

OUTENIQUA BRIDGE CLUB CONSTITUTION

1. NAME

The name of the bridge club shall be the Outeniqua Bridge Club, hereinafter referred to as the OBC or the club.

2. AFFILIATION

OBC shall be affiliated to the South African Bridge Federation (SABF) and any regional union as may be required.

3. OBJECTIVES

Shall be to promote the playing of the card game bridge. Members shall strive towards this objective in a pleasant yet competitive atmosphere.

4. PLAYING RULES

Rules and laws of the game shall be those used by the SABF.

5. MEMBERSHIP

- a) Membership shall be extended to any person who has played at the club for at least two sessions and whose written application has been approved by the Committee, and who then pays the required joining levy and annual subscription. However, a verbal application from experienced players (those persons with Masterpoints) shall be accepted without delay subject to the payment of the joining levy and annual subscription and pending ratification at the next Committee meeting, after which a written application form must be completed.
- b) Visitors are welcome to play at the club subject to payment of the playing levy applicable at the time.
- c) The OBC may honour any person for outstanding service to the club by granting that person Life Membership. Such Life Member shall be excused the annual subscription and the playing levy.

6. TERMINATION OF MEMBERSHIP

A member shall cease to be a member if: -

- a) He/she notifies the Secretary in writing of his/her resignation,
or
- b) He/she is expelled from the OBC by the Committee. This shall occur when, in the opinion of the majority of the Committee, a member no longer upholds the objectives of the OBC. The member will be notified in writing and be allowed representation on his/her behalf, after which the decision on expulsion shall rest with the Committee. Such member will be notified of the Committee's decision in writing.
or
- c) His/her subscription is more than three months overdue. If the Committee accepts the circumstances for this overdue account, the membership will not be terminated.

7. ANNUAL SUBSCRIPTIONS, JOINING AND PLAYING LEVIES

- a) Annual subscriptions and joining levies shall be determined each year at the Annual General Meeting (AGM). Should circumstances indicate an increase during the year, a Special General Meeting (SGM) will be called.
- b) Annual subscriptions shall be payable at the conclusion of the AGM.
- c) On a once-only basis, a joining levy shall be paid by each member on his/her joining the club.
- d) A playing levy shall be paid by the member each time he/she plays. The Committee shall determine the playing levy. The rate of the playing levy may be different for visitors.
- e) Should a member who has left the club wish to rejoin, the amount of the joining levy may be waived or adjusted by the Committee.

8. THE COMMITTEE

- a) The Committee shall be drawn from fully paid up members.
- b) The Committee shall consist of the Chairperson, the Secretary, the Treasurer and three other members; **these office-bearers as well as Committee members shall be elected at the AGM.**

- c) Nomination forms may be obtained from the Secretary and handed in no later than a week before the AGM. **The form shall indicate the position for which the nominee is standing and shall be signed by the proposer, a seconder, and the nominee; by signing, the nominee agrees to stand if elected. If a nomination for one or more positions is not received in the time allotted, nominations will be invited from the floor at the AGM. If no candidate/s are recruited, the newly elected Committee shall fill any vacancies by co-option; such co-opted Committee member/s shall have full voting rights.**
- d) The election shall be conducted by a secret ballot of the members present at the AGM. **Proxy votes will not be allowed.**
- e) Retiring members of the Committee shall be eligible for re-election but the Chairperson may not hold office for more than three (3) consecutive years.
- f) No member shall serve on the Committee if it can be shown that he/she has a conflict of interest.

9. DUTIES & POWERS OF THE COMMITTEE

- a) The affairs of the club shall be managed by the Committee who may exercise all such powers of the club as per this Constitution and/or are required to be exercised as directed by the members at an AGM or SGM.
The best interests of the club & its members shall be considered when exercising such powers.
The Committee shall have the power to: -
- b) Co-opt any member onto the Committee to fill any vacancy.
- c) Remove from the Committee any Committee member who is considered to be incapable of carrying out his/her duties or who is considered not to be carrying out his/her duties in accordance with the demands of the game or the club. Such removal will require a vote in favour in Committee by at least 4 (four) Committee members with a quorum of 5 (five) Committee members present.
- d) Operate accounts at any of the major banks provided it shall not have the power to borrow money. Signing powers shall vest in any Committee member but signatures of two (2) members selected by the Committee shall be required for any transaction.
- e) Act notwithstanding any vacancy in their body provided that their numbers exceed or equal four (4).
- f) Delegate any of their powers, except the expulsion of a member, to a sub-Committee consisting of such members of the club as they think fit.
- g) Determine from time to time any rules for competitions.
- h) Select teams to represent the club.
- i) Make decisions to cover issues not fully provided for in this Constitution provided that they are not inconsistent with this Constitution and they are subject to approval at the next General Meeting (AGM or SGM).
- j) Consider a proposal for Life Membership from any member providing that the proposal is confidential, in writing, and supported by a motivation. If the Committee accepts the proposal unanimously, the matter shall be placed before a General Meeting (AGM or SGM) of the club for ratification in a secret ballot by a positive vote of at least 90% of those present. If the Committee does not accept the proposal unanimously, the proposal shall be denied and the proposer duly notified in writing accordingly.
- k) Urgent matters may be decided by any two (2) Committee members acting as the day Committee provided that all decisions so made will be laid before the Committee at their next meeting and may be subject to change or confirmation.

10. FINANCES

- a) The Treasurer shall maintain records accurately reflecting the financial transactions of the OBC.
- b) The Treasurer shall render a report at each Committee meeting and shall present to the members at the AGM an audited statement reflecting the income and expenditure of the club for the financial year, and the financial position of the OBC at the close of a financial year.
- c) The Committee shall appoint a suitably qualified person who is not a Committee member to approve the financial accounts of the club.
- d) The OBC financial year shall run from the 1st January to 31st December each year.
- e) The monies of the club shall be administered by the Committee.
- f) No member of the Committee, sub-Committee or ordinary member shall receive remuneration from the club for services rendered in the course of his/her assisting the OBC, with the exception of out of pocket expenses incurred (which may be claimed) unless agreed upon by the Committee.

11. MEETINGS -- ANNUAL GENERAL

- a) The AGM shall be held every financial year during the first fortnight in February at such a time and place as may be prescribed by the Committee. Notice of the AGM shall be given at least twenty-one (21) days beforehand.
- b) The quorum shall be twenty percent (20%) of the members. If within thirty (30) minutes of the time appointed for the AGM a quorum is not present, the meeting shall be dissolved and it shall stand adjourned to a day seven (7) days after the date of the meeting. If at such adjourned meeting a quorum is again not present within thirty (30) minutes after the time appointed for the meeting, the members present in person shall constitute a quorum.
- c) Resolutions proposed at the AGM shall be dealt with at this time and decided by vote. Each member shall have one vote with the Chairperson casting a deciding vote if necessary.
- d) The Committee shall submit for approval to the members at the AGM a budget for the ensuing year.

12. MEETINGS -- SPECIAL GENERAL

- a) An SGM may be called at any time by the Committee or by the Secretary on receipt of a written requisition from any member signed by at least fifteen percent (15%) of members. Such requisition shall state the business for which the meeting is to be called, and shall not fall outside the parameters of the Constitution of the OBC. Such a meeting shall be held within one month of the date of requisition.
- b) Notice of all SGMs shall be given at least twenty-one (21) days beforehand wherein the proposals to be discussed shall be specified.
- c) At any SGM of the OBC, the quorum shall be forty percent (40%) of the members. If a quorum is not present within thirty (30) minutes of the time appointed for the meeting, the meeting shall be dissolved and a decision taken by the Committee regarding the issue.
- d) Resolutions proposed at such a Meeting shall be decided by a majority vote except where provided to the contrary in this Constitution. Each member shall have one (1) vote with the Chairperson having a second or deciding vote if necessary.

13. MEETINGS -- COMMITTEE

- a) The Committee shall hold a minimum of four (4) meetings per year. Minutes shall be kept in a minute book and circulated to all Committee members. The minutes will be made available to any other member upon written request.
- b) At Committee meetings a quorum shall be four (4) Committee members.
- g) Each Committee member shall have one vote. All decisions made in Committee shall be by a majority vote. In the case of equality of votes the Chairperson shall have a second or deciding vote.
- c) The Committee may invite any person to attend a meeting as a participant without the power to vote.

14. DISSOLUTION / MERGER

The Committee shall, upon passing of a resolution to that effect by a two-thirds (66%) majority at a SGM, take the necessary steps to dissolve the OBC or merge it with another club. In the case of dissolution the club's assets shall be liquidated and the proceeds distributed as directed at the meeting.

15. LIABILITY WAIVER

The OBC shall not be held responsible in the event of injury, loss or damage to any person(s) or property as a result of any activity held or sponsored by the OBC.

16. AMENDMENTS TO THE CONSTITUTION

This Constitution may be amended by a two-thirds (66%) majority of those members present at either the AGM or an SGM provided that the precise terms of any proposed amendment/s shall have been set out in the notice convening the meeting.

We certify that this is a current copy of the constitution of Outeniqua Bridge Club which was adopted at an AGM held at:

_____ on _____

Signed: _____
Chairperson

Witnesses:

1 _____

2 _____