

TOOWOOMBA BRIDGE CLUB INCORPORATED

BY-LAWS

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TOOWOOMBA BRIDGE CLUB INCORPORATED
BY-LAWS

INTRODUCTION

The By-Laws of the Toowoomba Bridge Club Incorporated (“Club”) are established as provided for under Rule 42 of the Club. These By-Laws may be subject to variation at any time by a resolution of the Management Committee. Members of the Club wishing to ascertain the current status of any By-Law are advised to check with the President or Secretary. The current version of the By-Laws is always available on the Club website. Copies of the Club’s Rules and By-Laws are available for free to members upon request to the Secretary.

BY-LAW 1 - MANAGEMENT COMMITTEE

- 1.1 All members of the Toowoomba Bridge Club Management Committee are elected in accordance with Rule 19 of the Club or appointed in accordance with Rule 21 of the Club.
- 1.2 At all times each Management Committee Member must ensure they do not contravene section 61A of the Associations Incorporation Act 1981 Queensland by being ineligible to be a Management Committee member.

- (1) A person is not eligible to be elected as a member of an incorporated association’s management committee if—*
- (a) the person has been convicted-*
 - (i) on indictment; or*
 - (ii) summarily and sentenced to imprisonment, other than in default of payment of a fine; and*
 - (b) the rehabilitation period in relation to the conviction has not expired.*

- (1A) Also, a person is not eligible to be elected as a member of an incorporated association’s management committee if—*
- (a) under the Bankruptcy Act 1966 (Cwlth) or the law of an external territory or another country, the person is an undischarged bankrupt; or*
 - (b) the person has executed a deed of arrangement under the Bankruptcy Act 1966 (Cwlth), part X or a corresponding law of an external territory or another country and the terms of the deed have not been fully complied with; or*
 - (c) the person’s creditors have accepted a composition under the Bankruptcy Act 1966 (Cwlth), part X or a corresponding law of an external territory or another country and a final payment has not been made under the composition.*

- (2) In this section—*
rehabilitation period has the meaning given in the Criminal Law (Rehabilitation of Offenders) Act 1986.

1.3 Election of the Management Committee

- 1.3.1 Refer to Rule 19 for the details of election of the Management Committee.

- 1.3.2 In the event of a tied vote, the candidates will be given a five-minute opportunity to address the Club on their suitability to the position and then another ballot will be held. This process will be repeated until a decision is reached. New Proxy votes must be included for each additional ballot.

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 immediately after the Annual General Meeting.

2.1.2 At this meeting the Management Committee shall appoint members to the following subcommittees considered appropriate by the committee to help with the conduct of the Club's operations:

- Function Catering sub-committee
- Tournament sub-committee
- Teaching sub-committee

2.1.3 At this time, or as soon as practicable thereafter, the Management Committee should also appoint members to the following positions:

- Vice President
- Congress Convenor
- Club Teaching Coordinator
- Club Teacher(s)
- Librarian
- Masterpoint Secretary
- Membership Secretary
- Newsletter Editor
- Press Officer
- QBA Delegates
- Zonal Delegates
- Purchasing Officer
- Kitchen Manager
- Housekeeping Manager
- Sponsorship Coordinator
- Welfare Officer
- Tenancy Coordinator
- Information & Technology Officer
- Building Maintenance Coordinator
- Grounds Maintenance Coordinator
- Webmaster
- Chief Tournament Director
- Board Dealing Coordinator
- Recorder
- Health and Safety Officer

and may, from time to time, appoint Club members to other positions eg Youth Coordinator. In many cases this will be confirming the ongoing appointment of the incumbent.

2.1.4 At this time, or as soon as practicable thereafter, the Management Committee should approve signatories to the Club's bank accounts.

2.1.5 At this time, or as soon as practicable thereafter, the Secretary shall complete the Annual Return for the Office of Fair Trading.

2.2 Subsequent Management Committee Meetings

2.2.1 The Management Committee shall meet at least once every calendar month. Four clear days' notice of the time and place of any Management Committee meeting shall be given to each Management Committee Member by the Secretary and for this purpose it shall be sufficiently given if such notice is in writing and handed to the Committee Member, emailed or contacted by phone by the Secretary, Rule 23 (4).

2.3 Agenda for Meetings of the Management Committee

2.3.1 The Secretary shall call the meeting and provide an agenda for the Committee Members prior to each Management Committee meeting.

2.3.2 The agenda shall include but not be limited to the following items for consideration, in an order determined by the President –

- a) Attendance and apologies
- b) Previous minutes and business arising from those minutes
- c) Inward and outward correspondence
- d) President's report
- e) Treasurer's report
- f) Reports, if any, from all appointed sub-committees, office bearers and other reports
- g) Membership Report
- h) Any other business
- i) Date, time, and place of next meeting

2.3.3 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.

2.4 Confidentiality of Management Committee Members

2.4.1 Management Committee members shall not:

- a) disclose to any member or the public any confidential information acquired by virtue of their position as a Committee Member; or
- b) 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
- c) 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

- a) 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.
- b) 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.

2.6 Contracts

2.6.1 Procedure for contracts

- a) All documents relating to contracts must be given to all Committee Members at least two weeks before the approval process (unless Committee Members agree to a shorter period) and once approved by the majority of the Management Committee, must be signed by two signatories, the President (or nominee) and Secretary (or nominee) and such approval shall be recorded in the Minutes.
- b) A Committee Member, who has a pecuniary or personal interest in a contract, or proposed contract, must not take part in making any decision with respect to the contract or proposed contract.

BY-LAW 3 - MEMBERSHIP FEES

3.1 Membership Fees

- 3.1.1 The annual membership fee for ordinary members shall be determined each year by the Club at the Annual General Meeting. In addition to the annual membership fee, ordinary members will be liable for any annual QBA and ABF levies or other annual fees associated with their membership.
- 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 because of such late payment.
- 3.1.3 Every member and visitor using the Club's facilities will pay fees for that use as determined from time to time by the Management Committee.

3.2 Membership Year and Pro-Rata Fees

- 3.2.1 The membership year for the Club 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 March 31; 75% - April 1 to June 30; 50% - July 1 to September 30; 25% - October 1 to December 31. 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 in accordance with Rule 10(3)(c).

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 the members at an AGM or who have been appointed to a position by the Management Committee. The responsibilities of the office bearers are set out below.

The positions of President, Secretary and Treasurer are elected at the AGM, and the position of Vice-President is elected by the Management Committee in accord with By-Law 4.2.1.

For non-elected positions, the Management Committee calls for expressions of interest addressing the duties of the position description as listed below. The Management Committee will consider all applicants and appoint accordingly at the first meeting after the AGM or as soon as practicable thereafter.

4.1 President

- 4.1.1 The President is the Club's principal representative and shall preside at general meetings, in accordance with Rule 23 (1), 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 sub-committees meet on a regular basis.
- 4.1.3 The President will ensure that all office bearers, the Management Committee and all its sub-committees are performing their tasks appropriately and will take appropriate action if this is not the case.
- 4.1.4 The President will liaise with the public, including other bridge clubs and individuals, as required as the "public" face of the Club.
- 4.1.5 The President may delegate his/her responsibilities for a limited period.

4.2 Vice-President

- 4.2.1 At the first meeting of the Management Committee, the Committee shall elect one of their own to fulfill this role.
- 4.2.2 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.
- 4.2.3 The Vice-President is expected to assist the President with the President's responsibilities.

4.3 Secretary

- 4.3.1 The Secretary is responsible for ensuring that the Club abides by its Rules of Association and By-Laws and satisfies the requirements of the *Association Incorporation Act 1981* and the *Associations Incorporation Regulation 1999*.
- 4.3.2 Dealings with the Office of Fair Trading

The Secretary shall within one (1) month after the Annual General Meeting lodge with the Office of Fair Trading the following –

- (a) a copy of the signed audit report.*
- (b) the Annual Return of an Association form.*

(c) the fee prescribed under a regulation.

If this is not done the Secretary, President and Treasurer commit an offence.

The Secretary must notify the Office of Fair Trading in the approved form of a change to the membership of the offices of the President, Secretary or Treasurer within one (1) month after it happens.

The Secretary must notify the Office of Fair Trading in the approved form of a change of the Secretary's address within one (1) month after it happens.

4.3.3 The Secretary shall -

- Convene all general and special meetings of the Club and the Management Committee paying due regard to the notice required of such meetings according to the Rules of the Club.
- Prepare, in consultation with the president, an agenda for each meeting including the annual general meeting.
- Ensure all members of the Management Committee are given the opportunity to peruse any contracts the Club enters into prior to signing by two members of the Management Committee as specified in By-Law 2.6.1.
- If asked by a member, to make the Club's financial documents available for inspection. This must take place within 28 days after the request at a mutually convenient time and place and at which time the Secretary shall give the member copies of the documents.

4.3.4 **Minute Secretary**: The Secretary or a nominated member of the Management Committee shall be responsible for

- Preparing adequate Minutes of the proceedings of each meeting of the Club and the Management Committee in consultation with the President.
- Sending a copy of those Minutes to all members of the Management Committee. Members of the Management Committee have 5 days to review these documents and to contact the Secretary regarding any suggested alterations.
- After this period of review, sending via email or other means approved by the Members at the meeting, a copy of the Minutes for confirmation.
- Posting the Minutes onto a Club notice board for the information of members of the Club within three days of the Minute confirmation.

4.3.5 **Correspondence Secretary**: The Secretary or a nominated member of the Management Committee shall be responsible for

- Collecting all incoming mail on a weekly or bi-weekly basis.
- Bringing to the attention of the Management Committee and relevant office bearers any items of correspondence requiring attention.
- Recording all inwards and outwards correspondence in the correspondence register.
- Conducting, keeping and producing all correspondence on all matters connected with the Club other than matters which are under the control of the Treasurer.

4.3.6 **Office Manager**: The Secretary or a nominated member of the Management Committee shall be responsible for:

- Ensuring an adequate supply of stationery.
- Providing a list of required office supplies to the Purchasing Officer.

- Ensuring all filing is kept up to date.
- Keeping a key register.
- Keeping a register of all disciplinary matters dealt with by the Management Committee.
- Ensuring all notice boards are kept up to date including the congress form holders advertising events in other Clubs.

4.3.7 **Other duties:** The Secretary or a nominated member of the Management Committee shall be responsible for:

- Carrying out the responsibilities of the Membership Secretary if no Membership Secretary is appointed.
- Keeping or causing to be kept the register of members as described in the Rules.
- Managing applications to rent the Club premises-the following procedure is to be followed. Applications will be referred to the Management Committee for consideration if the application meets the following criteria:
 - (a) is from a not-for-profit organisation or a Government organisation.
 - (b) meets all the requirements of the Occupation Licence Agreement, which will consider Club sessions, teaching sessions, workshops, and other Club occupancy requirements. The occupation fee is \$40 for the first hour of occupation, plus \$10 per subsequent hour or part thereof unless otherwise decided by the Management Committee. A copy of the Draft Occupation Licence Agreement is held in the “Tenancies” file.

4.4 Treasurer

4.4.1 The business and operations of the Club shall be controlled by the Management Committee (see Part 7 Section 60 of the Associations Incorporation Act 1981).

4.4.2 The Treasurer on behalf of the Management Committee must keep the following records to comply with Division 2 Records of the Associations Incorporation Regulation 1999 -

- a cash book or statement of amounts received and paid.
- a receipt book of receipt forms.
- records of the account the Club keeps with a financial institution that are given to the Club by the financial institution.
- a register of assets; and
- a petty cash book.

4.4.3 The Treasurer on behalf of the Management Committee must ensure its records are kept in the English language to comply with Division 2 Records of the Associations Incorporation Regulation 1999 in a way that-

- correctly records and explains its transactions and financial position; and
- enables a financial statement for the Club to be prepared; and
- enables the financial statement to be properly and conveniently-
- audited by-for a level 1 incorporated association – an auditor or an accountant.

4.4.4 The Treasurer on behalf of the Management Committee must ensure accounting requirements comply with the Division 3 Accounting requirements of the Associations Incorporation Regulation 1999 -

- keep an account in Queensland with a financial institution.
- a cheque issued by the Club must be signed by any 2 of the following individuals-
 - the President
 - the Secretary
 - the Treasurer

- another member of the Club approved by the Management Committee.

However, one of the persons who signs a cheque must be the President, the Secretary, or the Treasurer.

4.4.5 The Treasurer on behalf of the Management Committee must ensure the funds and accounts comply with Rule 45 of the Club's Rules of Association.

4.4.6 The Treasurer on behalf of the Management Committee must ensure the Club complies with additional account requirements in Schedule 5 of the Associations Incorporation Regulation 1999.

1. The Treasurer, or other authorised officer, must—
 - (a) receive all amounts paid to the Club and, if asked, give a receipt for the amounts; and
 - (b) as soon as practicable—
 - (i) deposit each amount received into the Club's account with a financial institution; and
 - (ii) enter the particulars of each amount received, and payments made by the Club into the Club's cash book.
2. Payments of less than \$100 may be made from a petty cash account kept on the imprest system.
3. Payments of \$100 or more must be made by cheque or electronic funds transfer.
4. Particulars of all payments from, and reimbursements to, the petty cash account must be recorded in the petty cash book.
5. The Club's Management Committee must—
 - (a) approve or ratify the Clubs expenditure; and
 - (b) ensure the approval or ratification is recorded in the Management Committee's minute book.
6. The Club's expenditure must be supported by adequate documentation filed in chronological order and kept at a place decided by the Club's Management Committee.
7. The Club's Treasurer, or other authorised officer, must regularly—
 - (a) balance the cash book; and
 - (b) make a reconciliation between the cash book and the balance of the Club's account with a financial institution.
8. The Club must keep its financial records—
 - (a) in the State; and
 - (b) for at least 7 years.

4.4.7 The Treasurer shall-

- Present a financial report at every regular meeting of the Management Committee.
- Ensure that the Management Committee regularly reviews the insurance policies of the Club.
- Present to the Management Committee each year a budget for future income and expenditure.
- Comply with reporting responsibilities with government agencies, e.g. Taxation, Workcover, Superannuation and Office of Fair Trading.
- Perform any other duties required by the Management Committee.

4.5 Congress Convenor

4.5.1 The Congress Convenor shall organise and manage all aspects of the Club's congresses with the assistance of a small group including, but not limited to, the Chief Tournament Director, Webmaster, Treasurer, Function Catering Manager, Housekeeping Manager, and volunteer helpers.

Tasks Involved:

- Obtain the dates of the Club's Congresses from the Chief Tournament Director.

The QBA advises clubs via email when it is determining the Congress Calendar for the following 12 months and requests clubs to submit dates for their Congresses. These dates are determined by the Management Committee on the advice of the Chief Tournament Director who, together with the Tournament Sub-committee, attempts to ensure that the dates do not coincide with any other Congresses in the Darling Downs Zone.

- Arrange for an appropriate venue and suitable catering for each Congress.

Normally, Congresses will be held on the Club's premises and the Congress Convenor will liaise with the Function Catering Manager to provide suitable catering.

- Engage an appropriate Congress level Director for each Congress.

Normally, the Congress Director is booked from year to year. If the current Congress Director is not available, the Congress Convenor should contact the QBA for help to contact and book a Congress Director. Congress Directors need to be booked well in advance as there are congresses on every weekend.

- Liaise with the Congress Director on all matters pertaining to the conduct of the Congress.

The format of the Congress including the session starting times, scoring methods (Butler or otherwise), movement formats (Swiss or otherwise) is determined by the Tournament Sub-Committee, the Congress Convenor, and the Congress Director. Once a format is decided on it will normally not change from year to year.

- Prepare QBA approved Entry Forms for each Congress and distribute copies to all clubs in the Brisbane Zone, Darling Downs Zone, Gold Coast Zone, Wide bay Zone and Sunshine Coast Zone.

- **The following must be commenced three months before the Congress.**

The QBA provides a template of an entry form and a copy of this is in the Club's computer files. Prepare and send a draft of the Entry Form to the Congress Director who is responsible for the technical management of the congress for their approval.

The form must then be sent to the QBA Webmaster for final approval before distribution and uploading to the Club's website.

Three months prior to the Congress, print approved Entry Forms and mail 6-10 copies to all affiliated Clubs in the Brisbane Zone, Darling Downs Zone, Gold Coast Zone, Wide Bay Zone and the Sunshine Coast Zone. Send more copies to larger Clubs-see list in "Congresses" folder on Club computer for list.

The QBA Manager can provide address labels or a file for mail merging is available from the affiliated clubs section of the QBA website.

Promote the event at Club Sessions including using Directors' announcements.

- Arrange for preparation of the venue, all sets of boards, hand records and related stationery for each Congress.

The booklets that are distributed for personal scoring at Congresses are designed and printed using the Club's computer and printer.

Arrange Board dealing and Hand Records as required after consultation with the Congress Director who may wish to do this away from the Club rooms.

Hand records are usually photocopied on different coloured paper for different sessions and are distributed at the end of each session.

Check with Director about stationery requirements, computer facilities and assistants.

Ensure there is a good supply of pencils, bidding pads and rubbers on hand. Normally the Director is supplied with a caddy organised by the Congress Convenor. This can be two people – one doing the morning and the other the afternoon if need be.

Give each caddy a list of the things they are to do.

Arrange for helpers to assist in the preparation of the Congress venue, and normally the day before the Congress begins.

The Function Catering Manager is responsible for organising the catering for all Congresses. This includes finding volunteers to assist with the preparation and serving of food and cleaning up the rooms in readiness for the next session. This is usually done in consultation with the Congress Convenor.

- Maintain spreadsheet and online lists of players entered in each congress.

As entries come in, enter them on the Club's web site or other entry management program, and if they are to appear on the web site, advise the QBA webmaster to set up a link from the QBA web site. If not, from time to time, email a latest list of entries to the QBA webmaster.

After entries close, ensure the Congress Director has access to the final list of players, being particularly careful regarding ABF numbers. Highlight any players with special needs e.g. stationary seating.

Liaise with Director on how to deal with late entries.

- Arrange a lucky door prize (if required), a raffle, fill-in players, a parking attendant, and a photographer

Arrange for a member volunteer to organise a raffle and a lucky door prize (if required) including sourcing prizes and selling tickets.

Arrange for fill-in players who can come early and help with the raffle and other tasks and be available to play should some players not arrive.

Arrange for a member to arrive early and be a parking attendant to ensure all vehicles are parked according to Club policy.

Arrange for a member to take photos of winners of awards and prizes for Club records and publicity.

- Liaise with the Sponsorship Coordinator to arrange attendance by sponsors if required.
- Determine prize money and other awards for each Congress as approved by the Management Committee.

Ensure that perpetual trophies are available with engraving up to date.

Congresses are not meant to make money but if possible, break even with as many people receiving prize money as possible. There are guidelines for prize money on the QBA website.

Prepare prize money and other awards for presentation at the end of the appropriate session.

Obtain cheques from Treasurer for prize money and, if required, a Cash float.

Organise the presentation of prize money and awards including the taking of photos for Club records.

- Arrange for a short report to be prepared for the QBA Bulletin
- Arrange the collection and banking intact of all entry fees and other monies received and the giving of proper receipts for the same.

Arrange for a receipt book to be on hand in the Club office with instructions as to what should be done with any Congress entry money collected in the absence of the Congress Convenor. Congress money is to be banked by the Congress Convenor, Treasurer or Assistant Treasurer into the General Account.

- Make all payments and disbursements associated with the Congress and procure and submit proper receipts for same to the Treasurer.
- Present a report to members at the Annual General Meeting
- Submit Financial Statements, Budgets, monthly Reports, etc to the Management Committee when required
- Complete the QBA Congress Report (J2) after each Congress
- Address the issues on the QBA Congress Convenor's Checklist in conjunction with QBA Regulations for approved red masterpoint congresses.

4.6 Club Teaching Coordinator

- 4.6.1 The responsibility for appointing members or non-members to run classes and workshops shall rest with the Management Committee. The Club Teaching Coordinator will coordinate the activities of all members or outside agencies who are appointed as Teachers (to run classes or workshops). The Club Teaching Coordinator will provide liaison between the teaching activities of the Club, the Tournament Subcommittee, and the Management Committee.
- 4.6.2 Teacher(s) will be appointed to run classes based on the “Club Standard” or may be appointed to teach other systems by agreement.
- 4.6.3 Each Teacher, be it for classes or workshops, is responsible for the organization and presentation of the classes on behalf of the Club.
- 4.6.4 Any advertising relating to classes must be authorized by the Management Committee.
- 4.6.5 Payments for classes run by Members must be part of general revenue.
- 4.6.6 The Club Teaching Coordinator has approval from the Management Committee for an annual budget of \$3000 for advertising bridge lessons and the purchase of books and teaching materials.
- 4.6.7. The Club Teaching Coordinator will provide the Secretary with a monthly report.

4.7 Librarian

- 4.7.1 The Librarian, subject to the direction of the Management Committee, is responsible for the administration of the Club's library. This includes purchasing, cataloguing, and lending of library materials.
- 4.7.2 The Librarian has approval from the Management Committee for an annual budget of \$500 to maintain the Club's library.
- 4.7.3. The Librarian will provide the Secretary with a monthly report.

4.8 Masterpoint Secretary

- 4.8.1 The Masterpoint Secretary will ensure that all masterpoints for which members are eligible will be properly assigned to those members.
- 4.8.2 The Masterpoint Secretary will deal with all matters relating to masterpoints with the QBA and ABF as required. The primary medium for communication will be email or access through the ABF Masterpoint portal.
- 4.8.3 The Masterpoint Secretary will be a member of the Tournament Sub-committee.
- 4.8.4 The Masterpoint Secretary will provide the Secretary with a monthly report.

4.9 Membership Secretary

4.9.1 The Membership Secretary shall:

- Maintain a current register of members of the Club. The register must include the following for each member—
 - the full name of the member.
 - the postal or residential address of the member.
 - the date of admission as a member.
 - the date of death or time of resignation of the member.
 - details about the termination or reinstatement of membership.
 - any other particulars the Management Committee or the members at a general meeting decide.
 - date of birth

If provided by a member record the phone, email, and emergency contact in the register.

- Be the Club's contact with the QBA and ABF on all membership matters except masterpointing (which is the responsibility of the Masterpoint Secretary).
 - Follow procedures approved by the Management Committee for dealing with applications from intending members.
- 4.9.2 The procedure for processing membership applications is:
- A Membership Application Form is obtained by the applicant from the Director of the day or the Secretary.

- The Application Form is to be completed by the applicant, proposer, and seconder. The proposer must check that all details are completed, and the appropriate membership fee is included. The completed Application Form is then submitted to the Treasurer or the Treasurer's delegate.
- The Treasurer, or Treasurer's delegate, will issue a receipt to the applicant, affix the receipt number to the Application Form and forward it to the Membership Secretary.
- The Membership Secretary will present the Application Form to the next Management Committee meeting for consideration.
- If the Application is not approved, the Secretary will so advise the applicant, stating reasons and return payment to the applicant. The Secretary will liaise with the Treasurer to organize the repayment. The Secretary will inform the Membership Secretary who will remove the applicant's details from the Club's records and advise the ABF if required.
- If the Application is approved, the Membership Secretary will:
 - add the member's details to Club's register of members; and
 - send the member's details to the ABF for their records; and
 - send a welcome letter and a link to the Club's Web Page for access to the Club's Rules, By-Laws and other information about the Club to the new member.
 - ensure the new member has a copy of the current Club Diary.

The new member will be introduced to other members by the Director at the first Club session they attend.

4.10 Newsletter Editor

- 4.10.1 The Newsletter Editor is responsible for the compilation, production and distribution of the Club newsletter subject to direction from the Management Committee.
- 4.10.2 Contributions for the Newsletter are to be sought from all Management Committee members, office bearers and any other Club member who wishes to contribute an article. The editor may use material from other sources, always considering any copyright issues.
- 4.10.3 The Newsletter is to be produced quarterly but may be more frequent if requested by the Management Committee.
- 4.10.4 The format of the Newsletter is at the discretion of the Editor.
- 4.10.5 After proof reading by the President or Secretary or President's nominee, a copy of the Newsletter is to be distributed to all financial members of the Club. The Newsletter will be distributed by email with some printed copies available at the Clubhouse for a week, for those members who do not have an email address registered with the Club.
- 4.10.6 An electronic copy will be sent to the Webmaster for inclusion on the Club's webpage.

4.11 Press Officer

- 4.11.1 The Press Officer is responsible for forwarding the results of competitions to the local media.

4.12 Purchasing Officer

The Purchasing Officer is responsible for the purchasing of all consumable items (items that can be expected to be used within 6 months of purchase) except those required for teaching and bridge sessions. (See By-laws 4.6.6 and 4.25.1)

These items include, but are not limited to:

- (i) Stationery, as advised by the Office Manager,
- (ii) Consumable items as advised by the Housekeeping Manager
- (iii) Consumable items as advised by the Kitchen Manager,
- (iv) Consumable items as advised by the Function Catering Manager,
- (v) Alcoholic beverages for use at Congresses, Special Functions and other Club activities as advised by those in charge of these activities.

The Purchasing Officer is to provide the Secretary with a monthly report of the Purchasing Officer's area of responsibility

Task Information

Consumable items will generally be purchased online from suppliers that deliver to the Club rooms at a fixed time and day once or twice each week except for alcoholic beverages and other items which may be required on an ad hoc basis.

Suppliers will be provided with a set order, which may be changed, if necessary, by the Purchasing Officer with guidance from the Managers above. Managers must advise the Purchasing Officer of any changes they wish made to a set order before a time and day set by the Purchasing Officer to allow delivery at the fixed time and date.

The Purchasing Officer is responsible for investigating any discrepancies in orders received at the Club. This will require the member receiving the goods to check the items received against those in the delivery docket or invoice before storage and reporting any discrepancies to the Purchasing Officer.

When members, with appropriate approval, make ad hoc purchases using their credit card or cash, they will be reimbursed from Petty Cash after presenting supporting documentation to the Treasurer.

The Treasurer is responsible for managing the payment for these consumable items in accordance with Rule 45 Funds and Accounts and By-law 8.3 Methods of payments using credit card.

Non-consumable items will, in general, require the approval of the Management Committee before purchase.

4.13 Kitchen Manager

4.13.1 The Kitchen Manager is responsible for the catering of all Club sessions which do not include Congresses and Special Functions for which catering is the responsibility of the Function Catering Manager. The Kitchen Manager is expected to recruit helpers to assist with the following responsibilities.

4.13.2 The Kitchen Manager is responsible for:

- Providing the Purchasing Officer with details of all consumable items (those that can be expected to be used within six (6) months of purchase) required to be purchased for the kitchen by the time and day as advised by the Purchasing Officer.
- The checking of received items against orders and reporting of any discrepancies to the Purchasing Officer. This will require the member receiving the goods to check the items received against those in the delivery docket or invoice before storage and reporting any discrepancies to the Purchasing Officer.
- Ensuring that all catering at Club sessions takes place in a safe and hygienic environment.

- Ensuring that the pantry, refrigerators, dishwashers, kitchen and any areas from where food has been dispensed and all used utensils, crockery, etc are cleaned appropriately after the Club session has finished.
- Organising members to assist with catering for, and cleaning up after, Club sessions particularly when the Kitchen Manager is not attending a session.
- Providing training in the use of kitchen appliances eg dishwasher, as required.
- Providing the Secretary with a monthly report of the Kitchen Manager's area of responsibility.
- Liaising with the Congress Convenor, Congress Director, Session Director and/or the Function Catering Manager where appropriate to ensure that the catering is well-coordinated with the Congress's/Session's/Special Function's activities.

Task Related Information

Purchases of kitchen utensils and other non-consumable items require the approval of the Management Committee.

The kitchen is not registered as a commercial kitchen and is not linked to a grease trap, so no cooking using raw materials is to be undertaken there. Heating of pies, cheerios, etc may be done. Preparation of sandwiches, cutting up of fruit and vegetables and similar activities should be done on site. All utensils and surfaces must be appropriately cleaned before and after any food preparation. All food handlers must abide by the Food Standards Australia and New Zealand as displayed in the kitchen. Although these do not require the use of single use rubber gloves, the Club prefers members preparing food to use those provided.

4.14 QBA Delegates

- 4.14.1 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.
- 4.14.2 The Club is entitled to one QBA Delegate for every 100 members or part thereof.
- 4.14.3 A travel allowance of \$40 will be paid for each QBA Council meeting or QBA Tournament meeting attended by the Clubs Delegates. Only one allowance will be paid per meeting and Delegates are expected to carpool.

4.15 Zonal Delegates

- 4.15.1 The Zonal delegate(s) will represent the Club in discussions and meetings relating to the Club's involvement in the Darling Downs Zone and report back to the Management Committee on Zonal matters.
- 4.15.2 The Club is entitled to one Zonal Delegate for every 150 members or part thereof.
- 4.15.2 The Zonal Delegate(s) will act as convener or organizer for zone events hosted by the Club.

4.16 Housekeeping Manager

The Housekeeping Manager is responsible for the cleanliness and tidiness of the premises and may seek assistance from other members to fulfil these responsibilities.

Tasks Involved:

The Housekeeping Manager is responsible for:

- Assisting the Management Committee in the selection of Cleaners (general and carpet) for the club rooms as the need arises.
- Liaising with the Cleaners and reporting any issues relating to the cleaning of the rooms by the Cleaners, including a possible need for a review of the Cleaners' contracts, to the Secretary of the Management Committee.
- Providing the Purchasing Officer with details of all consumable items (those that can be expected to be used within six (6) months of purchase) required to be purchased for the toilets and housekeeping purposes by the time and day as advised by the Purchasing Officer.
- Arranging the washing of tea towels, hand towels and the like used in the kitchen at least once per week
- Arranging for the carpet to be cleaned at times to be advised by the Secretary.
- Arranging the purchase or making of new table covers after liaising with the Management Committee.
- Arranging the cleaning and changing of table covers after Congresses and at other times to ensure their cleanliness.
- Providing the Secretary with a monthly report of the Housekeeping Manager's area of responsibility.
- Liaising with the Function Catering Manager and, if needed, the Cleaners, to ensure that the club rooms are cleaned following Special functions and Congresses in readiness for the next session of play.

4.17 Sponsorship Coordinator

4.17.1 The Sponsorship Coordinator is appointed on an annual basis and reports regularly to the Management Committee. Responsibilities and duties include:

- Identifying and contacting potential new sponsors.
- Prolonging the arrangements with the existing sponsors.
- Keeping a proper record of sponsor details.
- Giving a report at regular meetings when required.
- Ensuring sponsor details are advertised and promoted on the Club TV screens.
- Liaising with the Chief Tournament Director to ensure competitions support our sponsors.
- Being responsible for the day to day communication with current sponsors.
- Liaising with the Management Committee regarding communication with existing or potential sponsors.

4.18 Welfare Officer

4.18.1 The Welfare Officer is responsible for:

- Sending "get-well" cards to members who are in hospital or unable to come to the Club due to illness.
- Sending sympathy cards to members who have lost a partner.
- Providing the Secretary with a monthly report including a list of members who have been sent cards.

4.19 Tenancy Coordinator

The Tenancy Coordinator is responsible for liaising with the Club's tenants, if any, on behalf of the Management Committee and ensuring that all tenants satisfy the following:

- Are not-for-profit or government related organisations.
- Have insurance cover to a minimum of \$10,000,000 covering their period of tenancy.
- Have supplied written advice of their officials (President, Secretary and Treasurer or equivalent) and their contact details.

Following the confirmation of officials, a formal tenancy agreement will be drawn up by the Secretary for the signatures of the President and Secretary of both parties unless, by joint agreement, a letter confirming an open-ended tenancy has already been agreed.

A copy of a Draft Tenancy Agreement is held in the "Tenancies" file.

4.20 Information & Technology Officer

4.20.1 The Information and Technology Officer, subject to the direction of the Management Committee, is responsible for the maintenance of the Club's computers (including software), photocopiers, PA Systems, electronic timer for lights and other electrical or electronic equipment belonging to the Club and will provide the Secretary with a monthly report.

4.21 Building Maintenance Coordinator

4.21.1 The Building Maintenance Coordinator is responsible, subject to directions from the Management Committee, for the maintenance and improvement of the Club premises and property including:

- the maintenance of the building
- the maintenance of the air-conditioning system
- the maintenance of underground water tanks
- the maintenance and operation of the security system
- the maintenance of the building's electrical system including all lighting

4.21.2 The Building Maintenance Coordinator is responsible for establishing and maintaining a list of contacts to assist with repairs and maintenance.

4.21.3 The Building Maintenance Coordinator shall forward any recommendations involving major expenditure in their areas of responsibility to the Management Committee for its consideration.

4.21.4 The Building Maintenance Coordinator may delegate specific tasks to other members or may form short term working parties to fulfill the maintenance role; as they deem appropriate.

4.21.5 The Building Maintenance Coordinator shall create and maintain a register of items requiring regular maintenance attention with their recommended intervals.

4.21.6 Requests for maintenance should be directed to the Building Maintenance Coordinator by phone, SMS or email. Urgent requests should always be made by phone.

4.21.7 The Building and Maintenance Coordinator will provide the Secretary with a monthly report.

4.22 Grounds Maintenance Coordinator

The Grounds Maintenance Coordinator is responsible, subject to directions from the Management Committee, for the maintenance and improvement of the Club gardens, grounds and parking area as follows.

- maintaining the grounds at a level acceptable to Toowoomba City Council including mowing and garden maintenance.
- the maintenance of the Club's parking areas.
- improvements and additions to the landscaping, forwarding any recommendations involving major expenditure in this area of responsibility to the Management Committee for its consideration.

The Grounds Maintenance Coordinator may delegate specific tasks to other members or may form short term working parties to fulfill the maintenance role.

The Grounds Maintenance Coordinator has approval from the Management Committee for an annual budget of \$500 to maintain the Club's grounds.

The Grounds Maintenance Coordinator will provide the Secretary with a monthly report.

4.23 Project Management Teams

- 4.23.1 Where deemed necessary by the Management Committee, a Project Management Teams composed of a minimum three persons will be formed to oversee particular contracted capital works. All members of the Management Committee or Project Management Team must declare any conflict of interest relating to the contract.

4.24 Webmaster

- 4.24.1 The Webmaster is responsible, subject to directions from the Management Committee, for management of the Club website and will provide the Secretary with a monthly report.

4.25 Chief Tournament Director

- 4.25.1 The Chief Tournament Director is a senior and highly qualified Director of the Club who:
- Maintains oversight of the playing sessions within the Club.
 - Provides advice on bridge Law and Regulation to Directors and players as required.
 - Chairs the Tournament subcommittee.
 - Maintains a list of registered Club Directors.
 - Coordinates the Director's roster.
 - Orders items required for sessions of bridge eg bidding pads, cards, Bridgemates, etc.
 - Supervises the board dealing activities of the Club.
 - Provides liaison between the Tournament subcommittee and the Management Committee.
- 4.25.2 The Chief Tournament Director acts as the Tournament Organizer specified in Law 80B of the 2017 Laws of Duplicate Bridge.

4.25.3 The Chief Tournament Director is responsible for arranging appropriate publicity for all playing sessions and events of the Club.

4.25.4 The Chief Tournament Director will provide the Secretary with a monthly report.

4.26 Board Dealing Coordinator

The Board Dealing Coordinator acts under general direction from the Chief Tournament Director to deal or arrange to be dealt all boards for general Club sessions. This includes:

- Overseeing day to day operation of the dealing machine.
- Coordinating the volunteers' roster to deal boards.
- Generating appropriate hands using Dealmaster Pro (or equivalent) software (in batches) and prepare/print master hand record sheets.
- Liaising with the Webmaster to load hand records to the Club website.
- Liaising with the Chief Tournament Director on the number of boards to be dealt per week.
- Liaising with the Club Teacher(s) to assist with board dealing needed for lessons.

4.27 Recorder

4.27.1 The Recorder is an experienced and respected player who is available to players for informal advice in cases of suspicions of improper, unethical or discourteous behaviour by others. This could be about an issue of play, bidding or etiquette; however, all regular bridge matters should be referred to the Director of the session during play.

4.27.2 The Recorder for regular Club play (this includes Supervised, Restricted and Club Sessions and Club Competitions and Championships) is an annual appointment as per By-Law 2.1.3.

For each Congress event, a Recorder will be appointed from those who are playing in the event.

The Recorder will have no role in any Appeal or Disciplinary hearing for the Club.

The name of the Recorder will be displayed prominently in the Club rooms during each session of play.

4.27.3 Any bridge player may contact the recorder to help them decide whether to take an incident to formal appeal or written complaint, or just to report a concern about another bridge player's behaviour (at or away from the table). Communications with a recorder should remain strictly confidential to that person alone.

4.27.4 The first function of the Recorder for any event is to receive communications (oral or written) from individual players as to concerns which arise from events at the table at the particular event for which the Recorder is serving.

4.27.5 To facilitate such communications the Recorder will be available for consultation at the close of play for at least twenty minutes and for ten minutes before the commencement of play for the next session. For regular Club sessions, players may choose to communicate with the Recorder via telephone or email. For Congresses the first communication will be during the event or immediately afterwards.

4.27.6 The Recorder will consider such communications and in his or her discretion respond by taking one of the following actions:

- Advise and inform the player/s that there is no need for further action, explaining the laws and practices of bridge as necessary.
- Consult the director of the relevant session and then advise the players accordingly.
- Refer the player/s to an appeals advisor.
- Undertake to alert the Convenor of the event to the concern of the player/s.
- Where the concern is that an action by another player was or might have been unethical or inappropriate and there appears some chance that the concern is justified, inform the other player of the concern and obtain an account of the incident from their perspective.
- Decide that the incident does not merit an inquiry as to whether disciplinary action is appropriate as and by itself but that repeated instances of such conduct might merit such action, inform the subject of the comment accordingly and take a note of the details of the accounts received.
- Decide that the incident does merit an inquiry as to whether disciplinary action is appropriate, prepare a document for consideration by the Management Committee and give a copy of the document to the Convenor of the event. Note that a copy of the report will be made available to the subject of complaint if the Management Committee is considering acting to discipline the player.

4.27.7 The Recorder will maintain their own confidential records of all matters reported to them

The Recorder will provide a general report to the Management Committee on general trends of behaviour but will de-identify the participants involved.

The Recorder will report serious matters to the Secretary for consideration in accord with By-Law 7.

4.28 Health and Safety Officer

The Health and Safety Officer, subject to directions from the Management Committee, is responsible for issues relating to health and safety in the Club rooms and grounds including:

- The development, monitoring and implementation of the Health and Safety policy of the Club.
- Ensuring the Club is compliant with relevant health and safety legislation.
- The inspection of the Club rooms and grounds on a regular basis to identify and evaluate possible risks and hazards.

The Health and Safety Officer will provide the Secretary with a monthly report.

BY-LAW 5 SUB-COMMITTEES

5.1 General

5.1.1 The President is an ex officio member of all sub-committees of the Club.

5.1.4 Each sub-committee is responsible for the preparation and circulation of agendas and reports of its meetings.

5.2 Function Catering Sub-committee

5.2.1 The function of this Sub-Committee, subject to directions from the Management Committee, is to organize catering and catering helpers for Special Functions and Congresses.

- 5.2.2 Membership shall consist of the Function Catering Manager, as Chair, appointed by the Management Committee, a member of the Management Committee, the Kitchen Manager (ex-officio) and the President (ex-officio). Depending on the function, additional members will be the Congress Convener, the Director of the session involved and the Chief Tournament Director or their nominees.
It is expected that the chair will also invite some Club members who may be assisting at a function to join the sub-committee temporarily for discussions and planning.
- 5.2.3 Special Functions and their catering level will be determined by the Management Committee after the Diary has been decided and would normally include, but are not limited to, Melbourne Cup Party, Christmas Party, Annual Presentation of Awards and social gatherings after some major Club events.
- 5.2.4 The catering level for Congresses will be determined by the Management Committee after the Diary has been decided. Unless determined by the Management Committee, the only Congress where lunch will be provided will be the October three day Congress or its replacement.

Tasks Involved:

The Function Catering Manager is responsible for:

- Ensuring that the catering for Special functions and Congresses is well-organised, at a reasonable cost and at the level determined by the Management Committee (see 5.2.3)
- Liaising with the Congress Convener, Congress Director, Session Director and/or the Kitchen Manager where appropriate to ensure that the catering is well-coordinated with the Congress's/Session's/Special Function's/ activities.
- Organising volunteer catering helpers for Congresses and Special Functions.
- Informing the Purchasing Officer of the consumable items, including food and alcoholic beverages, needed to be purchased for a Special Function or Congress at least one week before the items are required.
- Ensuring that all catering for Special Functions and Congresses takes place in a safe and hygienic environment.
- Ensuring that the kitchen and other areas from where food has been dispensed are cleaned appropriately after the Special Function or Congress has finished.
- Within 14 days after each Congress and Special Function, providing the Secretary with a brief report on the catering aspects of the Congress/Special Function for the Club's records.

Task Related Information

The kitchen is not registered as a commercial kitchen and is not linked to a grease trap, so no cooking using raw materials is to be undertaken there. Heating of pies, cheerios etc may be done. Preparation of sandwiches, cutting up of fruit and vegetables and similar activities should be done on site. All utensils and surfaces must be appropriately cleaned before and after any food preparation. All food handlers must abide by the Food Standards Australia and New Zealand as displayed in the kitchen. Although these do not require the use of single use rubber gloves, the Club prefers members preparing food to use those provided.

5.3 Tournament Sub-committee

- 5.3.1 The Tournament sub-committee is responsible, subject to directions from the Management Committee, for organising and scheduling tournaments on behalf of the Club. For the purposes of these By-Laws, tournaments will include Club playing sessions but not Congresses (which are the

responsibility of the Congress Convenor) nor teaching sessions (which are the responsibility of the Club Teaching Coordinator).

5.3.2 Normally, all Club Directors, Directors in training, the Congress Convenor and the Masterpoint Secretary will be members of the Tournament sub-committee. The Chief Tournament Director will maintain a list of the Club's registered Directors.

5.3.3 The quorum for the Tournament sub-committee shall be no less than half of the Club's registered Directors.

5.3.4 The Tournament sub-committee shall:

- Review and keep current the tournament regulations of the Club.
- At each regular Management Committee meeting report on the progress of all events and the results of any Championship event completed since the previous Management Committee meeting.
- Report to the Management Committee on any irregularities occurring in the course of any event.
- Liaise with the QBA and the ABF about the scheduling of tournaments, as required.
- Prepare the annual calendar of Club events for the approval of the Management Committee. The chairman will liaise with the Tenant Coordinator or representatives of any tenants of the Club in September of each year to ensure that tenants' requirements are properly considered in the preparation of the calendar of events. The calendar is to be available to members of the Club and any tenants of the Club by mid-December each year.
- If required, prepare a set of supplementary tournament regulations for each red masterpoint event held by the Club; these regulations are to be displayed in the Club rooms.
- Form a panel of suitable persons to serve on appeals' sub-committees for Club tournaments during the year and to supervise the selection and performance of such. The panel will include a number of strong bridge players together with other members considered to have broad bridge experience and to have a balanced objective approach to decision making. The appeals sub-committee shall follow the procedures set out in Law 93 in the 2017 Laws of Duplicate Bridge.
- Maintain the inscription on Club trophies, honour boards etc.
- Liaise with the Press Officer to ensure the correct publicity for Club events.
- Encourage Club members to train as Directors and to sit Directors' examinations.
- Ensure efficient running and scoring of all Club sessions and tournaments.
- Ensure that qualified Directors are in charge of each session run by the Club.

5.4 Teaching Sub-Committee

5.4.1 The Teaching sub-committee is responsible, subject to directions from the Management Committee, for organizing the format and scheduling of bridge lessons on behalf of the Club.

5.4.2 The Teaching sub-committee shall:

- Prepare bridge lessons and workshops and any appropriate Boards in relation to such lessons.
- Keep up to date with modern bidding systems and develop and adjust lesson content accordingly.
- Arrange for the advertising of bridge lessons.
- Liaise with the Tournament sub-committee regarding beginner supervised and any other intermediate sessions.

- Encourage Club members to train as teachers.

5.4.3 The Chair of the Teaching sub-Committee will provide the Secretary with a monthly report.

BY-LAW 6 BRIDGE EVENTS & FEES

6.1 Club Events

- 6.1.1 All events conducted by the Club shall be awarded master points in accordance with the master point schemes approved by the ABF.
- 6.1.2 All play shall be in accordance with the 2017 Laws of Duplicate Bridge.
- 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 Club Tournament Regulations and may also have supplementary regulations announced at the start of the event.
- 6.1.5 Entrants in Club events are not required to be Club members.

6.2 Table Fees and Entry Fees

- 6.2.1 Table Fees in all Club events shall be at a rate determined and promulgated by the Management Committee. As from 1 January 2019 these rates are:

\$5.00 per member per session

\$8.00 per visitor per session

A visitor is a person who is not a member of the Club but is a member of another bridge Club.

Visitors may play any number of times, but visitors from Clubs within our Zone will be encouraged to join the Club.

- 6.2.2 Table fees for other events held at the Club may include an additional entry fee.

6.3 Use of a Language other than English at the Bridge Table

- 6.3.1 The Club has adopted the ABF's recommendation concerning the use of a language other than English at the Bridge Table during sessions of play. These were:
"the use of foreign languages is acceptable before the session starts, during breaks in play and when play is finished. The use of a foreign language is not allowed while the cards are out of the board. Between hands, if players cannot use good English, they should request approval from opponents to use a foreign language. If permission is granted, it is the responsibility of those communicating in the foreign language to explain as well as they can what was said."

6.4 Playing Director

- A Playing Director in charge of a session shall be entitled to play for free in that session.

- The Director in charge of a session may appoint an assistant to provide help with Directing, scoring, room preparation/clean up or for other duties.

BY-LAW 7 CONDUCT OF MEMBERS

7.1 Zero tolerance of Unacceptable Behaviour

The Club has adopted a policy of zero tolerance of Unacceptable Behaviour (as defined below). This policy must always be displayed in the Clubrooms and applies in all bridge sessions run by the Club. It is expected that most instances of Unacceptable Behaviour will be dealt with by the Director in accordance with the Procedures for Implementation below.

Expected Behaviour

1. Greet players prior to start of play of each round.
2. Be a good 'host' or 'guest' at the table.
3. Do everything possible to make bridge enjoyable for yourself, your partner and your opponents.
4. Give credit when opponents make a good bid or play.

Unacceptable Behaviour

1. Criticising partner or opponents.
2. Badgering, rudeness, insinuation, profanity, threats of violence, violence.
3. Negative comments concerning opponents' or partner's play or bidding.
4. Discussing hands after the round is called.
5. Objecting to a call for the director.
6. Disputing a Director's ruling during the game. (Lodging an appeal is the appropriate action.)

Penalties

If the Director is satisfied that a player is guilty of Unacceptable Behaviour, the offending player will be fined 25% of a board, or 3 IMPS. (If both partners are guilty, the fine will double.)

Procedure

When Unacceptable Behaviour occurs, opponents should call the Director immediately, indicating that the player/pair are 'interfering with our enjoyment of the game.' (breach of Law 74 A)

Procedures for Implementation

I. At the start of each event, the Director in Charge (DIC) shall make an announcement that the tournament will be observing ZERO TOLERANCE for Unacceptable Behaviour. Players are requested to call for the Director whenever they believe that Unacceptable Behaviour has occurred. Players must not retaliate in any way.

II. For the purpose of this policy, all Club Directors are deemed to be “on duty” and will report Unacceptable Behaviour to the DIC.

III. The Director in Charge (“DIC”), when called, shall make an assessment of the situation. If it is established that there was Unacceptable Behaviour, an immediate $\frac{1}{4}$ of a top disciplinary penalty (3 IMP in team games) shall be assigned to all offenders. This may involve any one or all four players at the table irrespective of who initiated the Unacceptable Behaviour. If both members of a partnership are guilty, the penalties are additive ($\frac{1}{4}$ board EACH = $\frac{1}{2}$ board penalty).

IV. If it is determined that the same offender exhibits Unacceptable Behavior for a second time in the same session then the penalty for the second offence will be $\frac{1}{2}$ of a top (6 IMP in team games).

V. If the same offender exhibits Unacceptable Behaviour for a third time in the same session or the DIC deems the Unacceptable Behaviour to be serious, the allegation shall be referred to the Secretary (or the President if the matter involves the Secretary) who shall then deal with the matter under By-Law 7.5 (Conduct Review). In addition, the offender(s) shall be ejected from further competition in that session. An offender removed from a session shall be deemed to have not played in the session, no master points will be awarded, and no refunds will be made.

VI. Warnings are strongly discouraged and will be given only when there is no clear violation or in cases where the facts cannot be determined. Offenders are to receive immediate penalties. Regardless of who may have initiated Unacceptable Behaviour, ALL offences are punishable. Retaliatory behaviour is a punishable offence. Frivolous accusations will also be considered as offences under this policy.

VII. In accordance with the Laws of Duplicate Bridge, a DIC's decision to impose a disciplinary penalty is final; however, all such decisions may be appealed under Law 92 -Right to Appeal in the 2017 Laws of Duplicate Bridge.

IX. The DIC shall provide a written summary report (email or in hard copy) of all Unacceptable Behaviour penalties to the Tournament Chairman and Recorder. This shall be done within 24 hours of the completion.

7.2 Conduct considered an offence that may be subject to a Conduct Review

The following is a list of examples of conduct that may be the subject of a review ("Conduct Review") and which, if proven, are offences against the Club and its members. The list is not an exhaustive list of possible offences.

1. Improper communication between partners.
 2. Failure to maintain a courteous attitude towards a partner or opponents.
 3. Disruption of the orderly progress of the game.
 4. Interfering with the enjoyment of the game including making frivolous or groundless complaints.
 5. Any remark or action which causes annoyance or embarrassment to another player or person in the Club rooms or at any place where the member is present as a bridge player.
 6. Any attempt by remark or action to bring the Club, the QBA or the ABF into disrepute.
 7. Theft or deliberate destruction of property, including property of the Club.
 8. Offences against non-members.
 9. An offence by a Club member against a non-member that may be subject to a penalty under civil/criminal legal action may also be considered by the Management Committee as the subject of a Conduct Review.
- Any conduct that may be the subject of a Conduct Review shall be reported in writing to the Secretary setting out all details of the allegation. If the Secretary is the subject of the allegation, the conduct shall be reported to the President.

7.3 Offences alleged to have been committed during a session of play

- 7.3.1 A member who considers another member (s) has exhibited Unacceptable Behaviour or has exhibited conduct that may properly be the subject of a Conduct Review, can request the DIC to consider the matter in an attempt to effect a resolution. The allegation shall be made to the DIC at the earliest opportunity. (This will be immediately on occurrence or at the end of the current round of the session).
- 7.3.2 At the end of the session the DIC will discuss the allegations with the members involved before they leave the venue, with a view to resolving the issues. If the alleged offender(s) have already left the venue, the DIC will proceed as if the issues have not been resolved (see By-Law 7.3.4).

- 7.3.3 If the issues cannot be resolved to either party's satisfaction the DIC will inform them that they may put their allegations in writing to the Secretary (or President if the allegation involves the Secretary).
- 7.3.4 If the DIC has not resolved the matter pursuant to By-Law 7.1 within 48 hours of the end of the session involved or if the DIC recommends the matter should be the subject of a Conduct Review, then the member may put an allegation in writing to the Secretary (or the President if the matter involves the Secretary) requesting the matter be dealt with under By-Law 7.5.
- 7.3.5 Whether or not the issues have been resolved, the DIC shall prepare a written report and submit it to the Chair of the Tournament sub-committee within 48 hours of the end of the session or within 48 hours of receipt of an allegation, whichever is applicable. This report may be used in any further investigation of the allegation(s).

7.4 Offences alleged to have been committed at other times

- 7.4.1 If one or more members wish to make an allegation about the conduct of one or more other members regarding offences that are not directly related to a session of play, then that allegation shall be made in writing, setting out all relevant facts, to the Secretary within 7 days of the incident occurring.

7.5 Conduct Review

- 7.5.1 Of his/her own volition, or upon receipt of a written allegation (which may be a complaint by QBA, the ABF or any individual) the Secretary, (or the President or his/her nominee if the complaint involves the Secretary) acting on behalf of the Management Committee, shall initiate a review concerning the conduct of any member of the Club under the procedures in By-Law 7.6.
- 7.5.2 A Conduct Review may be concerned with the conduct of the member in the following areas (but not necessarily limited to the following):
- in relation to the provisions of the Laws of Duplicate Bridge;
 - in relation to behaviour in the Club rooms, whether or not bridge is being played at the time;
 - in relation to behaviour at any place where the member is present as a bridge player;
 - in relation to the provisions of the Rules or By-Laws of the Club; or
 - in relation to any of the matters set out in By-Law 7.2.

7.6 Procedure of Conduct Review

- 7.6.1 Within 24 hours of receiving the written notification of an allegation of misconduct the Secretary (or President's nominee) shall advise all members of the Management Committee of the allegations and give them a copy of the allegations, at the same time providing a copy of the allegations to the member(s) against whom allegations have been made. Management Committee members who are involved in the allegation under consideration or are regular partners of the member(s) involved must excuse themselves from this process. All such allegations are to be treated in confidence until the allegations have been investigated.
- 7.6.3 The Management Committee will constitute a Conduct Review sub-committee consisting of three Club members to investigate the allegation. The Chair of this sub-committee will be either the

President or the Vice-President with the remaining members appointed by the Management Committee. Only members of the Club or other players involved in the allegation are to be involved in the investigation. The Management Committee shall delegate to the Conduct Review subcommittee any relevant powers of the Management Committee.

The investigation will include:

- The Conduct Review sub-committee Chair speaking with the member(s) making the allegation(s) and the member(s) against whom the allegation(s) have been made with a view to mediating and resolving the issues. The Chair will also inform the member(s) involved in the allegations that they have the right to be heard by the Conduct Review sub-committee and to make a written response to the allegations. Any waiver of the right to be heard shall be in writing or, if verbally, in the presence of at least two witnesses.
- Should mediation not prove successful, the Conduct Review sub-committee will further investigate the case and notify the member(s) against whom the allegations have been made as to their rights to present a written response, attendance and to have support at meetings of the sub-committee. The Chair of the Conduct Review sub-committee shall give the members involved in the allegations not less than three days and not more than seven days' notice of any meeting of the Conduct Review sub-committee. Only members of the Club or other players involved in the allegations are to be present at these meetings.

7.6.4 After a successful mediation process or after a further investigation, the Chair of the Conduct Review sub-committee shall, within 5 days of the decision, inform the Secretary in writing of its conclusions, the penalties it has imposed on the members involved (possible penalties that may be imposed by the Conduct Review sub-committee are listed in the following section), such penalties shall be implemented by the Management Committee.

7.6.5 Penalties that may be imposed by the Conduct Review sub-committee
If a complaint against a member has been proven to the satisfaction of the Conduct Review sub-committee following a review, the Conduct Review sub-committee may impose a penalty or combination of penalties from the following list:

- Reprimand /warning
- Suspension from participation in all bridge at the Club for a specified period of time
- Suspension from participation in bridge play of a certain type or class for a specified period of time. This may include a restriction to playing in or not playing in Club events.
- A requirement to reimburse an estimated loss due to damage or theft of property
- A written apology to the aggrieved member(s)'

In imposing penalties, the Conduct Review sub-committee will take note of any previous penalties imposed. However, penalties may be varied depending on circumstances.

7.7 Termination of membership

7.7.1 Should the Conduct Review sub-committee consider it warranted; it may also recommend to the Management Committee that a member's membership be terminated. Whether or not to make a decision to terminate will be decided by the Management Committee in accordance with the Club Rules. Any Management Committee member who has been a member of the Conduct Review sub-committee shall not vote on a decision to terminate membership.

7.8 Appeals against decisions of the Conduct Review sub-committee

7.8.1 Any appeals against decisions of the Conduct Review sub-committee are to be made to the Management Committee within 5 days of receipt of those decisions. The member appealing has the right to be given adequate notice of a Management Committee meeting called to hear an appeal, the right to attend any such Management Committee meeting and to have advocate representation at such meeting. The three members of the Conduct Review sub-committee may attend all such appeal hearings but will not be permitted to vote on any decision concerning the appeal.

7.9 Notification of penalties

7.9.1 The Management Committee will advise the Manager of the QBA via confidential communication, of all penalties imposed on a member of the Club under the powers of the Management Committee and the Special General Meeting if termination of membership is involved.

7.9.2 All parties involved in the allegation will be advised in writing of the outcomes of the Conduct Review process.

7.9.3 Directors of the Club will be advised of the outcomes of the Conduct Review process if the penalties involve the suspension of a player or partnership from playing in Club sessions for a period of time.

7.9.4 Apart from the above, the Club will not divulge the outcomes of the Conduct Review process to any other parties.

7.9.5 The Secretary shall keep a record of all such allegations and the outcomes of the investigations.

7.9.6 The Secretary shall inform the member who is the subject of the allegations, of the outcome of the Conduct Review sub-committee and decision of the Management Committee by phone, email or mail no later than 24 hours from the Management Committee meeting.

7.9 Penalties imposed by external bodies

7.9.1 The Club may not reduce the impact of any penalty imposed on a member of the Club by the Queensland Bridge Association or the Australian Bridge Federation. The Club may review any such penalty and extend its application.

7.9.2 Penalties imposed by the Toowoomba Bridge Club apply to its own events and activities including Zone events and Congresses, but do not apply to QBA or ABF events hosted in its Clubrooms.

BY-LAW 8 OTHER MATTERS

8.1 Guidelines for Volunteers

A volunteer is someone who enters into any service of their own free will, or who offers to perform a service or undertaking. Therefore, there is no contractual arrangement between the Club and the volunteer and there is no recourse or threat of recourse against the volunteer. The Club relies on and values the efforts of its many volunteers. The Club cannot function without them.

- Volunteers work voluntarily. The Club cannot force a volunteer to work.
- The volunteer or the Club can stop the arrangement at any time.

- The Club is not required by law to make any kind of payment to a volunteer in exchange for their work.
- Any agreement in place with a volunteer does not tie the Club or the volunteer into a legally binding arrangement.
- The Club will encourage volunteers to work in areas appropriate to their skill and experience.
- Volunteers may be reimbursed for out of pocket expenses and may also receive payments such as an ‘honorarium’ (see By-Law 8.2), which is a payment made freely and with no obligation.
- Volunteers may receive non-cash benefits, e.g. free game vouchers, free access to services; these types of benefits should not have a substantial value.
- Volunteers are protected by the Work Health and Safety Act 2011 and have the right to work in a safe environment.
- Volunteers are protected by the Anti-Discrimination Act 1991 from discrimination and harassment.
- The Club will ensure appropriate insurance cover is provided to protect volunteer workers and volunteer members of the management committee.

8.2 Honorariums

Volunteering is an unpaid service to the Club Inc which acts as a non-profit organisation and it could not function or continue to benefit the community without the support of volunteers.

In recognition of the valuable service volunteers perform for the Club and the community the Management Committee may award an honorarium to volunteers as an honorary reward for voluntary services to the Club.

Honorariums for the positions of Treasurer, assistant to Treasurer, Secretary, Function and Catering sub-committee Chair, Providor, Congress Convenor, Building Maintenance Coordinator, Grounds Maintenance Coordinator, Newsletter Editor, Masterpoint Secretary and Membership Secretary will be recommended by the Management Committee to the AGM for approval.

At appropriate times (typically twice per year), the Management Committee may wish to also recognise the special work done by Teachers and their assistants, Non-playing Directors and their assistants, Playing Directors and their assistants, and Board Dealers. If awarded, the honorarium will cover the out of pocket and travel expenses that the volunteer may have experienced and a small amount as a token of appreciation for their efforts.

8.3 Methods of payments using credit card

The standard and preferred method of payments of the Club’s debts is via Electronic Funds Transfer or a cheque payment on receipt of an invoice from the supplier.

The Club also utilises a credit card account to assist the Providor and one other Office Bearer to fulfil their duties, in cases where the above payment method is not practicable.

Payments less than \$100

The general purpose of the credit card account is so that small purchases of less than \$100 can be made without requiring constant access to the Petty Cash system. This includes, milk and general kitchen supplies and small stationary supplies.

Such payments are authorised using the card holder’s signature or authorisation pin. The receipt for each such purchase shall be collated and given to the Treasurer at the end of each calendar month.

Payments over \$100

It is noted that the Club's Rules of Association require all payments of \$100 or more to be made by Electronic Funds Transfer or by cheque with two authorised signatories.

If a payment of more than \$100 must be made using the credit card, prior approval must be obtained by completion of a "purchase order" held at the Club rooms. This purchase order will be endorsed by two of the signatories to the General Cheque account (presently the President, Treasurer, Secretary and one other approved member). One copy of the endorsed purchase order will be attached to the credit card receipt when payment has been made and the carbon copy of the purchase order will be held in the Clubrooms.

Ratification of credit card payments

At the end of each month the Treasurer will reconcile the credit card receipts with the Credit Card Bank Statement, and the payment of the monthly credit card account will be presented to the next Management Committee meeting for review and ratification.

8.4 Honorary Life Membership

8.4.1 Honorary Life members are defined in Rule 6 Classes of members as "being persons whom the association at a general meeting may, for outstanding service to the association, think fit to admit to honorary life membership".

8.4.2 Procedure for admission to Honorary Life Membership

- (i) Nominations for Honorary Life Membership shall be submitted in writing to a meeting of the Management Committee, not less than eight weeks prior to the scheduled date of the next Annual General Meeting. The nominee shall be proposed and seconded by two financial members of the Club. The nomination shall be signed by the nominee, proposer and the seconder. The nomination shall also include a brief profile of the nominee to provide grounds for the nomination.
- (ii) The Management Committee shall decide by majority vote if the nomination meets the key criteria, 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.
- (iii) The proposer shall prepare a full testimonial of the nominee and their achievements to be presented at the Annual General Meeting to support the nomination.
- (iv) Voting on the proposal for Honorary 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.

8.4.3 Criteria for Honorary Life Membership

The criteria for an Honorary Life Membership are:

1. The nominee must have been a member of the Club for not less than 10 years.
2. 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 an executive or ordinary member of the Management Committee.
 - (b) As a teacher for the Club.

- (c) In areas outside the committee over and beyond that expected of a normal member.
- (d) As a Director.
- (e) As a good ambassador for the Club.
- (f) Other service as may be deemed appropriate by the Management Committee.

8.4.4 Benefits of Honorary Life Membership

Honorary 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) Their names will be displayed on the Honorary Life Members Board in the Club rooms and they will be recorded in the Diary as being Honorary Life Members.

8.5 Proxy Voting

In order to ensure fairness and transparency in voting, the number of proxy votes that can be held by any one member of the Club or any other person for voting at an Annual General Meeting or a Special General Meeting cannot exceed a total of five proxy votes.

CHANGE HISTORY

5 th July 2013	Released to Management Committee for comment
23 rd July 2013	Adopted at meeting of Management Committee
6 th August 2013	Renumbered for consistency (viz 4.15 & 4.16)
17 th October 2013	Deleted payments to non-playing Directors/Assistants Added 4.26 Board Dealing Coordinator
21 st October 2014	Added budget amounts for some Officers, added policy section 8.2
21 st December 2015	Function and Catering Sub-Committee to replace the Social Committee
30 th August 2016	Function and Catering Sub-Committee to replace the Social Committee
27 th February 2017	Added By-Law 5.4 Teaching Sub-Committee
22 nd May 2017	Delete payments to Assistants of Playing Directors, By-Law 6.4
18 th September 2017	Update all references to 2017 Laws of Duplicate Bridge, add section 4.27 Recorder and section 8.1 Guidelines for Volunteers
20 th November 2017	Added By-Law 8.3 and approved cosmetic changes
13 th November 2018	Change By-Law 6.2 and Add By-Law 8.4
28 th February 2019	Change By-Law 8.2 and Add By-Law 8.5
September 2019	Added By-Law 4.28, reviewed and changed By-Laws 4.3, 4.4, 4.5, 4.9, 4.10, 4.14, 4.15, 4.16, 4.19, 4.20, 4.21, 4.22, 4.23, 5.4, 7, 8
July 2020	Added By-Law 4.12 with required renumbering of By-Laws. Subsequent changes made to By-Laws 2.1, 4.3.6, 4.5, 4.6.6, 4.13, 4.16, 4.25.1, 5.2

