
- 3.2 The recruitment, education and development of Club Members to facilitate regular participation in Club activities.
- 3.3 The organization and conduct of Bridge Tournaments and other associated social activities.
- 3.4 To ensure the training and accreditation of teachers, tournament directors and other persons essential for the conduct of Bridge tournaments.
- 3.5 To affiliate and co-operate with other like organizations whose aims and objects are congruent with those of the Club.
- 3.6 To conduct its activities in accordance with the Laws of Duplicate Bridge, as published and authorized from time to time by the WBF, together with any general rules, regulations or By-laws promulgated from time to time by the QBA or the ABF, which are relevant to the operations of the Club.
- 3.7 To establish and maintain suitable venues for the conduct of the Club’s activities with the provision of adequate accommodation, facilities or furnishings for participants in these functions.

POWERS

4. SCOPE

The powers of the Club are:

- 4.1 To subscribe to, become a member of, and co-operate with any other organization, whether incorporated or not, whose objects are similar to those of the Club; provided that the Club shall not subscribe to, or support with its funds, any organization which does not prohibit the distribution of its income and property among its members to an extent as least as great as that imposed on the Club under, or by virtue of, Clause 26 of these Rules.
- 4.2 To purchase, take on lease or in exchange, hire or otherwise acquire any lands, easements or property, real or personal, or any rights or privileges, which may be requisite for the purposes of, or capable of being conveniently used in connection with any of the objects of the Club. Provided that in case the Club shall take or hold any property which may be subject to any trusts, the Club shall only deal with the same in such manner as is allowed by law having regard to such trusts.
- 4.3 To enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the Club; to obtain from any such Government or Authority any rights, privileges or concessions which the Club is desirable to obtain; and to carry out, exercise or comply with any such arrangements, rights, privileges or concessions.
- 4.4 In furtherance of the objects of the Club to buy, sell or deal in all kinds of articles, commodities or provisions for the members of the Club or persons frequenting the Club's premises.
- 4.5 To construct, improve, maintain, develop, work, manage, carry out, alter or control any buildings, houses, grounds or conveniences, which may seem calculated directly or indirectly to advance the Club's interests and to contribute to, subsidise or otherwise assist, and take part in the construction, improvement, maintenance, development, carrying out, working, alteration, management or control thereof.
- 4.6 To take over the funds, properties and other assets or liabilities of predecessor organizations, in particular the incorporated association known as "The Redlands Contract Bridge Club Inc".
- 4.7 To invest and deal with the money of the Club not immediately required in such a manner as may from time to time be thought fit.
- 4.8 To take or otherwise acquire and hold shares, debentures or other securities of any company or body-corporate.

- 4.9 In furtherance of the objects of the Club, to lend and advance money or give credits to any person or body-corporate; to guarantee and give guarantees or indemnities for the payment of money or the performance of contracts or obligations by any person or body-corporate, and otherwise to assist any person or body-corporate.
- 4.10 To borrow or raise money either alone or jointly with any other legal entity in such manner as may be thought proper, and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any moneys or further advances borrowed or to be borrowed alone or with others as aforesaid by notes secured or unsecured, debentures or debenture stock, perpetual or otherwise, or by mortgage, charge, lien or other security upon the whole or any part of the incorporated association's property or assets present or future, and to purchase, redeem or pay-off such securities.
- 4.11 To draw, make, accept, endorse, discount, execute, and issue promissory notes, bills of lading, or other negotiable or transferable instruments.
- 4.12 In furtherance of the objects of the Club, to sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Club.
- 4.13 To take or hold mortgages, liens or charges to secure payment of the purchase price or any unpaid balance of the purchase price, of any part of the Club's property of whatsoever kind sold by the Club, or money due to the Club, from purchasers or others.
- 4.14 To take any gift of property; whether subject to any special trust or not, in accordance with any one or more of the objects of the Club, but subject always to the provisions in Clause 4.2.
- 4.15 To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Club, in the shape of donations, annual subscriptions or otherwise.
- 4.16 To print and publish any newspapers, books, periodicals or leaflets that the Club may think desirable for the promotion of its objects.
- 4.17 In furtherance of the objects of the Club, to amalgamate with any one or more incorporated associations having objects altogether or in part similar to those of the Club, and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as that imposed on the Club under or by virtue of Clause 26 of these Rules.
- 4.18 In furtherance of the objects of the Club, to purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities or engagements

- of any one or more of the incorporated associations with which the club is authorized to amalgamate.
- 4.19 In furtherance of the objects of the Club, to transfer all or any part of the property, assets, liabilities or engagements of the Club to any or more of the incorporated associations with which the Club is authorized to amalgamate.
- 4.20 To make donations for patriotic, charitable or community purposes.
- 4.21 To appoint, employ, remove or suspend any managers, clerks, secretaries, servants, workmen and other persons that may be necessary or convenient for the purposes of the Club.
- 4.22 To remunerate any person or body-corporate for services rendered, or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place, or guaranteeing the placing of any unsecured notes, debentures or other securities of the Club or promotion of the Club or in the furtherance of its objects.
- 4.23 To do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Club.

MANAGEMENT

5. GENERAL MEETINGS

Overall control of the Club is vested in the members acting in concert at a General Meeting which may be scheduled by the Club, either routinely or as defined in these Rules.

- 5.1 Members shall be given at least 14 days notice in writing of the date, time and place of any meeting, together with an agenda of the matters to be determined. Notice of any meeting convened for the purpose of hearing and determining the appeal of a member against the rejection, suspension or termination of his/her membership also shall be given in writing personally to that person.
- 5.2 The quorum required for any General Meeting shall be twice the number of people elected to the Management Committee plus one. The presence of a quorum is to be established before the Meeting may be opened. If within 30 minutes from the time appointed for the commencement of any General Meeting a quorum is not present, the Meeting, if convened upon the requisition by a majority of the members of the Management Committee or by a requisition by members of the Club generally, 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 time and place as the Management Committee may determine.
- 5.3 At the adjourned meeting, if a quorum is not present within 30 minutes of the time appointed for the meeting, the members present shall constitute a quorum.

- 5.4 The President shall preside as Chairman at all meetings. If there is no President, or if he/she is not present within 15 minutes after the time appointed for the holding of the meeting, or is unwilling to act, the Vice-President shall be the Chairman. If the Vice-President is not present or is unwilling to act, then the members present shall elect one of their own number to be Chairman of the meeting. The Chairman shall maintain order and conduct the meeting in a proper and orderly manner.
- 5.5 Every member of the Club shall be entitled to one vote on each issue, provided that no member shall be entitled to vote if his/her annual subscription is more than one month in arrears at the date of the meeting.
- 5.6 To be eligible to vote a member either should be present at the meeting, or have previously lodged a claim for absentee votes in the case of an election of persons for the Management Committee. Absentee voting forms may be obtained from the Secretary, and should be lodged by a date specified by the Management Committee. Proxy voting will not be accepted.
- 5.7 Voting for agenda items other than the election of the Management Committee shall normally be by a show of hands. However, if not less than one-fifth of the Members present demand a ballot, there shall be a secret ballot. Voting for election of the Management Committee shall always be by secret ballot. The Chairman shall appoint two members to conduct a secret ballot in accordance with the Club's By-laws.
- 5.8 Every question, matter or resolution shall be decided by a simple majority of the votes of the eligible members. However, in the case of a question that has been declared a "Special Resolution", a majority of not less than 75% of the votes of members present at the meeting and entitled to vote shall be required. In the case of an equality of votes, the Chairman shall be entitled to a casting vote.
- 5.9 The Chairman may, with the consent of a meeting at which a quorum is present (and shall do so if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the specific business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for 30 days or more, notice of the adjourned meeting shall be given as in the case of the original meeting. Save as aforesaid, it shall not be necessary to give any notice of an adjournment or of the business to be transacted at the adjourned meeting.
- 5.10 The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every General Meeting to be entered in a book to be open for inspection at all reasonable times by any member who previously applies to the Secretary for that inspection.

- 5.11 To verify the accuracy of any such minutes, the record of the minutes of every General Meeting shall be endorsed by the signature of the Chairman of that meeting or the Chairman of the next succeeding meeting.

6. ANNUAL GENERAL MEETING

Once each calendar year, and within three months of the close of the Club's Financial Year, the Club shall conduct an Annual General Meeting open to all current members. All business to be transacted at an Annual General Meeting shall be restricted to matters published in an agenda available to all members at least 14 days before the meeting. Ad-hoc submissions will not be accepted. Subjects to be considered should include:

- 6.1 A written report from the President, and/or any other officer who has a responsibility to report on the club's various activities and operations since the last Annual General Meeting.

(Clause 6.1 amended at AGM held 10.3.2018)

- 6.2 A presentation by the Treasurer of a statement of the fiduciary activities affecting the property and financial standing of the Club during the previous Financial Year, and the tabling of the Club Auditor's report on the books and accounts maintained for the previous Financial Year.
- 6.3 The determination of the fees and charges to be levied in the following year.
- 6.4 The appointment of an Auditor for the following Financial Year.
- 6.5 A statement on Public Liability Insurance as required under Sec.70 (2) of the Act.
- 6.6 The presentation and determination of any Special Resolutions as proposed by the Management Committee.
- 6.7 The election and/or appointment of the members of the Management Committee to hold office until the next Annual General Meeting (who shall take office at the close of the current meeting).
- 6.8 The setting of the date, time and place of the next Annual General Meeting.

7. SPECIAL GENERAL MEETINGS

Special General Meetings may be convened at any time to consider any particular matters that may require resolution. These meetings may be convened by a majority resolution of the Management Committee, or on the requisition in writing of either:

- 7.1 At least one third of the members of the Management Committee;
- 7.2 Not less than a number of Ordinary and Life Members of the Club that equals twice the number of members of the Management Committee plus one; or
- 7.3 Notice by a member or intending member to appeal against any decision by the Management Committee regarding his/her membership status, or any disciplinary action proposed or taken against him/her.

8. SPECIAL RESOLUTIONS

Proposed Name Changes, Rule Changes, and proposed Winding-up require Special Resolutions (as defined in the aforesaid Act, Sec. 3) at a General Meeting. These require approval by 75% of the members present and entitled to vote at the meeting, and must be notified in writing to each member at least 14 days before the meeting. No such amendment, rescission or addition, however, shall be valid until such alterations have been approved by the Director General, Department of Justice, Brisbane.

9. THE MANAGEMENT COMMITTEE

The day to day management of the Club shall be effected by the members of a Management Committee, hereinafter known as “the Committee”, elected or appointed by the Club members.

- 9.1 The members of the Committee shall be the Club President, Vice President, Secretary, Treasurer and ordinary Committee members being not less than three or more than six in number. All elected or appointed officers are to be current Ordinary, Life Members or Honorary Life Members of the Club as specified in Clause 17 of these Rules. The appointment of members of the Management Committee is subject to Sec 60-69 of the Act.
- 9.2 At each Annual General Meeting all members of the Committee for the time being shall be required to retire from office, but shall not be barred from nomination for re-election.
- 9.3 After three consecutive one-year terms, a President is ineligible to re-nominate for a fourth term as President without a break in office. If however, there is no alternative nomination for President before the AGM, the retiring President may be nominated and elected from the floor at the AGM.
- 9.4 In a case where the President is replaced at the election of officers, he/she shall continue as the Immediate Past President and a member of the Committee until the next Annual General Meeting when his/her tenure shall lapse.

10. ELECTION OF COMMITTEE MEMBERS

- 10.1 Any two members of the Club shall be at liberty to nominate any other member to serve in any capacity on the Committee. However, members are not entitled to nominate themselves.
- 10.2 The nomination, on a form provided by the Club, shall be in writing and signed by the proposer and seconder, and by the candidate to indicate his/her acceptance of the nomination.
- 10.3 All nominations must be lodged with the present Secretary at least 14 days before the Annual General Meeting at which the election is to be held.

- 10.4 All completed nomination forms are to be conspicuously displayed in the usual place of meeting of the Club upon receipt by the Secretary, and shall remain until the close of the AGM.
- 10.5 Where there is more than one candidate for any position, balloting papers shall be prepared for each contested position and distributed to all eligible members. Members unable to attend the meeting may apply to the Secretary for Absentee votes. Each eligible member shall be entitled to vote for any number of candidates, but not exceeding the number of vacancies, in accordance with the Club's By-laws. It is not improper for a candidate to vote for himself/herself.
- 10.6 In the case of voting for membership of the Management Committee, where there is more than one candidate for a position, optional preferential voting is permissible in accordance with the Club's By-laws.
- 10.7 During the AGM, at the commencement of the process to elect a new Management Committee, should there be an insufficient number of candidates nominated for the available vacancies on the Committee, the Chairman may call for nominations from the floor of the meeting. Such nominees then may be appointed or elected to the vacant positions.
- 10.8 A couple in a personal domestic relationship, eg husband and wife, de-facto couple, siblings, parent and son or daughter, may not both nominate for the Committee. (Clause 10.8 approved at AGM held 4.3.2017)

11. PREMATURE REPLACEMENT OF COMMITTEE MEMBERS

- 11.1 Any member of the Committee may resign from membership at any time by giving notice in writing to the Secretary. Such a resignation shall take effect on the date such a notice is received by the Secretary, unless a later date is specified.
- 11.2 Any member of the committee may be removed from office on a motion passed by a majority vote of the remainder of the members of the Committee, submitted for resolution to a Special General Meeting of the Club convened for the purpose within 28 days of the Committee motion. Such a motion shall include all charges laid against the member, or any other reason for his/her dismissal. The charged member shall be afforded the right to fully present his/her side of the case to the meeting. The matter shall be resolved by a majority vote of all members eligible to vote at the meeting.
- 11.3 Following a resignation, dismissal, incapacity or death of a member, the Committee is empowered to appoint any financial Club member to fill the casual vacancy until the close of the next Annual General Meeting, so long as the continuing membership is not reduced below the level of the stipulated quorum for meetings of the Committee. Should this occur, the

Management Committee may act only to rectify this shortfall by convening a Special General Meeting, which must be held within 30 days of the lapsing of the number of members needed for a quorum.

12. FUNCTIONS OF THE COMMITTEE

Except as otherwise provided by these Rules, and subject to resolutions passed by Club members at any General Meeting, the Committee shall:

- 12.1 Have the general control and management of the day to day administration of the affairs, property and funds of the Club.
- 12.2 Have authority to interpret the meaning of these Rules and any matter relating to the Club on which these Rules are silent.
- 12.3 Provide for a Common Seal and for its safe custody. The Common Seal shall be used only by the authority of the Committee, and every instrument to which the Seal is affixed shall be signed by a member of the Committee and countersigned by the Secretary or by a second member appointed by the Committee for that purpose.
- 12.4 The Committee shall ensure that the Secretary maintains on the Club premises an up-to-date list of reciprocal clubs.
(Sub Clause 12.4 approved at AGM held 10.3.2018)

13. POWERS OF THE COMMITTEE

- 13.1 Subject to these Rules, the Committee may exercise all the powers of the Club as set out in Clause 4, except those reserved for General Meetings of members.
- 13.2 Prior approval of a General Meeting must be obtained by the Committee before committing the Club to significant (greater than \$10,000) non-routine expenditure.
- 13.3 The Management Committee must comply with resolutions made at any General Meeting.

14. MANAGEMENT COMMITTEE MEETINGS

The Committee shall meet routinely as agreed by the members, at least once every calendar month to exercise its functions, or by special agreement whenever a situation may require a meeting.

- 14.1 A Special Committee Meeting shall be convened on the request in writing signed by not less than one third of the Committee members. This request shall state clearly the reasons why such a meeting is requested and the nature of the business to be transacted thereat. Not less than 14 days notice of this meeting shall be given by the Secretary to members of the Committee.
- 14.2 At any meeting, a simple majority of the total number of members elected or appointed at the last Annual General Meeting shall constitute a quorum.

- 14.3 As previously provided in these Rules, the Committee may meet together and regulate its business as it thinks fit; provided that all questions arising at any meeting shall be decided by a majority of votes from the members present. In the case of an equality of votes, the question shall be deemed to be decided in the negative.
- 14.4 A Committee member shall not vote in respect of any matter in which he/she may have a financial interest, or any matter arising thereof.
- 14.5 The President shall preside as Chairman at every meeting of the Committee. If there is no President or if at any meeting he/she is not present within ten minutes after the time appointed for the meeting, the Vice-President shall be the Chairman. If the Vice-President also is not present, then the members present may choose one of their number to be the Chairman of the meeting.
- 14.6 If within 30 minutes of the time appointed for the commencement of a Committee Meeting a quorum is not present, the meeting, if convened upon the request of members of the 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, time and place as the Committee shall determine. If at the adjourned meeting a quorum is not present within 30 minutes from the time appointed, the meeting shall lapse.
- 14.7 All acts done by any meeting of the Committee or of a Sub-Committee, or by any person acting as a member of the Committee, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the Committee or person acting as aforesaid, or that the members of the Committee or any of them were disqualified, shall be as valid as if every such person had been duly appointed and was qualified to be a member of the Committee.
- 14.8 A resolution in writing signed by all the members of the Committee for the time being entitled to receive notice of a meeting of the Committee, shall be as valid and effectual as if it had been passed at a Committee Meeting duly convened and held. Any such resolution may consist of several documents in like form, each signed by one or more Committee members.
- 14.9 The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Committee Meeting to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies to the Secretary for an inspection.
- 14.10 To verify the accuracy of the recording of such minutes, the minutes of every Committee Meeting shall be endorsed by the signature of the Chairman of that meeting, or the Chairman of the next succeeding Committee meeting.

15. SUB-COMMITTEES

The Committee may delegate any of its powers to sub-committees consisting of any suitable members of the Club as the Committee shall think fit. At least one Committee member shall be appointed as a member of each sub-committee. Any sub-committee so formed, in the exercise of its powers so delegated by the Committee, shall conform to any regulations that may be imposed on it by the Committee. While the Committee may delegate power/s to a sub-committee, all responsibility remains with the Committee which shall not delegate any responsibility. (Last sentence approved at AGM held 4.3.2017)

- 15.1 A sub-committee may elect from among its members a Chairman of its meetings. If no such Chairman is elected, or if at any scheduled meeting the Chairman is not present within ten minutes after the time appointed for holding the meeting, the members present may choose one of their number to be Chairman.
- 15.2 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 the members present. In the case of an equality of votes, the question shall be deemed to be decided in the negative.
- 15.3 After each meeting or period of activity by a sub-committee, the Committee member on the sub-committee shall report on any resolutions or activity to the next meeting of the Committee.

16 BY-LAWS

The Committee may from time to time introduce, amend or repeal By-laws, not inconsistent with these Rules, for the internal management of the Club. Separate sets of By-laws may be established for any of the Club's areas of activity.

- 16.1 Any By-law so established, while it does not originally require the approval of a General Meeting, may be amended or set aside by a General Meeting convened for that purpose.
- 16.2 A Special General Meeting may require the Management Committee to establish a By-law as it sees fit. Such a By-law can only be repealed or modified by the Management Committee or by members at a General Meeting.

MEMBERSHIP

17 CLASSES OF MEMBERSHIP

- 17.1 Ordinary Members. These include any person who has completed an approved written application for membership, which has been duly proposed and seconded by existing members, and who has paid the required fees in force from time to time. Admittance to membership requires approval by a majority vote of the members present at a Committee meeting. Ordinary

members may be:

- 17.1.1 Home Club Members. Members who are registered with the ABF Masterpoint Scheme as being Home members of the Redland Bridge Club, and have paid the fees for ABF and QBA registration;
- 17.1.2 Associate Members. Members who, while being afforded all the privileges of full membership, are registered as Home members of another Club, and thereby are exempt from the payment of any further ABF and QBA registration fees;
- 17.2 Life Members are those applicants approved by the Club, and who shall have paid the Life Membership premium subscription in force from time to time. The Club will grant Life Membership for a specified time. The granting of Life Membership is not automatic. Any application for Life membership must be approved by a majority vote of the Committee members, who shall have the power to refuse such an application and the accompanying subscription for any period as may be thought fit. Life Members, for the tenure of their Life Membership, shall be exempt from the payment of any annual subscription, but will be liable for all normal registration and playing fees.
- 17.3 Honorary Life Members are such members who;
 - (i) are distinguished current or past Bridge players; or
 - (ii) have rendered distinguished service to the Club or to the promotion and furtherance of Bridge.
 - 17.3.1 An application shall be made on the form approved by the Committee and lodged with the Secretary. On recommendation of the Committee, the applicant may be elected as an Honorary Life Member of the Club at an Annual General Meeting.
 - 17.3.2 Honorary Life members shall be exempt from the payment of the annual membership fee and QBA and ABF levies, but will be liable for all playing fees.
 - 17.3.3 The number of Honorary Life Members shall not exceed 2.5% of the total Club membership.
(Clause 17.3 amended at AGM held 4.3.2017)
- 17.4 Honorary Members. Any registered player not normally resident in South-East Queensland (that area south of Gympie and east of Toowoomba), who may wish to engage in the activities of the Club during an extended sojourn in the vicinity for at least 60 days, may apply to the Committee for admittance as an Honorary Member, which may be granted for the duration of their visit, but not exceeding six calendar months. People wishing to remain longer will be required to become Ordinary Members. Honorary

Membership shall not be granted more than once in any period of twelve calendar months. Honorary Members shall not be eligible to vote at any meeting of the Club, or to hold any office therein. Honorary Members shall not be liable for the Club's annual membership fees, but will be required to meet all normal playing fees.

- 17.5 Student Members. Being those persons under the age of 25 years and who, in the opinion of the Committee, are bona fide full-time students at any level at a recognised educational establishment. Student Members shall be liable for only half the annual subscription. Otherwise they shall be subject to the same obligations and entitled to the same privileges as an Ordinary Member. Student members under the age of 18 years shall not be eligible to vote at any meeting of the club.

(Clauses 17.1 and 17.5 amended at AGM held 10.3.2018)

18. MEMBERSHIP FEES

The membership fees for each class of membership shall be such sums as may be proposed by the Committee and approved by a majority vote of members at each Annual General Meeting. If at any time before the next Annual General Meeting the Committee shall decide that any immediate alteration to the scale of fees is warranted, the proposal must be presented to a Special General Meeting for a decision by the members.

19. ADMISSION OR REJECTION OF APPLICATIONS FOR MEMBERSHIP

After the receipt of any application for membership of the Club and the fee applicable for the class of membership desired, such an application shall be considered at the next meeting of the Committee. A decision to admit or reject the application shall be made by a majority of the members present. Upon the acceptance or rejection of an application, the Secretary shall forthwith give the applicant, in writing, notice of the decision.

20. RESIGNATION OF MEMBERSHIP

A member may resign from the Club at any time by giving notice in writing to the Secretary. Such resignation shall take effect at the time the notice is tabled and accepted by a meeting of the Committee, unless a later date is specified in the notice. The Committee shall decide what amount of the annual subscription, if any, should be refunded. In any case, if a member is more than six months in arrears with any fees or charges, he/she shall be deemed to have resigned and shall be struck off the register of current members.

21. REGISTER OF MEMBERS

- 21.1 The Committee shall cause a register to be maintained in which shall be recorded the names, residential or postal addresses, telephone numbers, and E-mail addresses (where available) of all persons admitted to membership

- of the Club with the dates of their admission.
- 21.2 Records also should include details of deaths, resignations, suspensions, terminations and re-instatements of membership, and any other particulars that the Committee or the Members at any General Meeting may require from time to time.
- 21.3 The Register shall be open for inspection at all reasonable times by any member who previously applies to the Secretary for such an inspection.
- 21.4 However, the Management Committee may withhold or limit information about another member, if the Management Committee has reasonable grounds for believing the disclosure of the information would breach a member's privacy or put the member at risk of harm.

22. DISCIPLINARY ACTION AGAINST MEMBERS

- 22.1 The Management Committee, either of its own accord, or acting on a written complaint by any member or group of members, shall consider disciplinary action when a member:
- 22.1.1 Is convicted of an indictable offence;
 - 22.1.2 Fails to comply with any of the provisions of these Rules;
 - 22.1.3 Has any Club fees in arrears for a period of 60 days or more;
 - 22.1.4 Conducts himself/herself in a manner considered to be injurious or prejudicial to the character or interests of the Club; or
 - 22.1.5 Conducts himself/herself in a manner considered to be deliberately offensive to any other member.
- 22.2 The action taken by a majority vote at a meeting of the Management Committee may constitute:
- 22.2.1 A reprimand;
 - 22.2.2 Suspension from all Club activities for any period not exceeding 12 calendar months; or
 - 22.2.3 Expulsion from the Club.
- 22.3 In all cases the decision of the Committee shall be transmitted in writing by the Secretary to the subject of the action within seven days of the decision.
- 22.4 If the Committee decision is not unanimous, and the Committee members are unsure of the sentence, the matter may be put to a Special General Meeting convened for the purpose.

23. APPEALS AGAINST REJECTION, SUSPENSION OR TERMINATION OF MEMBERSHIP

A person whose membership has been rejected, suspended or terminated may, within one calendar month of receiving written notice thereof, lodge with the Secretary written notice

of his/her intention to appeal against the decision of the Committee.

- 23.1 Upon receipt of a notification of intention to appeal against rejection, suspension or termination of membership, the Secretary, within 60 days of the date of receipt by him/her of such a notice, shall convene a Special General Meeting to determine the appeal. At any such meeting the applicant shall be given the opportunity to fully present his/her case. The members of the Committee who rejected or suspended or terminated the membership, likewise shall have the opportunity of presenting their case. The appeal shall be determined by a majority vote of all members entitled to vote at the meeting.
- 23.2 Where a person whose application for membership has been rejected, does not appeal against the decision within the time prescribed, or so appeals, but the appeal is unsuccessful, the Secretary forthwith shall refund the full amount of any fees paid. Any member suspended or expelled from the Club who does not appeal against the decision of the Committee within the time prescribed, or so appeals but the appeal is unsuccessful, shall not be eligible for any refund of fees.

FINANCIAL

24. SECURITY OF FUNDS

The funds of the Club shall be deposited in the name of the Club in an Australian Financial Institution appropriate for the purpose as the Committee from time to time may direct. Proper books and accounts shall be kept and maintained either in written or printed form, in the English language, showing correctly the financial affairs of the Club and the particulars usually shown in books of like nature.

25. FINANCIAL PROCEDURES

- 25.1 All received moneys shall be deposited as soon as practicable after receipt thereof.
- 25.2 All amounts over \$100 (or as specified in the Act/Regulations) shall be paid by cheque or Electronic Funds Transfer.
- 25.3 All cheques shall be signed by any two of the current President, Secretary, Treasurer or one other Committee member authorised from time to time by the Committee. Where electronic funds transfers are used, they must be authorised by any two of the aforesaid.
- 25.4 All cheques shall be crossed "NOT NEGOTIABLE", except those in payment of wages, allowances or petty cash recoupment, which may be open.
- 25.5 All non-routine expenditure shall be approved in advance at a Committee Meeting. Notwithstanding the aforesaid, in an urgent situation, any Officer

may be authorised to spend an amount not exceeding a sum specified by the Committee. All expenditures not approved in advance must be endorsed at a subsequent Committee Meeting.

25.6 At the first Committee Meeting after an Annual General Meeting, the new Committee shall authorize:

25.6.1 The necessary changes with the financial institution as to who may sign cheques or authorise electronic funds transfer.

25.6.2 The amount of Petty Cash which shall be left on the Imprest system.

25.6.3 Standing Authority limits for any ad hoc amount that may be spent in an urgent situation, and the persons authorized to incur such payments.

25.7 As soon as possible after the end of each financial year, the Treasurer shall cause to be prepared a statement for presentation to the Annual General Meeting, containing particulars of:

25.7.1 The total Income and Expenditure for the financial year just ended. This statement shall include details of significant and unusual transactions.

25.7.2 The Club's Assets and Liabilities and of all mortgages, charges and securities affecting the property of the Club at the close of that year.

25.8 All such statements, together with all books and accounts, shall be examined by the Club's Auditor, who shall present his/her report upon such an Audit to the Secretary prior to the holding of the Annual General Meeting next following the close of the financial year in respect of which such an audit was made. The report on this audit, together with all comments by the auditor, shall be presented at the next AGM.

26. USE AND APPLICATION OF THE CLUB'S INCOME AND PROPERTY

The income and property of the Club when so ever derived shall be used and applied solely in promotion of its objects and in the exercise of its powers as set out herein. No portion thereof shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the members of the Club. Provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of moneys advanced by him/her to the Club or otherwise owing by the Club to him/her, or of remuneration to any Officer of the Club or to any member of the Club for services actually rendered to the Club. Provided that nothing herein contained shall be construed so as to prevent the payment or repayment to any member of out of pocket expenses, money lent, reasonable and proper charges for goods hired by the Club, or reasonable and proper rent for premises demised or let to the Club.

27. DOCUMENTS

The Committee shall provide for the safe custody of all books, documents, instruments of title and securities of the Club.

28. FINANCIAL YEAR

The Club's financial year shall be from 1 January to 31 December each year.

29. DISTRIBUTION OF SURPLUS ASSETS

If the Club shall be wound up in accordance with the Act, 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 Club, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Club, and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Club under or by virtue of Clause 26. Such an institution or institutions shall be determined by the remaining members of the Club.

REDLAND BRIDGE CLUB INC

VOTING BY-LAWS – 2013

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VOTING PROCEDURES AT GENERAL MEETINGS

1. SECRET VOTING

In accordance with the Club Rules, secret written voting shall be used for election of members of the Management Committee and whenever called for by resolution at a General Meeting. Absentee voting is also permitted under the Club rules, but not for “Special Resolutions” (restricted by State Act). This means that secret absentee voting can apply to election of members of the Management Committee at AGM’s

- 1.1. The principle to be followed is that as long as a member’s intention is unambiguous, his/her vote shall be valid irrespective of whether numerals, crosses or ticks or circles are used. However a mixture of different types of marks will render the vote invalid. Numerals are all treated as “ones”, as long as the number of numerals does not exceed the vacancies.
- 1.2. The voter may select up to the number of vacant positions on the ballot paper, but no more, and mark these accordingly. If more than the number of vacancies are marked, or no candidates are marked, the vote shall be invalid.
- 1.3. Where a candidate is standing for more than one position, when marking the voting slip, an absentee voter is to assume a candidate has been unsuccessful at the other positions, and mark the slip accordingly.

2. ABSENTEE VOTING

An absentee voter must apply to the Secretary in advance for a voting Slip, which must be signed by the Secretary in ink (not black or blue) before giving to the voter, or giving to another member to pass on to the absentee voter. The absentee voter must make his/her own arrangements to return the slip to the Secretary before the AGM.

- 2.1. The Secretary must record the issuing of the absentee vote, and check on the

day of the AGM that if the absentee voter does actually attend, he/she is not given another voting slip. This can be done by giving a list of absentee voters to the attendance clerks at the door on the day.

- 2.2. Absentee voting slips received in advance of the day of the AGM should be held securely, and left unopened.

3. VOTING AT GENERAL MEETINGS

On the day of a General Meeting where a vote is to be conducted, each eligible member attending the meeting shall be given a voting slip/s on registering with the attendance clerk/s. These slips must have the Secretary's or authorized officer's initials on them in ink (not black or blue). This may be done in advance. The number of slips issued should be recorded.

- 3.1. There should be a returning officer and a separate Scrutineer at each counting table. There may be more than one counting table. The number of returned voting slips should be recorded and must not be more than the number issued.
- 3.2. The number of absentee votes received by the Secretary can be counted and reconciled against the members attending the meeting in advance of opening of the General meeting but are to remain unopened until the counting of all votes has begun.
- 3.3. Where a candidate has been successful for a previous position, his/her name is to be ignored on the ballot paper. In the case of an absentee vote, any marks for this candidate are to be ignored. If only one candidate has been marked, and this candidate has been successful previously, this will mean that the vote is invalid.

4. VOTER'S ANONYMITY

All reasonable attempts must be made to maintain a voter's anonymity. The manner of voting of any member must not be identifiable.

REDLAND BRIDGE CLUB INC

BRIDGE PLAY BY-LAWS – 2019

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AUTHORITY

1. ESTABLISHMENT

The Management Committee has established these By-laws to supplement and amplify the provisions of the Laws of Duplicate Bridge wherever those Laws allow discretionary action by a Regulating Authority. They are also intended to complement the Rules (Constitution) of the Redland Bridge Club (RBC) and to detail the processes to be adopted by RBC to manage its day to day operations where these have not been specified in the RBC Rules.

2. REGULATING AUTHORITY

As provided by the World Bridge Federation (WBF) Laws of Duplicate Bridge 2007 (Law 80B), the Club has been assigned by the Australian Bridge Federation (ABF) and the Queensland Bridge Association (QBA) to be the Regulating Authority for all Duplicate Bridge events conducted under the auspices of the Club.

- 2.1. Events sponsored by the Club shall be conducted in accordance with the Laws of Duplicate Bridge and the QBA Regulations as published from time to time, and these By-laws, which shall be applied to all participants in Club events, whether they are members or non-members.
- 2.2. If the Club undertakes to conduct an event as an agent of the QBA or the ABF or the WBF, then these By-laws may be superseded, in part or in whole, by any appropriate measures/s stipulated by the primary authority for the event.
- 2.3. However, the Club may hold a bridge event open only to its own members where the type of system card allowed may be restricted.

EVENTS

3. SCHEDULE OF EVENTS

The purpose and format of all Club events, with the days/dates, starting times, duration and any conditions, shall be established and publicized by the Committee either in a composite calendar, or by way of individual notices.

4. ENTRY TO CLUB EVENTS

- 4.1. Entry to ordinary weekly single session events shall be unrestricted unless otherwise specified by the Committee
- 4.2. Entry to be declared special events may be restricted to RBC members.
- 4.3. Entry to Honour Board Events will be open to all Home Club Members of RBC and to any non-Home Club Members of RBC who have played at RBC at least six (6) times in the twelve months prior to the event.

Amended by the Committee 6.2.2017

- 4.4. It is emphasized that in entering a Club tournament, a player agrees to participate in all sessions of that event, or to arrange a substitute, in accordance with the provisions of Clauses 26 and 27 of these By-laws.
- 4.5. Any Pair or Team that is unable to participate in all session of a Championship event may use a substitute for a single (for Pairs) or a pair (for Teams) event but substitutes cannot be used across different Pairs or Teams as the case may be. Where substitutes are used, this disqualifies the Pair/Team from Honor Board recognition but all players are eligible for Masterpoints that are awarded for their play.
- 4.6. Entry to any Club Congress will be open to any players holding a current ABF registration.
- 4.7. The Committee, in concert with the appointed Director, is to establish the closing time for entry to any event, together with any penalties for arriving late on the day.
- 4.8. Notwithstanding any of the above, the Club reserves the right to refuse the entry of any person to any Club event.

5. TOURNAMENT ORGANIZER

In accordance with the WBF Laws of Duplicate Bridge 2007 (Law 80B), the Management Committee is authorized to appoint a Club member to be the contact person for all special club events such as Club Championships, social events etc. However, the appointed Congress Convenor has responsibility to organize all matters concerning congresses held at the Club. For ordinary weekly events, the appointed Director shall act as the de facto Tournament Organizer.

6. EVENT DIRECTOR

All bridge sessions at the Club are to be controlled by one or more Directors appointed by the Club. The duties, responsibilities and powers of Directors shall be in accordance with the WBF Laws of Duplicate Bridge 2007 (Law 81), the QBA Regulations (Section H) and these By-laws.

- 6.1. For ordinary weekly Club events and Special events, Directors may take part as one of the players.
- 6.2. For Congresses, the Club may request of QBA for the appointment of a particular and appropriately qualified Congress Director but QBA will determine who will be appointed as the Tournament Director for the Congress. For such events, the Tournament Director will be a non-playing Director.

7. MOVEMENTS

The movement to be applied in any session of an event shall be set by the appointed Director who shall aim to achieve equity for all players at all times.

- 7.1. In any session, the Director is to ensure that at least 24 boards are IN PLAY otherwise Masterpoints cannot be awarded. Additionally, the movement should ensure that each player plays at least 75% of the total boards in play. As an example, in a 6½ Table Mitchell movement playing seven (7) 4-board rounds, the non sit-out side would play 28 boards while the sit-out side would play 24 boards, which is 86% of the total boards in play. This meets the ABF requirements for Masterpoints to be awarded.
- 7.2. Final qualifiers are to be either the top 14 pairs in a Howell movement, or the top 7-NS and 7-EW in a Mitchell. For Consolations, the remainder of the field is to be divided equally.

8. WEEKLY EVENTS

Ordinary weekly events may be divided into sections depending on the number of contestants and the Club's recommended movement schedule. Where possible, sit-out time for a half table should be no more than 4 boards (24 minutes). As a guide, and at the discretion of the Director:

- 8.1. Up to 12 tables – 1 section.
- 8.2. 12½ to 24 tables – 2 or more sections except a single Appendix movement can be used where there is a half table and fewer than 15 tables.
- 8.3. 24½ or more tables – 2 or more sections.
- 8.4. Participants should not be required to play more than 36 boards in any one session.
- 8.5. Where ever possible, all sections are to play duplicated board sets.

9. SPECIAL WEEKLY REQUIREMENTS

At the Discretion of the Director:

- 9.1. Where possible, all Monday sessions should comprise two or more sections, one Restricted and one or more Open sections. However, where there are not sufficient players available for graded sections to be run, the Director can move players to make one or more Open sections as might be appropriate.
- 9.2. Where a Restricted section is run, only pairs who each hold a ranking of not higher than 50 Masterpoints are eligible. This requirement may be waived in the case of a beginner with less than 2 Masterpoints being partnered by a much more experienced player with more than 50 Masterpoints but in this case, the experienced player will be ineligible to be awarded Masterpoints.

Clauses 9.3 and 9.4 deleted by the Committee 6.2.2017

10. PREPARATION OF BOARDS

Pre-dealt boards with hand records are to be provided for all sessions at all events. The collection and security of pre-dealt boards are to be the responsibility of the Head Dealer, Event Organizer or the appointed Director.

CALLING

11. METHOD

In all events, all calls in an auction in any session are to be written on approved bidding forms (or bidding boxes where these are used) that are supplied by the Club. However, the Director can authorize verbal bidding as per QBA Regulations.

12. NOTATION

The notations used to identify calls or bids shall be:

- 12.1. 1-Club; 2-Clubs etc are to be marked as: 1C; 2C etc
- 12.2. 1-Diamond; 2-Diamonds etc are to be marked as: 1D; 2D etc
- 12.3. 1-Heart; 2-hearts etc are to be marked as: 1H; 2H etc
- 12.4. 1-Spade; 2-Spades etc are to be marked as 1S; 2S etc
- 12.5. 1-No Trump; 2-No Trumps etc are to be marked as 1NT; 2NT etc
- 12.6. Double is to be marked as: X
- 12.7. Redouble is to be marked as: XX
- 12.8. Pass is to be marked as: /
- 12.9. Following a verbal ALERT, a player must circle his/her partner's bid to which the alert applies.

13. GENERAL RULES

Calls should be written in a consistent legible manner, avoiding scribbling, variations in size, pressure or thickness, or the creation of unnecessary marks. Deviations may be

deemed to convey unauthorized information and be penalized accordingly. Players should endeavour to contain each notation within a single square on the bidding form. Bidding forms must not be marked prior to the start of calling to show the dealer or vulnerability. The bidding sheet must remain in view until the third player (on declarer's right) has played to the first trick, whereupon dummy should turn the bidding sheet and the board over to obscure Vulnerability and Dealer or otherwise remove them from sight (QBA Regulation: Written bidding B4.9) . After the end of a round, used bidding forms must be removed from the view of all players.

BIDDING SYSTEM

14. CLASSIFICATION

The ABF has set standards for the classification of bidding systems used in ABF events. These criteria are contained in the current QBA Regulations (System Regulations L 1-7) and are to be applied in all Club sponsored events other than as provided by Clause 2.3 of these By-laws. Systems are identified by a colour code: GREEN, BLUE, RED, YELLOW (HUM) and BROWN STICKER indicating the degree of artificiality with GREEN being Natural.

15. PARTNERSHIP AGREEMENTS

In any partnership, both members must conform to the same bidding and play systems, including special and conventional calls and plays, and maintain this agreement for the remainder of any one session. Deviations may be acceptable only if permitted by the WBF Laws of Duplicate Bridge 2007 (Law 40C).

16. APPLICATION

In all Club events, the following conditions are to apply.

- 16.1. GREEN or BLUE systems may be used in any event.
- 16.2. RED systems may not be used in ordinary weekly Club events but may be used in Club Championships, Congresses and Inter-Club Tournaments.
- 16.3. YELLOW (HUM) systems and BROWN STICKER treatments will not be permitted in any Club event.

17. PLAYER'S OBLIGATIONS

Players are responsible for classifying their own systems appropriately according to these requirements. If players are in any doubt about the appropriate classification of their system, they may submit their System Card to the Chief Director/Director for classification. Players must disclose fully the scope of their conventional agreements, particularly aspects that may require unusual defensive measures.

18. SYSTEM CARDS

System details are to be recorded on approved ABF System Cards. They must be legible to anybody, and show the names of the relevant pair and an indication of the classification of the system.

- 18.1. For ordinary weekly Club events, each pair must have at least one relevant system card on the table during a session.
- 18.2. For Club Championships, Red point events and Congresses, each participating pair must have two identical cards on the table throughout the event.
- 18.3. Players who fail to meet these obligations may be required, by the Chief Director, to follow a very simple bidding system, specified by the Chief Director/Director, for the remainder of the session.
- 18.4. In any round, after the auction period commences, and until the end of play in that round, a player must not refer to his/her own system card. Players may refer to their opponent's card/s.

ALERTING

19. PRINCIPLES

It is an essential principle of the game of Bridge that partnerships may not have secret agreements, either in bidding or in card play. All agreements must be fully available to any opponents. System cards always should be available, and any questions by opponents must be answered as fully as possible.

20. ALERTABLE BIDS

The general principle is to alert agreements that opponents may not fully understand or may reasonably misinterpret. All apparently natural bids at the three or lower level, but including conventional opening bids at the 4-level such as Namyats and other 4-level Transfer Pre-empt, that convey a meaning that opponents may not expect, must be alerted. This includes strong bids that sound weak, weak bids that sound strong, and all other calls that convey meanings different from, or additional to, their normal meanings.

21. SELF-ALERTING BIDS

The ABF has specified certain calls that carry their own alert and need not be alerted. These include:

- 21.1. All Doubles and Redoubles;
- 21.2. All Cue-bids of an opponent's bid suit;
- 21.3. All bids at the four level or higher but excluding Namyats and other 4-level Transfer Pre-empt which must be alerted; and
- 21.4. Following an opening bid of 1NT, a response of 2C (STAYMAN) in an uncontested auction.

22. ALERTING REQUIREMENTS

Alerting requirements at all Club events are to conform to the Regulations made from time to time by the QBA (Alerting Regulations, Section G).

SCORING

23. SCORING REQUIREMENTS

Methods used in Club events will be those as specified in the WBF Laws of Duplicate Bridge 2007 (Laws 77, 78 and 79). Special methods may be applied in specified events with the approval of the Committee. Scores may be recorded on the scoring sheets accompanying each board, or on the BRIDGEMATE terminals at each table.

- 23.1. In individual and Pairs events, the North/South players shall be responsible for the correct entry of all scores. East/West players shall be responsible for endorsing the accuracy of each entry.
- 23.2. In Teams events where computer scoring (eg, Bridgемate) is in use, each pair in a team shall be responsible for the correct recording of their own scores for each round in agreement with their opponents, and then comparing them with their team mates and arriving at an agreed result. The team captain shall be responsible for reconciling the final scores with the captain of the opposing team.

24. CORRECTION

Incorrect or disputed scores may be altered on the travelling score sheet or the BRIDGEMATE score records during play at a normal Club session provided that both parties agree to the change. After a normal Club session has been completed, changes may be made up to the start of the next same-day session (i.e. a Monday session may be changed within the 7-day period until the start of the next normal Monday session) but only on the authority of a Director and with the agreement as to the correct score by at least one member of each of the competing pairs. For Red Point events, incorrect or disputed scores may only be altered within 30 minutes of the end of play, but only on the authority of the Director of the event and with agreement as to the correct score by at least one member of each pair.

Amended at Annual General Meeting held 9.3 2019

25. RESULTS

In all Club sponsored events, results, where there may be any question regarding the finishing order in any event, shall be determined in the following manner:

- 25.1. In any event where a cash prize has been awarded, ties shall not be broken. The cash shall be divided as evenly as possible among the tied contestants;
- 25.2. In PAIRS events, where two or more Pairs may obtain the same percentage scores, the Pair/s gaining the highest Matchpoint score shall be declared the winner;

- 25.3. In TEAMS events, where two or more Teams have obtained the same Victory Point score, the Team/s gaining the highest International Matchpoint score shall be declared the winner; and
- 25.4. In the event of any exact ties, after the foregoing rules have been applied and contestants are still tied, the results shall not be split. All Pairs or Teams gaining the same score shall be declared winners, and all prizes or trophies shall be shared.

SUBSTITUTES

26. APPLICATION

If a nominated entrant in a multi-session Club event is unable to play in any session of that event because of sudden illness or injury, urgent personal business or any other sufficient reason, he/she or his/her partner or team captain may apply to the Chief Director for approval to use a nominated substitute. The Chief Director should consider the effect of the substitution on other contestants and the integrity of the event.

27. CONDITIONS

The provisions of substitutes will be governed by the QBA Regulations (C, D, E and F) that are in effect at the time. In any question or dispute involving substitutions, the DIRECTOR'S DECISION SHALL BE FINAL. Where a multi-session Club event is held (eg Club's qualifying rounds for the GNOT or Club red-point events), the substitute can play in only one (1) of the nominated pairs or teams for that event. However, for a zone event such as GNOT, players can be nominated to represent the Club irrespective of whether or not that person took part in the qualifying session/s.

APPEALS

28. APPLICATION

During the progress of an event, any player who is dissatisfied with any ruling by a Director may, with the agreement of his/her partner or team captain, appeal against that ruling.

- 28.1. The first appeal should be made verbally to the Director to reconsider his/her ruling. The Director should consult other Directors present at the session on the ruling and then advise the player/s of the final ruling.
- 28.2. If the player is still dissatisfied with the ruling, he/she is to advise the Director as soon as possible, but in any case not later than 30 minutes following the end of the session, of an intention to lodge an appeal. The Club's Appeal's procedures are then to be followed with an Appeal Committee formed as soon as possible to hear the Appeal. The Appellant is required to lodge a fee of \$50, which will be refunded if the Appeal is found in favor of the Appellant.

- 28.3. The completed Appeal form is to reach the Club Secretary or President within three days of the incident.
- 28.4. On receiving an appeal, the Committee is to convene a Club Board of Appeal within three days to adjudicate on the matter. The Appellant/s, their Opponents and the Director should be present at the Board of Appeal to provide information relevant to the Appeal. The Board shall advise the appellant of its decision within three days of that meeting.
- 28.5. The consideration of any appeal should be cognizant of the provisions of the WBF Laws of Duplicate Bridge 2007 (Laws 92 and 93) and the QBA Regulations Section I.

29. CLUB BOARD OF APPEAL

The Club shall establish a panel of experienced players, of whom any three or more may be co-opted to form a Board of Appeal for any occasion. Whenever convened, the Club's Appeals Procedures are to be followed with one member appointed as Chairman to preside over all deliberations and decisions.

GENERAL CONDUCT

30. PROPRIETIES

All participants in Club sponsored events, whether they be members or not, are expected to comply with the letter and the spirit of the Laws of Duplicate Bridge as published from time to time, especially with the provisions of the WBF Laws of Duplicate Bridge 2007 (Laws 72, 73 and 74). Flagrant or repeated offences may be penalized by the Director, or reported to the Committee for further disciplinary action.

31. SESSION START

Players should be present at the Club House at least 15 minutes before the scheduled start of a session. They should be **READY TO COMMENCE PLAY** at the scheduled starting time. This stipulation is to ensure that all preparations for play such as determination of the movement, distribution of the boards and any other equipment and the activation of the BRIDGEMATE scorer are complete.

32. LATE-COMERS

Players who arrive late without prior warning or sufficient reason may be penalized by the Director. In particular:

- 32.1. Players who arrive after the start of play may be refused inclusion in the session. At the discretion of the Director, a late comer may be allowed to play but if this results in some boards not able to be played in the round, the late comer pair will be given an adjusted minus score for each board that could not be played.

- 32.2. Players who arrive after the close of the first round will not be admitted to the movement in any circumstances.

33. TIME LIMITS

The count-down timer normally will be set to allow a cumulative interval of six minutes per board to be played in each round with an additional one minute for boards, and East/West players, to move for the next round, unless special circumstances require another interval. A warning signal will be sounded three minutes before the scheduled end of each round.

34. SLOW PLAY

Players should endeavour to avoid any delay to the completion of a round by excessively slow play, prolonged post mortems or social exchanges. All boards should be played and scored within the time limits set by the Director.

- 34.1. Players should move as soon as possible after the Director has called for a change of seats. Unnecessary delays, apart from those due to slow play by other players, may lead to a failure to complete subsequent rounds in the allocated time and to incur penalties.
- 34.3. At any table, if for the first time, bidding on the board has not been completed nor the lead card placed on the table by the three minute warning signal, then, at the discretion of the Director, both pairs may be required to cease play and have an AVERAGE score awarded for any uncompleted board/s. After a pair is given an average score because of their slow play in two rounds, any subsequent slow play by the same pair will result in an Average minus (40%) being given to the offending pair.
- 34.4. On subsequent occasions where the same pair is found to be late in completing a round, the play of any uncompleted board/s will be terminated at the discretion of the Director. Offenders will be awarded an AVERAGE MINUS (40%) score with an AVERAGE PLUS (60%) score being awarded to the non-offending opponents.

35. POST-MORTEMES

Discussion of hands played at the table is not recommended and is to be discouraged even if all boards in a round have been played and scored, and there is no likelihood of delay to the progress of play. In any event, discussions must not be audible to players at other tables, and must not be continued to another table in the presence of new opponents. Any violation of these requirements may incur a penalty from the Director.

36. QUESTIONS DURING AUCTIONS

- 36.1. It is not illegal but it is UNETHICAL to question opponents on any facet of the opponent's calls if the ENQUIRER HAS NO INTENTION OF OVER-

CALLING. Such questions should be left until the close of the auction and before the opening lead has been faced. It is ILLEGAL if questions are put in the expectation of providing improper information to partner.

- 36.2 Except for questions during the auction concerning the last bid by the Opponent, questions cannot be asked about a specific bid at the end of the auction. However, a full review and explanation of all bids made during the auction can be requested by any player.

37. CARD SELECTION

At any time during the play of a hand, it is UNETHICAL for a player to obviously select a card to play by drawing it partly or wholly out of his/her hand, and then replace it and select another card. In the case of an opening lead, once the card is placed on the table, whether faced or not faced, it can be returned to the hand ONLY on instruction of the Director after an irregularity (WBF Laws of Duplicate Bridge 2007, Laws 41A and 47).

38. IRREGULARITIES

In the event of any irregular or illegal action, whether obvious or suspected, the DIRECTOR MUST BE CALLED to the table to adjudicate on the matter. The players involved are not authorized to resolve the incident on their own initiative, no matter how convenient this may be. A move to prevent the Director being called by anyone at the table must be strongly resisted. A violation of this principle may compromise players' rights, and may be penalized by the Director. Players are reminded that calling the Director need not incur any penalty on any player. The Director's duty is to apply the Laws of the WBF and other Regulations, including these By-laws, which are designed primarily not as punishment for irregularities, but as protection from any damage.

39. MOBILE PHONES AND PAGERS

The use of mobile phones, pagers and other electronic communications devices is not permitted during any session time. Entrants with a bona fide 'on-call' need may lodge such items with the Director of the day who will alert them to any calls.

- 39.1. A warning will be issued at the start of each session, quoting the conditions of this By-law. If a phone goes off after this warning, a final room warning should be given by the Director.
- 39.2. Thereafter, all breaches or audio disturbances from such devices will incur an automatic non-discretionary penalty as specified below:
- 39.2.1. In Pairs events, 50% of the Matchpoint top of a board.
- 39.2.2. In Teams events, 3 Victory Points.
- 39.2.3. In Knock-out Teams, 9 International Matchpoints.

