

BUNGENDORE BRIDGE CLUB (BBC)

CONSTITUTION

Originally adopted February 2018

Amended June 2026

Adapted from the February 2018 BBC Constitution based on the Model Constitution under the Associations Incorporation Act 2009 (NSW) and BFACT affiliated clubs' Constitutions.

CONTENTS

PART 1 – PRELIMINARY

1. Definitions
2. Objective

PART 2 – MEMBERSHIP

3. Membership generally
4. Register of Members
5. Fees and subscriptions
6. Internal Disputes
7. Further Dispute Resolution Action
8. Right of Appeal

PART 3 – THE COMMITTEE

9. Powers of the Committee
10. Composition and Membership
11. Election of Committee Members
12. President
13. Secretary
14. Treasurer
15. Master Points Secretary
16. Casual Vacancies
17. Removal of Committee Members
18. Committee Meetings and Quorum
19. Voting and Decisions

PART 4 – GENERAL MEETINGS

20. Annual General Meetings (AGMs) – Holding of
21. Annual General Meetings – Calling of and Business at
22. Special General Meetings – Calling of

23. Special General Meeting – Notice of
24. Special General Meetings – Quorum for
25. General Meetings of the BBC – Presiding Member
26. General Meetings of the BBC – Adjournment
27. General Meetings of the BBC – Making of Decisions
28. General Meetings of the BBC – Voting

PART 5 – MISCELLANEOUS

29. Insurance
30. Funds – Source
31. Funds Management
32. The BBC Ceases Operation – Disposal of Funds
33. Alteration of this Constitution
34. Custody of Documents

ATTACHMENT A

BBC Dispute Management Guidelines

PART 1 – PRELIMINARY

1. Definitions

(1) In this Constitution:

financial year means the period from 1 July to 30 June.

in writing includes communication by electronic means.

ordinary committee member means a member of the Committee who is not an Office Bearer of the BBC.

special general meeting means a general meeting of the BBC other than an Annual General Meeting (AGM).

2. Objective

(1) The BBC aims to facilitate the playing of competitive bridge in the Bungendore region in a friendly and supportive environment.

(2) To assist in achieving this objective, the BBC will:

- promote the game and the BBC in the region;
- encourage the development of members' skills through organised play and training; and
- interact with other Bridge Clubs and abide by the regulations of the Australian Bridge Federation.

PART 2 – MEMBERSHIP

3. Membership Generally

- (1) The BBC welcomes experienced and beginner bridge players from the local area and further afield.
- (2) Application for membership must be made to a Committee member. Should the Committee reject the application, the Secretary must give reasons in writing to the applicant.
- (3) A new member must pay an annual subscription and be advised of the relevant table fee as determined under Clause 5.
- (4) Non-members must pay the table fee relevant to them, as set under Clause 5(2).
- (5) A member wishing to resign from the BBC must inform the Secretary in writing.
- (6) A person ceases to be a member of the BBC if the person resigns membership, is expelled from the BBC, or fails to pay the annual subscription fee determined under Clause 5

4. Register of Members.

- (1) The Treasurer must maintain a register of members specifying the names and contact details of each person.
- (2) Subject to the agreement of each member, the Register of Members shall be made available to all BBC members.
- (3) The Register of Members must be used solely for the objectives of the BBC.
- (4) Types of Membership

(1) Home member:

- Chooses BBC as their principal club.
- Pays the full BBC annual membership
- Through BBC, pays the affiliation (capitation) fees to the Australian Bridge Federation (ABF) and the Bridge Federation of the ACT.
- Earns Master points normally through all affiliated clubs.
- Only one club can be your Home club in any membership year.

(2) Away member

- Already belongs as a Home member to another affiliated club.
- Joins BBC at a reduced membership fee because the ABF fees have already been paid through their Home club.

- Enjoys the playing privileges of the second club but does not pay the affiliation fees
- May take part in discussion at General Meetings but may not vote nor form part of the quorum

5. Fees and Subscriptions

- (1) The annual subscription and table fees are either the amount set at the AGM or by the Committee under the direction of the AGM.
- (2) Table fees may differ for Home and Away Members
- (3) Members must pay a non-refundable annual subscription within three months following the beginning of the financial year. Membership is for the period of the financial year. New members joining part-way through a financial year may pay a pro-rata amount as determined by the Committee.

6. Internal Disputes

- (1) In the event of a dispute, the Dispute Management Guidelines (Attachment A) will apply.

7. Further Dispute Resolution Action

- (1) Should the dispute not be resolved by application of the Dispute Management Guidelines, the Committee is authorised to decide on the need for further action.
- (2) In the unlikely circumstance that the Committee is of the opinion that a BBC member has:
 - persistently refused or neglected to comply with a provision or provisions of this Constitution; or
 - persistently and wilfully acted in a manner prejudicial to the interests of the BBC,
 the Committee may:
 - expel the member from the BBC; or
 - suspend the member from the BBC for a specified period.
- (3) Where the Committee passes a resolution under Clause 7(2), the Secretary shall, as soon as practicable, write to the affected member:
 - setting out the Committee's resolution and the grounds on which it is based; and
 - advising the member that, under Clause 8, an appeal may be made to a BBC Special General Meeting to have the Committee's decision overturned.

8. Right of Appeal

- (1) A member affected by a Committee decision under Clause 7 may appeal to a Special General Meeting of the BBC. Notice to that effect must be lodged with the Secretary within seven days after the Committee's resolution is served on the member.
- (2) The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- (3) On receipt of a notice under Clause 8(1), the Secretary must notify the Committee, which is to convene a Special General Meeting of the Club to be held within 28 days after the date on which the Secretary received the notice.
- (4) At a Special General Meeting convened under Clause 8(3):
 - no business other than the question of the appeal is to be transacted;
 - the Committee and the member must each be given the opportunity to state their case orally, in writing, or both; and
 - the members present are to vote by secret ballot on whether the Committee's resolution should be confirmed or revoked.
- (5) The appeal is to be determined by a simple majority of votes cast by members present at the meeting.
- (6) In the event of an equality of votes, the Chair has a second or casting vote.

PART 3 – THE COMMITTEE

9. Powers of the Committee

- (1) Subject to this Constitution and to any resolution passed by the BBC, the Committee has power to exercise all functions and perform all acts as appear to the Committee to be necessary for the proper management of the affairs of the BBC.

10. Composition and Membership

- (1) The Committee is to consist of the Office Bearers of the BBC and ordinary Committee members.
- (2) The Office Bearers are the President, Treasurer and Secretary.
- (3) There may be up to four ordinary Committee members who may be designated as:
 - Training Officer;
 - Master Points Secretary;
 - Deputy Master Points Secretary
 - Returning Officer
 - Publicity officer or
 - some other function identified by the Committee.
- (4) A Committee member may perform up to two roles.

(5) The Committee may allocate a role to a BBC member for a temporary period or appoint a member to act for an Office Bearer or Committee member who is absent for more than two months.

(6) Each member of the Committee holds office until new Office Bearers are elected at the next AGM.

(7) A casual vacancy (refer Clause 16) in the office of a Committee member occurs if the Office Bearer or Committee member:

- ceases to be a BBC member;
- resigns office by notice in writing to the Secretary; or
- is removed from office under Clause 17.

11. Election of Committee Members

(1) Members may be nominated for election to the Committee by another member of the BBC or may self-nominate. All nominations must be seconded by another member at the AGM at which the election takes place.

(2) Nominations may be given to the Secretary verbally or in writing prior to the commencement of the AGM. Nominations from the floor may also be accepted during the election phase of the AGM.

(3) Filling of Committee vacancies is to be determined as follows:

- if a single nomination is received (and accepted by the nominee) for a specific Committee position, that person is taken to be elected;
- if more than one nomination is received, an open ballot at the AGM is to be held; or
- if insufficient nominations are received to fill all vacancies on the Committee, those nominated are taken to be elected and the newly elected Committee must call for further nominations to be presented to a subsequent Special General Meeting.

(4) If insufficient further nominations are received, any vacant positions remaining on the Committee are taken to be casual vacancies under Clause 16.

12. President

The President will:

- provide leadership to the BBC;
- promote the objects of the BBC;
- represent BBC in dealings with external organisations, in particular:
 - liaise with the Australian Bridge Federation (ABF);
 - liaise with the Bridge Federation of the ACT (BFACT);
- convene and chair Annual General Meetings, Special General Meetings and Committee meetings;
- Ensure that Committee and General Meeting decisions are implemented;
- Exercise a casting vote where this Constitution provides;
- Encourage participation and good governance within the BBC;
- be an authorised signatory on the BBC bank account;
- hold a debit card for the BBC bank account where authorised by the Committee;
- oversee the management of the BBC website, either personally or through another member appointed by the Committee.

13. Secretary

(1) The Secretary must keep minutes of:

- appointments of Office Bearers and ordinary Committee members; and
- all proceedings of Annual General Meetings, Special General Meetings and Committee meetings.

(2) The Secretary is to report to the Committee and BBC members, as necessary, in respect of incoming and outgoing correspondence.

(3) If the Secretary considers any correspondence to be private or confidential, it must be discussed at a closed meeting attended by either:

- the President, Secretary and Treasurer; or
- two Office Bearers and one ordinary Committee member.

14. Treasurer

(1) The Treasurer must ensure:

- all money due to the BBC is collected;
- all payments authorised by the BBC are made;
- accurate accounts are maintained showing the financial affairs of the BBC, including receipts and expenditure;
- the safe keeping and control of all BBC financial records;
- the maintenance of the Register of Members;
- correct reporting of the BBC's financial affairs to the Committee and the AGM.

15. Master Points Secretary

The Master Points Secretary will:

- manage the Master Points relationship with the Australian Bridge Federation;
- submit Master Points reports to the Australian Bridge Federation each month;
- ensure members' Master Points are correctly attributed;
- review the BBC ABF membership list before the annual affiliation date and ensure that only current members are listed.
- Provide a report to each BBC Committee Meeting

16. Casual Vacancies

(1) In the event of a casual vacancy occurring, the Committee may appoint a member of the BBC to fill the vacancy.

(2) A member appointed under Clause 16(1) holds office until the next AGM and is subject to the provisions applying to Committee members under Clauses 9–19.

17. Removal of Committee Members

- (1) By resolution at a Special General Meeting, members may remove a member of the Committee before the expiration of that member's term of office and appoint another person to the Committee in that member's place.
- (2) In considering such a resolution, members should have regard to whether the Committee member has consistently failed to comply with this Constitution or has acted against the interests of the BBC.
- (3) A Committee member affected by a resolution under Clause 17(1) may make representations on their behalf either:
 - at the same Special General Meeting; or
 - at a subsequent Special General Meeting held within 28 days.

18. Committee Meetings and Quorum

- (1) The Committee must meet at least three times in each twelve-month period. Additional meetings may be convened by any member of the Committee.
- (2) Members of the BBC may attend Committee meetings as observers. Observers are : not entitled to vote; may speak only with the permission of the Chair; and, may be excluded when confidential matters are under consideration
- (3) The membership must be advised in advance of Committee meetings via the Agenda
- (4) The membership must be provided with the Minutes of BBC Committee meetings
- (5) A quorum consists of at least one Office Bearer together with two other Committee members
- (6) (4) The President is to preside as Chair of Committee meetings. If the President is absent, the Committee is to appoint another Committee member to preside.

19. Voting and Decisions

- (1) Committee decisions are determined by a majority of votes of Committee members present.
- (2) Each Committee member has one vote.
- (3) In the event of an equality of votes, the Chair has a second or casting vote.

PART 4 – GENERAL MEETINGS

20. Annual General Meetings (AGMs) – Holding of

(1) The BBC must hold an Annual General Meeting (AGM) within six months after the close of the BBC's financial year.

21. Annual General Meetings – Calling of and Business a

(1) The date, time and place of the AGM are to be determined by the Committee but would normally be held in November.

(2) The Secretary must advise the membership of the holding of the AGM at least twenty-one (21) days before the date set for the meeting.

(3) Attendance by not less than one-third of the Membership constitutes a quorum for an AGM.

(4) The business of the AGM is to:

- confirm the minutes of the previous AGM;
- receive reports, including a financial statement, from the Committee on the activities of the BBC during the preceding financial year;
- elect the Office Bearers and ordinary Committee members for the ensuing year; and
- discuss other matters of a general nature raised by members attending.

22. Special General Meetings – Calling of

(1) A Special General Meeting may be convened by the Committee whenever it considers it necessary.

(2) A Special General Meeting must be convened by the Committee on receipt of a written requisition from at least five (5) members of the BBC.

(3) The requisition is to be lodged with the Secretary and must state the purpose of the meeting.

23. Special General Meeting – Notice of

(1) The Secretary must give members at least fourteen (14) days' notice of a Special General Meeting, specifying:

- the date;
- the time;
- the place; and
- the business proposed to be transacted.

(2) No business other than that specified in the notice convening the meeting may be transacted.

24. Special General Meetings – Quorum

(1) No business is to be transacted unless a quorum is present.

(2) A quorum is one-third of the membership.

(3) If, within thirty (30) minutes after the appointed commencement time, a quorum is not present:

- where the meeting has been called on the requisition of members, the meeting lapses; or
- in any other case, the meeting stands adjourned to a time and place determined by the Committee.

25. General Meetings – Presiding Member

(1) The President is to preside as Chair at every AGM and Special General Meeting.

(2) If the President is absent, the members present are to elect one of their number to preside as Chair.

26. General Meetings – Adjournment

(1) The Chair may, with the consent of the majority of members present, adjourn an AGM or Special General Meeting to a specified time and place.

(2) Business to be transacted at the adjourned meeting is to be determined by the majority of members present.

(3) No further notice of the adjourned meeting is required.

27. General Meetings – Making of Decisions

(1) Questions arising at an AGM or Special General Meeting are to be determined by a show of hands unless otherwise provided in this Constitution.

(2) A declaration by the Chair that a resolution has been carried or lost, together with an entry in the minutes, is evidence of that fact unless a ballot is demanded.

28. General Meetings – Voting

(1) On every question arising at an AGM or Special General Meeting each member has one vote.

(2) Voting must be exercised personally.

(3) In the event of an equality of votes, the Chair has a second or casting vote.

PART 5 – MISCELLANEOUS

29. Insurance

- (1) The BBC is affiliated with the Bridge Federation of the ACT (BFACT).
- (2) Management liability, public liability and voluntary workers insurance is provided in accordance with that Association's insurance policy.

30. Funds – Source

- (1) The funds of the BBC are derived from:
 - annual subscriptions;
 - table fees; and
 - any other sources approved by the Committee or by resolution of the BBC.
- (2) All funds received are to be banked as soon as practicable unless transferred to petty cash, in which case a written record of the transfer must be maintained by the Treasurer.
- (3) Receipts are to be issued for all monies received other than table fees, for which an appropriate written record must be maintained.

31. Funds Management

- (1) Subject to any resolution passed by the BBC, Club funds are to be used solely in pursuit of the objectives of the BBC.
- (2) All cheques and negotiable instruments must be signed by two authorised signatories.
- (3) Electronic payments from BBC bank accounts must be authorised by two authorised signatories.

32. The BBC Ceases Operation – Disposal of Funds

- (1) If the BBC ceases to operate, all outstanding liabilities are first to be discharged.
- (2) Any remaining assets are to be dealt with in accordance with a winding-up resolution determined by the members.

33. Alteration of this Constitution

- (1) This Constitution may be amended by Special Resolution of the BBC.
- (2) The Secretary must give members at least fourteen (14) days' notice of the proposed amendment together with the wording of the proposed resolution.
- (3) This Constitution was adopted in February 2018 and last amended in July 2026.

34. Custody of Documents

(1) Except where otherwise provided by this Constitution, the Secretary is responsible for the custody and control of all records, books and documents of the BBC.

(2) Documents that are no longer required may be destroyed with the approval of the Committee.

ATTACHMENT A

BBC DISPUTE MANAGEMENT GUIDELINES

Introduction

Disputes and disagreements can arise that affect not only those directly involved, but other club members too. These guidelines encourage a consistent and fair approach for everyone to know and understand their rights and responsibilities.

Preventing dispute

Respect for each other, being courteous, listening to and accepting different points of view, treating people equally, avoiding negative behaviour (such as being critical, demeaning, patronising), and being aware of the impact of one's action will help prevent conflict arising.

During card play, any irregularity or issue relating to bridge laws must be brought to the attention of the Director who will arbitrate. All players involved in the issue are to be present at the ruling. A Director's ruling should be accepted and respected.

If the ruling is disputed, an appeal may be lodged at the end of the session's play and before leaving the session venue. If the issue cannot be resolved at the time the parties involved must lodge a request with the Committee before the next week's session for resolution.

Committee involvement

If members are unable to resolve a dispute between them, then any of those involved can write to the committee and ask for help.

The committee will approach the issue in an objective, unbiased and equitable manner.

The committee may:

- reject a letter of complaint if it is thought to be frivolous;
- arrange a meeting between the parties as soon as possible to tease out underlying issues to hopefully reach an amicable agreement. If an agreement is found, the secretary will write to all parties to record what has been discussed and agreed; or
- with the agreement of the parties in the dispute, the committee may seek the help of an appropriate dispute resolution service.

Anything related to the dispute will be documented and kept committee-in-confidence.

Right of appeal

An affected party may appeal a decision by the committee in accordance with Clause 8 of the BBC constitution.

