

# KENMORE BRIDGE CLUB INCORPORATED

## BY-LAWS

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## CHANGE HISTORY

Reviewed and updated November 2023

# **KENMORE BRIDGE CLUB INCORPORATED BY-LAWS**

## **Introduction**

The By-Laws of the Kenmore Bridge Club are established as provided for under Rule 39 of the Kenmore Bridge Club Incorporation's Constitution. These By-Laws may be subject to variation at any time by a resolution of the Management Committee. The Club's Constitution and By-Laws are available on the Club's Website or upon request to the Secretary.

## **BY-LAW 1 - MANAGEMENT COMMITTEE**

- 1.1 Management Committee members must comply with the *Associations Incorporation Act 1981(Queensland)*.

### **1.2 Election of the Management Committee**

- 1.2.1 Members may be nominated for the identified positions of President, Secretary, or Treasurer otherwise a nomination is for an ordinary member of the Management Committee. All positions are voted on at the Annual General Meeting (AGM).

### **1.3 Management Committee may Make Appointments**

- 1.3.1 The Management Committee may appoint members to roles as necessary for the efficient operation of the Club.
- 1.3.2 Members appointed under this by-law do not become members of the Management Committee.
- 1.3.2 Appointments made under this by-law may be terminated by decision of the Management Committee.

## **BY-LAW 2 - MANAGEMENT COMMITTEE MEETINGS**

### **2.1 The First Meeting of a New Management Committee**

- 2.1.1 The first meeting of a new Management Committee shall be not more than three weeks after the AGM.
- 2.1.2 At this meeting, or as soon as practicable after the AGM, the Management Committee shall approve signatories to the Club's bank accounts and decide financial delegations. The Treasurer, President, Secretary and such other members of the Management Committee as may be decided shall be signatories.

2.1.3 At this meeting, or within one month after the AGM, the Secretary shall complete the Annual Return to the Office of Fair Trading.

2.1.4 At this meeting the Management Committee shall assign responsibility for review of these By-laws and the Operations Manual for currency and relevance.

## **2.2 Subsequent Management Committee Meetings**

2.2.1 Meetings of the Management Committee shall be held at least once every two months.

2.2.2 Fourteen clear days' notice of the time and place of a scheduled Management Committee meeting shall be given to each Management Committee member by the Secretary.

2.2.3 Supplementary meetings may be held at the discretion of the President. The Secretary shall provide each Management Committee member with not less than three clear days' notice of all such meetings.

2.2.4 Notice of meetings may be given by direct contact or electronically.

## **2.3 Agenda for Meetings of the Management Committee**

2.3.1 The Secretary shall call the meeting and, after consultation with the President, provide an agenda for the Committee Members prior to each Management Committee meeting.

2.3.2 Any member of the Management Committee may request the Secretary to include an item on the agenda and the Secretary shall include the item as requested.

2.3.3 Any member of the Club may request an agenda item through written request to the Secretary.

## **2.4 Confidentiality of Management Committee Deliberations**

2.4.1 Management Committee members shall not;

- (i) disclose to any member or the public any confidential information acquired by virtue of their position as a committee member;
- (ii) use any confidential information acquired by virtue of their position on the committee for their personal financial or other benefit or for that of any other person; or
- (iii) permit any unauthorized person to inspect or have access to any confidential documents or other information.

## **2.5 Conflicts of Interest – Management Committee Members**

2.5.1 Disclosure of Committee Member Interests

- (i) A Committee Member, who has any direct or indirect **pecuniary** interest in a contract, or proposed contract, to which the club is or may be a party, must disclose the nature and

extent of their interest to the Management Committee and such interest be recorded in the Minutes.

- (ii) A Committee Member, who has any direct or indirect **personal** interest which may come into conflict with their duty to act in the best interest of the club, must disclose their interest to the Management Committee and such interest be recorded in the Minutes.
- (iii) A Committee Member who has declared an interest under sub-clause (i) or (ii) above in relation to a matter being considered by the Committee may not vote in any decision being taken on the matter.

## **2.6 Contracts**

- 2.6.1 The terms of any lease, ongoing legal agreement or financial binding undertaking of the Club shall be referred to the Management Committee for approval before being finalised.
- 2.6.2 Committee members must declare any potential conflict of interest.

## **BY-LAW 3 MEMBERSHIP FEES**

### **3.1 Membership Fees**

- 3.1.1 The annual membership fees for members shall be determined each year by the Management Committee. In addition to the annual membership fee, home members may be liable for annual QBA and ABF levies or other annual fees associated with their membership. Members who pay their QBA and ABF levies at another club will be classified as alternate members.
- 3.1.2 All levies and fees become due and payable upon their determination. Members who pay their fees late may be charged an additional payment to cover any additional costs imposed on the Club as a result of such late payment.
- 3.1.3 Members of the ABF Youth Club (under 25 years) may have free KBC membership as determined by the Committee.
- 3.1.4 Life members will be exempt from all annual membership fees including club, QBA and ABF fees.
- 3.1.5 Every member and visitor using the Club's facilities will pay fees for that use as determined by the Management Committee from time to time.

### **3.2 Membership Year and Pro-Rata Fees**

- 3.2.1 The membership year for the Kenmore Bridge Club Inc. is 1 January to 31 December and the annual membership fee and associated QBA and ABF fees for continuing members are to be paid on or before the last day of December each year.

- 3.2.2 The annual membership fee for new members will be pro-rata on the basis of: 100% - January 1 to June 30; 50% - July 1 to December 31 rounded to the nearest dollar. All QBA and ABF fees are pro-rata at the discretion of those bodies.
- 3.2.3 In March each year, the Management Committee shall consider the termination of membership of those members whose annual fees remain in arrears.

#### **BY-LAW 4 RESPONSIBILITIES OF OFFICE BEARERS**

For the purposes of this By-Law, Office Bearers are Club members who have been elected to specific positions by members at an AGM or who have been appointed to a position by the Management Committee. The responsibilities of the office bearers elected to specific positions are set out below.

##### **4.1 President**

- 4.1.1 The President is the club's principal representative and shall preside at general meetings, and at all functions held by the Club.
- 4.1.2 The President is an ex officio member of all sub-committees and will ensure that subcommittees meet on a regular basis.
- 4.1.3 The President will liaise with the public, including other bridge clubs and individuals, as required as the "public" face of the Club.
- 4.1.4 The President may delegate responsibilities for a limited period of time, for cause.

##### **4.2 Vice-President**

- 4.2.1 In the absence of the President, the Vice-President may represent and act on behalf of the President at meetings and functions of the Club and at Management Committee meetings.

##### **4.3 Secretary**

- 4.3.1 The Secretary shall ensure that the Club abides by its Constitution and By-Laws and satisfies the requirements of the *Associations Incorporation Act 1981* and the *Associations Incorporation Regulation 1999*. In particular, the Secretary shall ensure compliance with the provisions of section 68 of the Act in relation to the Office of Fair Trading.

##### **4.4 Treasurer**

- 4.4.1 The Treasurer on behalf of the Management Committee shall ensure the Club's financial records are kept in accordance with normal accounting standards and that they comply with the *Associations Incorporation Act 1981*. In particular, the financial records of the Club must
- (i) correctly record and explain its transactions and financial position; and

- (ii) enable a financial statement for the association to be prepared; and
- (iii) enable the financial statement to be properly and conveniently audited; and
- (iv) be held in the State; and
- (v) be kept for at least five years.

4.4.2 The Club's funds shall be deposited with one or more financial institutions in Queensland. The Treasurer in conjunction with the Management Committee shall establish and manage such accounts as may be necessary for the operation of the Club.

4.4.3 The Treasurer shall keep an imprest account with a maximum balance of \$6,000. The account shall operate on the following basis:

- (i) Transactions on the imprest account can be actioned by any one signature from the following:
  - (a) the President
  - (b) the Treasurer
  - (c) another member of the Club approved by the Management Committee.
- (ii) Payments from the imprest account may be made by electronic funds transfer.

4.4.4 With the exception of the imprest account, all transactions on the Club's bank accounts shall require the signature of any two of the following:

- (i) the President
- (ii) the Treasurer
- (iii) another member of the Club approved by the Management Committee.

4.4.5 Particulars of all payments from, and reimbursements to, the imprest and all other accounts must be recorded and presented for ratification at the next Management Committee meeting. The Management Committee's decision shall be recorded in the minutes.

4.4.6 The Treasurer shall ensure that the Management Committee annually reviews the insurance policies of the Club.

## **4.5 Masterpoint Secretary**

4.5.1 The Masterpoint Secretary shall ensure all Masterpoints for which members are eligible are properly assigned to those members.

4.5.2 The Masterpoint Secretary will deal with all matters relating to Masterpoints with the QBA and ABF as required.

## **4.6 Membership Secretary**

4.6.1 The Membership Secretary shall:

- (i) maintain a current register of members of the club. The register must include the following particulars for each member—
  - the full name of the member;
  - the postal or residential address of the member;

- email address;
  - phone number(s);
  - date of birth (minimum day/month to distinguish from other ABF members with the same name);
  - the date of admission as a member;
  - the date of death or resignation of the member;
  - details about the termination or reinstatement of membership;
  - name and phone number of emergency contact;
  - any other particulars the management committee decide.
- (ii) administer the Pianola platform in conjunction with the Web Master and any other member the Management Committee considers appropriate.
- (iii) be the club's contact with the QBA and ABF on all membership matters.
- (iv) follow procedures approved by the Management Committee for dealing with applications from intending members.

#### **4.7 QBA Delegates**

- 4.7.1 The QBA delegates will attend meetings of the QBA Council as representatives of the Club and will report back to the Management Committee on the business discussed at those meetings.
- 4.7.2 The President shall automatically be a delegate. Other delegates may be drawn from the Management Committee or the general membership in accordance with the policy of the QBA and ABF.

#### **4.8 Zonal Delegates**

- 4.8.1 The Zonal delegates will represent the Club in discussions and meetings relating to the Club's involvement in the Brisbane Zone and report back to the Management Committee on Zonal matters.
- 4.8.2 The President shall automatically be a delegate. Other delegates may be drawn from the Management Committee or general membership in accordance with the policy of the QBA and ABF.
- 4.8.3 The Zonal delegate(s) will act as convenor or organiser of zone events hosted by the Club.

#### **4.9 Chief Director**

- 4.9.1 The Chief Director is a senior and qualified Director of the Club who shall be appointed at the first meeting after the AGM. The Chief Director shall:
- (i) maintain oversight of the playing sessions within the club.
  - (ii) provide advice on Law and Regulation to Directors and players as required.
  - (iii) maintain a list of Club Directors.
  - (iv) coordinate the Directors' roster
  - (v) supervise the board dealing activities of the Club.



4.9.2 The Chief Director acts as the Tournament Organizer specified in Law 80B of the 2017 Laws of Duplicate Bridge.

#### **4.10 Recorder**

- 4.10.1 The Recorder shall be appointed by the Management Committee at the first meeting after the AGM.
- 4.10.2 The Recorder shall provide informal advice to any player who believes they have witnessed improper, unethical or discourteous behaviour by others.
- 4.10.3 Communications with a recorder are to remain strictly confidential to that person alone.
- 4.10.4 The Recorder will report serious matters to the Secretary for consideration .

### **BY-LAW 5 COMMITTEES**

#### **5.1 Major Projects**

- 5.1.1 Membership shall consist of such members as appointed by the Management Committee.
- 5.1.2 The functions of the Committee, subject to directions from the Management Committee, are to:
  - (i) ensure current and potential future buildings and environments are suitable for the purposes and use of Kenmore Bridge Club Inc. and its members.
  - (ii) interact with the Brisbane City Council in relation to use and maintenance of the building and immediate environment occupied by KBC at 98 Brookfield Road.
  - (iii) lobby with politicians and other significant members of the community for all issues related to identifying and securing a more suitable Club environment.
  - (iv) interact with members of the local community and other site tenants regarding use of the premises.
- 5.1.3 The Chair of the Committee will provide a report to each scheduled Management Committee meeting.

### **BY-LAW 6 BRIDGE EVENTS & FEES**

#### **6.1 Club Events**

- 6.1.1 Events conducted by the Club shall be awarded master points in accordance with the master point schemes approved by the Australian Bridge Federation. Supervised sessions are not allocated master points.
- 6.1.2 All play shall be in accordance with the Laws of Duplicate Bridge 2017.

- 6.1.3 All entrants in any Club event are bound by the Rules and By-Laws of the Club.
- 6.1.4 All events will be run according to the Kenmore Bridge Club By-Laws and may also have supplementary regulations announced at the start of an event.
- 6.1.5 Entrants in regular duplicate sessions are not required to be Club members.
- 6.1.6 Club Pairs and Teams Championship events require all players to be Club members.

## **6.2 Table Fees and Entry Fees**

- 6.2.1 Table fees for regular duplicate sessions shall be at a rate determined annually by the Management Committee. At 1 January 2021 these rates are:
- \$6.00 per member. Payment by coupon is preferred. Coupons are not redeemable.
  - Student players (under 25 years) pay \$3.00 per session whether or not they are a KBC member.
  - \$8.00 per visitor.

6.2.2 Life Members are exempt from the payment of table fees.

6.2.4 Honorary members are exempt from the payment of table fees for the duration of the award.

- 6.2.2 Entry fees for special events held at the Club shall be at a rate determined by the Management Committee. These fees shall apply to both Club members and visitors.
- 6.2.3 Visitors may play any number of times. Visitors who are not ABF members are required by ABF to join the Club after 15 games.
- 6.2.4 The chief volunteer dealer is entitled to free regular duplicate sessions whenever playing at the Club.

## **6.3 Session Director**

- 6.3.1 A playing Director in charge of a session is entitled to play for free in that session.
- 6.3.2 The Director in charge of a session will play with any member or visitor who arrives without a partner.

## **BY-LAW 7 CONDUCT OF MEMBERS**

### **7.1 Zero tolerance of poor behaviour**

- 7.1.1 The Kenmore Bridge Club has adopted a policy of zero tolerance of poor behaviour. This policy applies in all bridge sessions run by the club. All participants in a session are expected to conform to the requirements of the Club, ABF and QBA. Incidents of unacceptable behaviour shall be dealt with in accordance with the policies of the Club, ABF and QBA.

## **BY-LAW 8 OTHER MATTERS**

### **8.1 Honorariums**

- 8.1.1 The Management Committee may at its discretion **make an award or assign** an honorarium to a member of the Club in recognition of their services to the Club.
- 8.1.2 **Honorariums for the session Directors and teachers of the beginner bridge lessons will be determined by the Management Committee.**

### **8.2 Life membership**

- 8.2.1 Nominations for Life Membership shall be submitted in writing to a meeting of the Management Committee, not less than three weeks prior to the scheduled date of the next Annual General Meeting.
- 8.2.2 The nominee shall be proposed and seconded by two financial members of the Club. The nomination shall also include a brief profile of the nominee to provide grounds for the nomination.
- 8.2.3 The Management Committee shall decide by majority vote if the nomination is acceptable and if so, will pass the nomination onto the next Annual General Meeting. The Secretary shall forthwith notify the proposer in writing of the acceptance or rejection of the nomination.
- 8.2.4 The proposer shall prepare a testimonial of the Nominee and their achievements to be presented at the Annual General Meeting to support the nomination.
- 8.2.5 Voting on the proposal for Life Membership shall be by the members present at the Annual General Meeting and the Nominee shall be elected to Life Membership if a majority of the votes cast are in favour of the proposal.
- 8.2.6 The criteria for Life Membership are:
- (i) The nominee must have been a member of the Club for not less than 10 years.
  - (ii) The nominee must have performed significant meritorious service for the Club for at least five years in three or more of the following areas:
    - (a) as a member of the Management Committee;
    - (b) as a teacher for the Club;
    - (c) as a Director;
    - (d) as a good ambassador for the Club;
    - (e) in areas outside the Committee over and beyond that expected of a normal member;
    - (f) other service as may be deemed appropriate by the Management Committee.
- 8.2.7 Life members will have the following benefits:
- (i) They will be exempt from payment of the annual membership fee and the club will pay their annual ABF and QBA levies; and

- (ii) They will not be required to pay table fees and additional event fees at regular sessions held at the Club.

### 8.3 Covid Requirements

8.3.1 KBC recognises that we are a Club with high risk members and as such the following will apply from 17 December, 2021:

- (i) KBC will conform to all State and Commonwealth Government directives
- (ii) All members who attend the Club facilities must show evidence that they are fully vaccinated
- (iii) All members are to check in with the Club QR code
- (iv) KBC acknowledges ABF and QBA requirements where they may exist

## 9.1 REVIEW

- 9.1.1 The Management Committee shall ensure the By-Laws are reviewed for relevance and currency at intervals of no greater than four years.

## CHANGE HISTORY

September 2019	Released to Management Committee for comment
September 2021	Released to Management Committee for comment
December 2021	Draft to Management Committee for approval.
October 2023	Draft to Management Committee for approval.