

# BRIDGE VICTORIA (INC.) CONSTITUTION

## 1.0 DEFINITIONS

The following words and expressions in the constitution shall have the meanings hereby assigned to them unless such meanings are excluded by or are repugnant to the context of subject matter.

- 1.1 "ABF DELEGATE"** Shall mean any person duly appointed by the Council to represent Bridge Victoria at meetings of the Australian Bridge Federation.
- 1.2 "ACT"** Shall mean the ???? Incorporations Act 1895 - 1969.
- 1.3 "ASSOCIATE"** Shall mean a member of Bridge Victoria.
- 1.5 "EXECUTIVE"** Shall mean the management committee of Bridge Victoria constituted under these Articles for the management and control of Bridge Victoria.
- 1.6 "DELEGATE"** Shall mean a person given power of authority to represent an Associate at the meetings of Bridge Victoria.
- 1.7 "FIRST PREFERENCE"** Shall mean a primary vote.
- 1.8 "GENERAL MEETING"** Shall mean a General Meeting of the Council of Bridge Victoria lawfully convened and held in accordance with these Articles.
- 1.9 "MEMBER"** Shall mean an individual member of an associate.
- 1.11 "OFFICER"** Shall mean all members of the Executive except ordinary committee members and shall include ABF delegates and Masterpoint Secretary.
- 1.12 "HOME CLUB MEMBER"** Shall mean an individual member of an Associate who is recognized by the ABF as a home club member of that Associate.
- 1.14 "BRIDGE"** The game of contract bridge.
- 1.15 "VICTORIA"** The state of Victoria in Australia.
- 1.16 "REGION"** A group of two or more geographically contiguous associates that have decided to pool their votes and rights to appoint delegates to state councils.

## 2.0 TERMS OF REFERENCE

### 2.1 NAME

The name of the association shall be the "Bridge Association of Victoria Incorporated (Inc)", otherwise known as "Bridge Victoria".

### 2.2 OBJECTIVES

The objectives of Bridge Victoria shall be -

- 2.2.1 To promote, control and advance the game of contract bridge in the State of Victoria.
- 2.2.1A To enhance players' and spectators' enjoyment of Bridge.
- 2.2.1B To enhance and improve players' skills.
- 2.2.1C To provide environments and conditions conducive to the enjoyment of Bridge.
- 2.2.2 To act as the national authority pursuant to Part XI of the International Code of Laws of Duplicate Bridge.
- 2.2.3 To obtain recognition by the Australian Bridge Federation as its constituent representative for and sole agent in the State of Victoria.
- 2.2.4 To encourage, support, and collaborate with other bodies whose objects are similar to those of Bridge Victoria.
- 2.2.5 To organise, administer, supervise and conduct tournaments and competitions as decided by the executive from time to time including:
  - 2.2.5.1 Victorian State Championships.
  - 2.2.5.2 The selection of Victorian State Team representatives, and
  - 2.2.5.3 Other events, congresses and competitions including national and international congresses.
- 2.2.6 To interpret and administer the laws of contract bridge, to arbitrate in or settle any disputes in relation thereto, and generally, but without limiting the foregoing, to interpret and administer the International Laws of Duplicate Bridge as amended from time to time, or any like laws adopted in substitution therefore, and to act as the appellate body pursuant to those laws.
- 2.2.7 To train and develop tournament directors, administrators, and such other personnel as may be required to carry into effect the objects of Bridge Victoria.
- 2.2.8 To participate in the promotion and administration of ranking schemes.
- 2.2.9 To establish and enforce acceptable standards of behaviour of players and spectators.
- 2.2.10 Generally to do all such acts and things as are incidental or conducive to the objects of Bridge Victoria.

## **2.3 POWERS**

Bridge Victoria shall have the following powers -

- 2.3.1 To raise or borrow money and secure the repayment thereof in such a manner as Bridge Victoria thinks fit, with power to issue debentures, grant mortgages, charges or securities upon all or any of the property, real or personal, both present and future of Bridge Victoria and to redeem or pay for either wholly or in part any existing or future security.
- 2.3.2 To invest in securities, or otherwise to deal with the moneys of Bridge Victoria not immediately required for the purposes of Bridge Victoria.
- 2.3.3 To remunerate persons who have served or are serving Bridge Victoria.
- 2.3.4 To employ, suspend and dismiss officers, agents and servants in pursuance of the objects of Bridge Victoria.
- 2.3.5 To operate accreditation schemes.
- 2.3.6 To hold and administer property on trust.
- 2.3.7 To affiliate with or grant affiliations or provisional affiliation, to or collaborate with, any association or body the objects of which are concordant with those of Bridge Victoria on such terms and conditions as shall be thought fit.

- 2.3.8 To monitor the conduct and to take disciplinary action in relation thereto as the executive may determine -
  - 2.3.8.1 Of all players that represent Bridge Victoria.
  - 2.3.8.2 Of all participants and spectators participating in tournaments organized by and/or under the control of Bridge Victoria.
  - 2.3.8.3 On the specific request of an Associate(s) this power shall include the control of the conduct of players in tournaments under the Associate's control.
- 2.3.8A Create and maintain web sites to better inform bridge players throughout Victoria of the activities of Bridge Victoria and other matters that may be of interest to them.
- 2.3.9 Generally to perform such other acts as may appropriately be incidental or conducive to the attainments of the objects of Bridge Victoria.
- 2.3.10 When charging for services such as entry to tournaments or classes, Bridge Victoria may differentiate between home club members and others.

## **3.0 MEMBERSHIP**

### **3.1 ASSOCIATES**

- 3.1.1 Bridge Victoria shall comprise those clubs and other bodies that subscribe to the objects of Bridge Victoria and have been admitted to membership, hereinafter called Associates.
- 3.1.2 Applications for association shall be made in writing to the Secretary of Bridge Victoria, and the applicants shall supply such information as may be required from time to time by the Executive.
- 3.1.3 Bridge Victoria shall keep a register of Associates and Regions.
- 3.1.4 Applications by clubs for association shall include a copy of the applicant's constitution for Executive approval before affiliation is granted.
- 3.1.5 Associates have the following obligations:
  - To advise bridge Victoria promptly of their office bearers, e-mail addresses, postal addresses, and telephone numbers of their secretary and presidents and any changes of the above.
  - To promptly pass on to their members significant communications from Bridge Victoria.

### **3.2 RESIGNATIONS**

An Associate may cease to be a member of Bridge Victoria by a resignation in writing lodged with the Secretary, after which the former Associate shall have no right or claim against Bridge Victoria.

### **3.3 DISCIPLINARY ACTION**

- 3.3.1 An Associate having infringed any part of this constitution, or any rules, regulations or By-laws made thereunder, or having, in the opinion of the Executive, been guilty of conduct prejudicial to the interest of Bridge Victoria, may be:
  - 3.3.1.1 Reprimanded or suspended by the Executive.
  - 3.3.1.2 Expelled by the Council.
- 3.3.2 The Executive shall have the right to recommend to the Council the expulsion of an Associate.
- 3.3.3 An Associate shall have the right to be heard and the Executive shall seek an explanation by the Associate as to the events leading to the disciplinary hearing.

3.3.4 Any Associate shall be entitled to request a general Meeting of Council to appeal against any action under Clause 3.0.

3.3.4.1 Such appeal shall be in writing to the Secretary of Bridge Victoria and must be received within 14 days of the Associate's reprimand, suspension or expulsion.

3.3.4.3 Any decision of the Council to vary the Council or Executive ruling shall be by a two-thirds majority of those present and voting.

### **3.4 RE-ADMISSION**

A club which has ceased to be an Associate of Bridge Victoria pursuant to Clauses 3.2, 3.3 and 3.5.3 and desires to rejoin Bridge Victoria shall be subject to such conditions of re-admission to associateship, and to the payment of such fees as the Executive shall determine provided that no such club or organisation may be re-admitted as an Associate until it has paid all arrears of fees or any other moneys owned to Bridge Victoria at the time such Associate ceased to be a member.

### **3.5 CAPITATION FEES**

3.5.1 A Capitation fee, an amount and date of payment which shall be determined by Council each year at the AGM, shall be payable by the Associates to Bridge Victoria for each of their home club members.

3.5.3 an associate's failure to pay such account within the time limit set out herein, may be subject to penalties prescribed in paragraphs 3.5.4 and 3.5.5.

3.5.4 Failure to pay by the due date shall result in a fine of 50% of the fees due, or a lesser amount determined by the Executive.

3.5.5 Any Associate having failed to pay the fees including fines due to Bridge Victoria by two (2) calendar months after the due date for payment shall cease to be a member of Bridge Victoria.

3.5.10 Bridge Victoria is empowered to reduce the fees payable by Associates in the following circumstances:

3.5.10.1 When an Associate joins for only part of a financial year.

3.5.10.2 Where an Associate is so distant from Melbourne as to materially affect its enjoyment of the advantages of being an Associate.

## **4.0 CONTROL AND MANAGEMENT**

### **4.1 CONTROL**

4.1.1 The Associates and Regions shall have sole control over Bridge Victoria and for that purpose each Associate shall appoint in writing up to three delegates and apportion the associate's votes amongst them.

4.1.2 If the associate does not appoint delegates, general meetings may accept individuals' claims to the delegates of an associate if those individuals can prove that they are home club members of the associate.

4.1.2 If an associate does not apportion its votes amongst its delegates, its votes will be apportioned equally amongst its delegates

4.1.3 The appointed delegates together with a duly elected President, shall form a Council.

### **4.1A REGIONS**

- 4.1A.1 Two or more geographically contiguous Associates may choose to form a Region. In this case, the votes of the Associates comprising the region will be exercised by the Region and the Region, not its Associates, will appoint delegates to Council.
- 4.1A.2 The total votes exercisable by a region will be the sum of the votes of its constituent Associates.
- 4.1A.3 the number of delegates appointable by region will be the sum of the number of delegates that would have been appointable by each associate.
- 4.1A.3 At least one week before each council meeting each region must advise the bridge Victoria Secretary in writing of its constituent clubs, provide evidence that each of its constituents has agreed to be part of the region, provide proof that any motions passed at meetings of the region reflect a majority of the region's members, and demonstrate that any elections for regional officers, committee members, and delegates were conducted fairly.
- 4.1A.3 The executive will refuse to recognize a region unless it is satisfied that decisions made by the region were made in a democratic way and reflect the views of the region's members.

## **4.2 COUNCIL**

The Council's powers shall include inter alia -

- 4.2.1 To elect officers and members to the Executive.
- 4.2.2 To appoint such other officers as may from time to time be necessary.
- 4.2.3 To endorse, rescind, or amend decisions made by the Executive.
- 4.2.4 Grant speaking rights to home club members who are not delegates

## **4.3 MANAGEMENT**

The management of Bridge Victoria shall be vested in a management committee (otherwise called the executive) elected by the Council at each Annual General Meeting.

## **4.4 EXECUTIVE**

- 4.4.1 The powers of Bridge Victoria shall be vested in the Executive which may (subject to the provisions of this Constitution) do anything that is consistent with any object of Bridge Victoria.
- 4.4.2A If Bridge Victoria is not the ABF's constituent in Victoria, the Executive shall comprise the President, Secretary, Treasurer (or Secretary/Treasurer), and not less than 3, nor more than 5 members, and up to two co-opted members.
- 4.4.2B If Bridge Victoria is the ABF's constituent in Victoria, the Executive shall comprise the President, Vice-President, Secretary, Treasurer, Match and Tournament Committee Chair, and not less than 5, nor more than 7 members, and up to two co-opted members.
- 4.4.3 The Executive shall establish such subcommittees as may from time to time be deemed necessary and may co-opt members to these committees.

## **5.0 COUNCIL MEETINGS**

### **5.1 ANNUAL GENERAL MEETING**

Annual General Meetings (AGMs) of Bridge Victoria shall be convened by the Secretary and shall be held no later than 15 months after the previous AGM.

- 5.1.1 All Associates shall be forwarded a notice of the meeting and an Agenda at least twenty eight (28) clear days prior to the Annual General Meeting.
- 5.1.2 The Agenda shall comprise inter alia –
  - 5.1.2.0 Registration of delegates.
  - 5.1.2.1 Minutes of the previous Annual General Meeting and of any subsequent Special General Meetings.
  - 5.1.2.2 Matters arising from the minutes.
  - 5.1.2.3A An annual report presented by the President
  - 5.1.2.3 Financial reports, proposals and budgets by the Treasurer.
  - 5.1.2.4 Reports by the Secretary, Treasurer, ABF councillors, Chair of the Match and Tournament Committee, Masterpoint Secretary, and any other reports deemed necessary.
  - 5.1.2.5 Election of Officers, Chair of the Match and Tournament Committee, ABF Councillor(s) as required, Executive members, Masterpoint Secretary, and any other officials as the Council may decide.
  - 5.1.2.6 Appointment of an honorary Auditor and a honorary Legal Advisor.
  - 5.1.2.7 Any other business as shall have been specified in the notice calling the meeting.
  - 5.1.2.8 General business.
- 5.1.3 All reports and motions of which notice has been given shall be forwarded with the notice.

### **5.3 SPECIAL GENERAL MEETINGS**

- 5.3.1 The Secretary may at any time, and shall within twenty-eight (28) days convene a Special General Meeting of the Council on the receipt of -
  - 5.3.1.1 A request in writing signed by an office bearer of each of three Associates; or
  - 5.3.1.2 A request in writing from three Associates each signed by an office bearer of that Associate.
- 5.3.2 Each Associate shall be given at least twenty-eight (28) clear days notice of the date, time, venue and the purpose of the Special General Meeting.
- 5.3.3 Not less than twenty-one (28) clear days notice is required of every Special General Meeting specifying the intention to propose a resolution as a special resolution.

### **5.4 STANDING ORDERS**

All meetings of Bridge Victoria shall be governed by the Standing Orders of Bridge Victoria.

### **5.5 QUORUM**

At all Council Meetings a quorum shall consist of delegates representing not less than one quarter of all votes that may be cast..

- 5.5.1 No business shall be transacted at a meeting unless a quorum is present.
- 5.5.2 If a quorum is not present within thirty (30) minutes after the time fixed for the meeting, it shall adjourn to a time and place to be decided upon by the simple majority by those present and voting and of which fourteen (14) days clear notice shall be given to all delegates and secretaries of all Associates.

### **5.6 CHAIRMAN**

The President, or in his absence, the Vice-President shall chair all Council and Executive meetings except under the following circumstances -

- 5.6.1 The absence of both.
- 5.6.2 At the express wish of both that the meeting appoint a different Chairman.
- 5.6.3 The meeting carrying a motion to replace the Chairman.

## **5.7 APPOINTMENT OF DELEGATES**

- 5.7.1 Each Associate may appoint up to three delegates.
- 5.7.2 Associates shall advise the Secretary in writing of the name of its delegates prior to Council meeting and the number of votes each is entitled to exercise.
- 5.7.3 No delegate may cast votes of more than two Associates or one Region at any Council Meeting.

## **5.9 NOMINATION & ELECTION OF OFFICE BEARERS & COMMITTEE MEMBERS**

- 5.9.1 Candidates for election must be nominated by an Associate on the prescribed form which shall then be forwarded to Bridge Victoria's Secretary at least -eight (8) days prior to the Annual General Meeting.
- 5.9.2 The Secretary shall circulate the nominations to all Associates at least seven (7) clear days prior to the Annual General Meeting.
- 5.9.3 At the Annual General Meeting the Council shall elect all executive members.
  - 5.9.3.2 In the event of no nomination being received for an office or a committee position, the position may be filled by election from among the delegates present or members attending the Annual General Meeting.
- 5.9.4 Officer bearers, other than the ABF delegate, shall hold office until the end of the following Annual General Meeting at which they shall each retire.
- 5.9.5 Office bearers are eligible for re-election.
- 5.9.6 Upon the resignation, decease or removal from office of any office bearer or committee member, the Executive shall be empowered to co-opt a replacement from among the individual members of any Associate and that person shall hold that office until the next General Meeting.
- 5.9.7 The executive may co-opt a person appointed to organise a major event.

## **5.10 REMOVAL OF OFFICE BEARERS**

- 5.10.1 The Council may by resolution passed at a Special General Meeting by a two-thirds majority of the votes cast, remove any office bearer before the expiration of the term of office.
- 5.10.2 The Executive is empowered to (but not bound to) terminate the tenure of office of any office bearer who fails to attend any three out of five consecutive meetings of the Executive without having been given leave of absence by the Chairperson.

## **6.0 COMMITTEES**

### **6.1 EXECUTIVE**

The Executive shall comprise those officers and members elected under the provisions of this Constitution.

- 6.1.1 The Chairman of the Executive shall have a casting vote in addition to his/her deliberative vote.
- 6.1.2 Where any member of the Executive holds more than one office, these offices shall be considered as one on the Executive and only be counted once towards the total membership of the Executive.
- 6.1.3 Executive Meetings shall be convened by the Secretary at intervals of not longer than sixty (60) days, or more frequently -
  - 6.1.3.1 Whenever requested by the President; or
  - 6.1.3.2 By the request of two members of the Committee; or
  - 6.1.3.3 By resolution of the Council or Executive.
- 6.1.4 All members of the Executive shall be given at least fourteen (14) clear days notice of the date, time and venue and the business of a meeting.
- 6.1.5 A quorum of the Executive shall not be less than five (5) members.
- 6.1.6 Minutes of the meeting shall be circulated within ten (10) days of the meeting to -
  - 6.1.6.1 The members of the Executive;
  - 6.1.6.2 All delegates; and
  - 6.1.6.3 The Secretary and/or president of each Associate.
- 6.1.7 Subject to any exclusive powers expressly given to the Executive by this Constitution, the management and control of Bridge Victoria and of its funds shall be vested in the Executive which in addition to the powers and authorities expressly conferred on it, may exercise all such powers and do all such acts and things as may be exercised and done by Executive except -
  - 6.1.7.1 Electing officers or members to the Executive.
  - 6.1.7.2 Rescinding any resolution passed by Council.
  - 6.1.7.3 Make resolutions or policy of long term nature or effect.

6.1.8 Any person attending a committee or council meeting who has a non-trivial financial interest in any agenda item, any document received by the committee, or any matter considered by the committee, must declare his financial interest to the committee as soon as is practical. Such a person may not vote on the relevant issue. Such a person may, with the permission of the chair, speak to the issue but the chair may require that he absent himself while the matter is discussed.

### **6.1A CONSTITUTIONAL AMENDMENT PROPOSED BY THE EXECUTIVE**

- 1 The executive may propose constitutional amendments that do not materially lessen any rights of associates or lessen the voting rights of associates when expressed as a proportion of the total votes that may be cast.
- 2 The proposed amendment must be communicated to all associates. If, 60 days after being communicated, the proposal receives a majority of postal or email votes cast, the amendment will be accepted until the next General Meeting of Bridge Victoria.
- 3 The proposal must be listed for discussion and vote on the agenda of the next general meeting of Bridge Victoria.

### **6.2 STANDING SUB-COMMITTEES**



- 6.2.1 Standing sub-committees of the Executive shall be created by Council as Council may determine at a General Meeting.
- 6.2.1A The executive may create subcommittees provided that each such subcommittee is chaired by a member of the executive and reports its activities and decisions to each meeting of the executive.
- 6.2.2 Standing sub-committees shall be limited in life to the next Annual General Meeting and shall continue in operation or be dissolved by determination of the Council at the Annual General Meeting.
- 6.2.3 The Chairman of Standing Sub-Committees shall be appointed by the Council.
- 6.2.4 The Executive shall recommend the creation or continuation of Standing Sub-Committees prior to the Annual General Meeting.
- 6.2.5 Associates shall be requested to nominate members of Standing Sub-Committees.
- 6.2.6 The number of members to be appointed to such Standing Sub-Committees will be determined and appointed by the Executive.
- 6.2.7 Annual Reports of a Standing Sub-Committees shall be prepared by the Chairman each year and distributed with the Agenda for the Annual General Meeting.
- 6.2.8 The recommendations of Standing Sub-committees shall be subject to ratification by the Council before implementation.

## **FINANCIAL**

### **7.1 FINANCIAL YEAR**

The financial year of Bridge Victoria shall end on the 30th day of June each year or on such other date as Bridge Victoria may from time to time determine.

### **7.2 INCOME AND PROPERTY**

The income and property of Bridge Victoria shall be applied solely to the promotion of its objects and no part thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of pecuniary profit to the Associates provided that remuneration may be paid in good faith to officers and servants of Bridge Victoria or other persons in return for services actually rendered to Bridge Victoria.

### **7.3 SIGNATURES ON CHEQUES, ETC**

All bills of exchange, cheques in excess of a limit as decided by the Executive from time to time, promissory notes or other negotiable instruments shall be accepted, made, drawn or endorsed for and on behalf of Bridge Victoria by the Treasurer and countersigned by the President or the Vice-President.

### **7.4 AUDITOR**

- 7.4.1 The Auditor, who shall not be an officer of Bridge Victoria nor a member of any committee or sub-committee of Bridge Victoria, shall be appointed at the Annual General Meeting to audit the books of Bridge Victoria prior to the Annual General Meeting each year and report thereon to such meeting.
- 7.4.2 Any casual vacancy in the office of Auditor may be filled by such person as appointed by the Executive.

## **7.5 FUNDS**

All moneys when received on account of Bridge Victoria by any officer of Bridge Victoria shall be deposited into Bridge Victoria's bank account as directed by the Treasurer.

## **7.6 THE SEAL**

- 7.6.1 There shall be a common seal of Bridge Victoria which shall be in the custody of the Secretary.
- 7.6.2 The Seal shall not be used except by the authority of the Council or the Executive previously given and in the presence of two officers thereof who shall sign every instrument to which the Seal is affixed and every such instrument shall be countersigned by the President or some other person appointed by the Executive for the purpose.

## **8.0 CONSTITUTIONAL**

### **8.1 NON-PROFIT ORGANISATION**

The income and property of Bridge Victoria shall be applied solely towards the promotion of the objects of Bridge Victoria, and no portion of it shall be transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to the Clubs, Associations, persons or other bodies who at any time are or have been members of Bridge Victoria, or to any Club, Association, person or other body claiming through any of them. Provided that nothing herein contained shall prevent the payment in good faith of remuneration to any officers or servants of Bridge Victoria or to any member thereof or other person in return for any service actually rendered to Bridge Victoria.

### **8.2 AMENDMENT & REPEAL**

This Constitution shall not be amended, altered or repealed nor Bridge Victoria dissolved unless not less than two-thirds of the votes entitled to be cast by all delegates present at an Annual or Special General Meeting called for that specific purpose and counted in accordance with the formula described in By-law Clause 1.1 are cast in favour of any such alteration, amendment, repeal or dissolution.

- 8.2.1 Notice of intention to move for any such alteration, amendment, repeal or dissolution shall be given in writing to the Secretary at least two months prior to the date of such meeting.
- 8.2.2 Within ten days thereafter a copy of such notice shall be sent by the Secretary to each Associate together with the notice calling the meeting.
- 8.2.3 Any such amendment, alteration or repeal shall have effect on and from such time as shall be determined by the General Meeting.
- 8.2.4 In default of such determination the decision shall take effect after twenty eight (28) days from the day on which the amendment, alteration or repeal was passed.

### **8.3 DISSOLUTION**

If upon the dissolution or winding up of Bridge Victoria there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed among the members of Bridge Victoria but shall be given or transferred either -

- 8.3.1 To some other Association, organisation or club having objects similar wholly or in part to the objects of Bridge Victoria and which prohibits the distribution of its income and property among its members; or

- 8.3.2 The ABF, to be held in trust until or some other Association, organisation or club having objects similar wholly or in part to the objects of Bridge Victoria and which prohibits the distribution of its income and property among its members is established.
- 8.3.3 To some organisation, association, trust, charitable object or objects; such association, organisation, trust, charitable object or objects shall be selected by the members of Bridge Victoria at or before the time of dissolution or winding up provided that in default thereof or if and insofar as effect cannot be given to such determination, then payment or distribution shall be made as directed by a Judge of the Supreme Court.

#### **8.4 INTERPRETATION OF THE CONSTITUTION**

If any doubt shall arise as to the proper construction or meaning of any Clause of the Constitution or any By-laws, pronouncements or regulations made thereunder or any of them or of any expression used therein, the decision of the Council shall be final and conclusive unless such decision is excluded by or is repugnant to the context of the subject matter and provided such decision be reduced to writing and recorded in the Minute Book of the proceedings of the Council Meeting.

- 8.4.1 References to the male gender shall include the female gender.
- 8.4.2 Notices of meetings, reports, constitutional amendments, motions, and any other correspondence may be circulated by electronic mail, post, or hand delivery.

## **STANDING ORDERS FOR THE CONDUCT OF COUNCIL MEETINGS OF THE BRIDGE ASSOCIATION OF VICTORIA (INC)**

- 1 The order of business for the Annual, Special and General Meetings of the Bridge Victoria Council shall be as laid down in the Constitution.
- 2 The only permissible discussion on the motion for the confirmation of the minutes shall be as to the accuracy of the record. Objections on this score must be moved, seconded and voted upon.
- 3 Any substantive motion that is before the meeting shall be disposed of before a further substantive motion is moved, but the following formal motions may be moved, received and put to the meeting -

- (i) For permission to withdraw a motion or amendment.
- (ii) That the question now be put (needs no seconder).
- (iii) To proceed to the next business.
- (iv) To defer considerations for a stated time (adjournment of debate).
- (v) To amend.
- (vi) To refer.
- (vii) To discuss the action of a member who has been named by the Chairman.
- (viii) To extend the time limit.
- (ix) That the motion or communication lie on the table.
- (x) To go into committee of the whole.

Motions (i) and (iii) shall have precedence in the order given and there shall be no debate on motions (ii) and (iii).

A person may not move more than one formal motion during the debate on a particular motion or question.

A Chairman shall accept all formal motions except motions (ii) and (iii) when the Chairman can use his discretion.

Motions (ii) may be moved only by a delegate who has not moved, seconded or spoken to the original motion or an amendment to it.

- 4 Amendments
  - (a) Only one amendment shall be considered at a time.
  - (b) One person shall move only one amendment but may speak to all other amendments.
  - (c) The mover of an amendment has no right of reply.
  - (d) The mover of the original motion shall exercise the right at the end of the debate on the first amendment, and may not move an amendment but may speak to all amendments.
  - (e) Amendments shall be taken in the order in which they affect the terms of the motion.
  - (f) No amendment shall be allowed with regard to those parts of the motion which have already been determined.

- 5 An amendment must be relevant to the substantive motion. It may not be a simple negation of the motion and if its effect is to negate the motion it must include a reasoned alternative course of conduct.
- 6 Before any resolution is put to the meeting the Chairman may require that it be committed to writing and handed to him.
- 7 (a) The Chairman shall have the power to refuse the closure motion ("that the question be now put").
- (b) It shall not be permissible for anyone who has spoken in any debate to move the closure of such debate.
- (c) If the closure motion is carried, the mover of the original motion shall have the right of reply before the question is put.
- 8 It shall be the duty of the Chairman to preserve order so that the business may be conducted in due form and with propriety. He/she shall have the right of debating on any question under discussion, but must first leave the chair and not resume it until the question has been resolved.
- 9 It shall be the duty of the Chairman to call to order a speaker who violates any rule of debate and the privilege of any member to raise a point of order.
- 10 When more than one member requests at the same time to speak, the Chairman shall decide who shall be heard.
- 11 The Chairman may call the attention of a meeting to continued irrelevance or tedious repetition on the part of a member; and may, with the approval of the meeting, direct such member to discontinue his/her speech. The question of whether a member shall discontinue his/her speech shall be decided without debate.
- 12 Any member may raise a point of order against a speaker during debate and the speaker against who the point is raised, shall cease speaking. The member raising the point of order shall state his/her reason within one minute, then the Chairman, without further discussion, shall give his/her ruling and, subject to such ruling, the speaker shall be allowed to proceed. The Chairman's ruling shall be final unless challenged by a motion of dissent.
- 13 A member dissatisfied with the Chairman's ruling may move a motion of dissent in the following terms: "That the Chairman's ruling be dissented from". The Chairman shall then vacate the chair and call upon a deputy to take the chair. When the mover and the Chairman (in that order) shall have stated their cases, the Acting Chairman shall put to the vote the question, "That the Chairman's ruling be upheld".
- 14 Debates on motions shall not exceed thirty minutes and speeches shall not exceed five minutes, except by express permission of the meeting (vide 3).
- 15 A motion of a negative character, the carrying of which would not alter the status quo, shall yield place to a relevant motion purporting to take positive action.
- 16 When a member speaks, he/she shall address the chair and confine himself/herself to the question under consideration, avoiding personalities and unbecoming language.
- 17 A member, when speaking, shall not be interrupted except by the Chairman, or by a member raising a point of order, and then only for -
- (a) A breach of standing orders (vide 9).
- (b) Irrelevance or repetitions (vide 11).
- (c) Impropropriety (vide 16).
- (d) Exceeding the time limit (vide 14).

Explanation may be allowed when the member speaking has finished, but only to explain an actual misunderstanding or mis-statement, and the member shall be prohibited from debating the merits of any proposal in the course of such explanation.

- 18 A member shall have the right to speak once only on any motion with the exception of the mover, who shall have the right to reply when, however, he shall not introduce any new matter.
- 19 A member moving a resolution, or any amendments thereto, pro forma, shall be held to have spoken to the question.
- 20 A motion or amendment having been submitted to a meeting may not be withdrawn without the consent of the meeting.
- 21 Voting on any question, unless a prescribed majority is required, shall be decided on show of hands unless a poll is called for within a reasonable time of the Chairman's declaration. A motion shall be declared hung if equal votes are cast for and against. The Chairman may then exercise a casting vote.
- 22 Upon the request of not less than two delegates, a poll shall be taken upon any question.
- 23 A member requesting information or wishing to ask a question at a meeting shall do so through the Chairman.
- 24 (a) Notice in writing must be given to the Secretary of intention to move for rescission of any resolution of the Bridge Victoria Executive. Such notice shall be given at least two weeks before the meeting at which it is to be dealt with and must appear on the Agenda for that meeting.
- (b) Either three calendar months must have elapsed or a two-thirds majority of those members present and entitled to vote must be in favour of re-submission of any business that has already been decided by the Council.
- 25 The operation of Standing Order No. 1 may be suspended for a specified time for a specified purpose upon the carrying of motion without notice by a two-thirds majority. The operation of Standing Order No. 1 shall not be suspended more than twice at a meeting.
- 26 Provided that no speaker is addressing the chair, it shall be competent for any member to move or second that the meeting be adjourned to a specified time and place. Such a motion may be treated as an ordinary motion except that -
  - (i) It may interrupt a debate.
  - (ii) The mover shall have no right of reply.
- 27 Times of Council meetings shall be as specified in the Constitution.
- 28 In the case of disorder arising, the Chairman shall have the power to adjourn the meeting to a time he/she shall fix and his/her leaving the chair terminates the business.
- 29 (a) Motions of which notice has been given shall be dealt with in the order in which they are received by a Secretary.
- (b) All notices of motion must be in writing and submitted in time for proper notice, except motions of rescission.
- 30 The quorum for meetings of the Bridge Victoria Council shall be as specified in the Constitution.
- 31 These standing orders may be amended only by a resolution of the Bridge Victoria Council of which notice has been given in accordance with the Constitution. Any such notice of motion shall be placed by the Secretary on the Agenda of the meeting. Any such resolution must be carried by a two-thirds majority of the members present and eligible to vote.

## **BRIDGE ASSOCIATION OF VICTORIA (INC)**

### **STANDING ORDERS FOR THE CONDUCT OF MEETINGS OF STANDING SUB-COMMITTEES**

- 1 Sub-committees shall comprise the Chairman who shall be the convenor and such other members as appointed by the Council or Executive.
- 2 The Chairman of the sub-committee shall chair sub-committee meetings or in the Chairman's absence a Chairman will be appointed by the Meeting.
- 3 The Chairman shall report in writing or verbally to the Council or Executive as required by either.
- 4 Standing sub-committees shall meet once in every two calendar months or upon the request of the Chairman or any two members.
- 5 A quorum shall consist of a majority of members.

## **BRIDGE ASSOCIATION OF VICTORIA (INC) REGULATIONS**

### **1.0 VOTING**

- 1.1 Each associate is entitled to one-vote per 50 home club members or part thereof.
- 1.2 Where voting is tied the Chairman shall have a casting vote.
- 1.3 A declaration by the Chairman that a resolution has been carried, carried unanimously, carried by a particular majority, or lost, and an entry to that effect in the book of proceedings of the meeting shall be conclusive evidence of the fact.
- 1.4 Voting for candidates for office bearers or committee members shall be conducted as follows:
  - 1.4.1 In the event of two candidates for one position: a simple exclusionary voting system shall be used with the name of the candidate not wanted being crossed out.
  - 1.4.2 In the event of more than two candidates for one position, the system of preferential voting shall be used.
  - 1.4.3 The Chairman shall appoint two scrutineers who shall not be members from the same Associate.

### **2.0 PREFERENTIAL VOTING**

- 2.1 Preferential voting shall mean that where only one candidate is to be elected from more than two candidates, the candidate needs to obtain an absolute majority of first preferences.
  - 2.1.1 If a candidate receives more than half of the first preferences, the candidate is elected.
  - 2.1.2 Otherwise, the second preferences of the candidate receiving the least first preferences are allocated to the remaining candidates.
  - 2.1.3 Should a candidate still not have absolute majority, the same process is again applied, until such time absolute majority is obtained.
- 2.2 Where one ballot paper is used for the election of several persons.
  - 2.2.1 Any candidate who obtains more than half of the first preferences is thereby elected.
  - 2.2.2 Otherwise, the second preferences of the candidate receiving the least first preferences is

allocated to the remaining candidates.

- 2.2.3 The same process is applied until a candidate has achieved absolute majority.
- 2.2.4 To ascertain the next successful candidate, all preferences are brought into account again, including the second preferences of those who gave their first preferences to the successful candidate(s).
- 2.2.5 The process in 2.2.2 and 2.2.3 is repeated until a successful candidate is identified and elected.
- 2.2.6 The process in 2.2.4 is repeated until the required number of candidates are elected.
- 2.2.7 If a preference is for an already elected candidate the voter's next preference is allocated.

### **3.0 FUNCTIONS OF OFFICE BEARERS**

#### **3.1 PRESIDENT**

- 3.1.1 The President shall have an automatic seat on the Council and shall, when present, preside over all Council and Executive meetings, subject to Clause 5.6 of the Bridge Victoria Constitution.
- 3.1.2 The President shall keep a register of current resolutions of the Council and the Executive and shall ensure compliance with such resolutions.
- 3.1.3 Be the spokesperson for Bridge Victoria
- 3.1.4 Represent bridge Victoria when dealing or negotiating with other organizations or individuals.
- 3.1.5 As far as possible, ensure that Bridge Victoria's actions are consistent with fulfilling its objectives.

#### **3.2 VICE-PRESIDENT**

In the absence of the President, the Vice-President shall assume all powers, duties and responsibilities of the President. The Vice-President shall have an automatic seat on the Executive.

#### **3.3 SECRETARY**

The Secretary shall -

- 3.3.1 Record the Minutes of all Council and Executive Meetings in books to be kept for that purpose.
- 3.3.2 Conduct correspondence relating to Bridge Victoria.
- 3.3.3 Prepare Agendas for all Annual General Meetings, Special General Meetings, General Meetings and Executive meetings.
- 3.3.4 Summon Annual General Meetings, Special General Meetings and General Meetings of Bridge Victoria as required.
- 3.3.5 Summon the meetings of the Executive as required.
- 3.3.6 Have an automatic seat on the Executive.
- 3.3.7 File reports with the Corporate Affairs Office as required by the Act.
- 3.3.8 Keep a register of Associates as per Clause 3.1.3.

#### **3.4 TREASURER**



- 3.4.1 The Treasurer shall keep detailed books of Bridge Victoria and such books shall be kept to reflect a true and fair view of the financial position of Bridge Victoria as at a given time and shall prepare for presentation at the Annual General Meetings of Bridge Victoria:
- 3.4.1.1 An annual budget for Bridge Victoria.
  - 3.4.1.2 Proposals for annual fees for Associates.
  - 3.4.1.3 Proposals for remuneration and honoraria to servants, employees and officers of Bridge Victoria.
  - 3.4.1.4 A statement of income and expenditure, profit and loss and a balance sheet for the past financial year, all duly audited.
  - 3.4.1.5 A written report as to the past, present and future financial position of Bridge Victoria.
- 3.4.2 The Treasurer shall present at each General Meeting of Bridge Victoria -
- 3.4.2.1 A report detailing outstanding revenue.
  - 3.4.2.2 A statement of income and expenditure, profit and loss and a balance sheet for the period just past.
- 3.4.3 At the meetings of the Executive, the Treasurer shall -
- 3.4.3.1 Present for approval and payment to be made in excess of a limit as decided by the Executive from time to time. Such request shall, after being approved by the Executive, be counter-signed by the Chairman.
  - 3.4.3.2 Present a written report as required by the Executive as to the current financial position of Bridge Victoria.
- 3.4.4 The Treasurer shall supply each Associate with an invoice for outstanding dues within on calendar month of the Annual General Meeting or other date chosen by the executive.
- 3.4.5 The Treasurer shall have an automatic seat on the Executive.

### **3.5 MASTERPOINT SECRETARY**

The Masterpoint Secretary shall -

- 3.5.1 Liaise with the ABF Masterpoint Secretary to administer the masterpoint scheme in Victoria.
- 3.5.2 Report to the Executive and Council as from time to time may be required.

### **3.6 ABF DELEGATES**

Two ABF delegates shall:

- 3.6.1 Serve for such periods as required by the ABF.
- 3.6.2 Attend meetings of the Australian Bridge Federation and represent Bridge Victoria at such meetings.
  - 3.6.2.1 The longest serving member shall present a written report to the Executive at the first opportunity after each ABF meeting.

### **3.7 AMENDMENT TO REGULATIONS**

Regulations may be amended only by resolution of the Bridge Victoria Council of which notice has been given in accordance with the Constitution. Any such notice of motion shall be placed by the Secretary on the Agenda of the meeting. Any such resolution must be carried by a two-thirds majority of the members present and eligible to vote.