

REDCLIFFE BRIDGE CLUB INCORPORATED

BY-LAWS

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INTRODUCTION

As an Incorporated Association registered with the Office of Fair Trading (OFT) the Redcliffe Bridge Club Constitution and Rules (referred to as Rule/s) are consistent with the requirements of the Associations Incorporation Act 1981 and regulations made thereunder.

These By-Laws are established under Rule 39 and govern the day to day running of the club.

Reference in these By-Laws is made to the 2017 World Bridge Federation Laws of Duplicate Bridge (referred to as Bridge Law/s).

Reference is made to the Queensland Bridge Association Regulations (QBA) and the Australian Bridge Federation (ABF) in these By-Laws.

All amendments or additions to these By-Laws must be ratified at a general meeting as provided in Rule 36.

For the guidance of a Management Committee, the Act, Regulations under the Act, the Rules and By-Laws form very comprehensive documentation for club management and administration. Accordingly, it is recommended that the committee refrain from undertaking any interpretation (unless such interpretation is immediately apparent), without first obtaining a written legal opinion.

1.0 Management Committee

1.0 All members of the Management Committee of the Redcliffe Bridge Club must be elected in accordance with Rule 19 or otherwise appointed under Rule 21.

1.1 A member of the Management Committee must not be in contravention of Section 61A and Section 64 of the Associations Incorporation Act 1981(Qld).

2.0 Meetings of Management Committee

2.1 Within a month of the Annual General Meeting (AGM), the Secretary of the new Management Committee must include the following on the Agenda:

- a) Secretary to fill out and lodge the Annual Return to the OFT, which includes the following:
 - 1) Attach the club financial statement, including the auditor's signed statement, that has been adopted at the AGM
 - 2) Attach a profit and loss statement (for income and expenditure)
 - 3) Attach a balance sheet (for assets and liabilities), and
 - 4) Arrange payment of the annual fee.

- b) The Secretary must notify the QBA and the Moreton Bay Regional Council of any changes to, and contact details for the President, Secretary and Treasurer of the club. (Action: The club website is to be updated with any changes).
- c) The Management Committee shall undertake a review of Position Descriptions to ensure compliance with the requirements of the club Rules and By-Laws to reflect the roles to be undertaken by all office bearers and agreed responsibilities of non- office bearers. Position Descriptions may include, but not be limited to, the following positions:

- | | |
|-------------------------------------|--|
| 1) President | 13) Information Technology Officer and Webmaster |
| 2) Vice President | 14) Librarian |
| 3) Secretary | 15) Master Point Secretary |
| 4) Treasurer | 16) Newsletter Editor |
| 5) Board Dealing Coordinator | 17) Providore |
| 6) Building Maintenance Coordinator | 18) Publicity Officer |
| 7) Catering Coordinator | 19) Recorder |
| 8) Congress Convenor | 20) Teaching Coordinator |
| 9) Delegates – QBA and Zonal | 21) Tournament Organiser |
| 10) Director | 22) Volunteer Coordinator |
| 11) Events Coordinator | 23) Welfare Officer |
| 12) Health and Safety Officer | |

(Action: Members appointed to positions together with relevant Position Descriptions are to be displayed on the club website and placed in the document folder located in the playing room).

- d) The Management Committee must oversee a review of the Key Register (Action: Register is to be updated as necessary)
- e) The Management Committee must arrange authorisation of bank signatures, in the event of a change in current authorisations
- f) QBA and Zonal Delegates are to be appointed. This shall include the President and one other
- g) A review of the club weekly playing schedule is to be undertaken to ensure member needs are being met
- h) A review of the Club's Occupational Health and Safety Policy document be undertaken

2.2 A Management Committee meeting must be held each calendar month, if possible.

2.3 Management Committee minutes must be displayed on the club's website and posted on the committee noticeboard in the playing room, once accepted at a following meeting.

- 2.4 The Secretary must acknowledge to sender all incoming correspondence, apart from “junk” mail, and include all such correspondence in the agenda for discussion.
- 2.5 In the event a need arises for a decision to be made prior to a next Management Committee meeting, it shall be conducted in accordance with Rule 29.

3.0.1 Confidentiality

- 3.1 Management Committee members shall take particular note of, and ensure compliance with, the requirements of Rules 13 and 14. Management Committee members shall not discuss confidential committee matters or correspondence with persons outside of committee members.
- 3.2 In instances where, in the opinion of the Management Committee, it is necessary for a communication from the Recorder or Director of an event or with an individual to remain confidential, the committee must ensure that the contents of the communication and, of all discussions thereon, are recorded in the minutes, but with this content omitted from published versions of the minutes, other than the fact that “confidential matters were discussed”.
- 3.3 In the event of any communication that results in an inquiry or instigation of disciplinary proceedings, the rules of natural justice shall apply, and the confidentiality requirements of By-Law 3.2 shall be limited accordingly. The publication of proceedings or results of an inquiry or disciplinary proceedings shall be a matter for Management Committee discretion.

4.0 Approvals and Sanctions

- 4.1 All expenditure for club events shall be in accordance with any budget and approved by the Management Committee prior to procurement.
- 4.2 Free bridge game vouchers, which are given in recognition of contributions to the club or as prizes, shall be approved by the Management Committee and included in the club financial statements.
- 4.3 The Providore will be responsible for purchasing supplies as required on the club’s customer account, within the budget authorised by the Management Committee, with other authorised officers, as appointed by the Management Committee, to assist the Providore as required.

5.0 Bridge Events and Fees

- 5.1 Proposed table fees for regular club events shall be approved at a general meeting.
- 5.2 Table fees or entry fees for all congresses, major club competitions and other major events for which the Redcliffe Bridge Club has organising and conducting responsibility, shall be determined by the Management Committee.
- 5.3 The Management Committee shall determine any other fees for services provided by the club.
- 5.4 The Management Committee may determine, and shall, with approval at a general meeting, make honorary payments to the President, Secretary and Treasurer of the club, and also to any member of the club that the Management Committee deems to be appropriate.
- 5.5 Proposed joining fee for each category of club membership, together with the annual subscription for membership, shall be approved at an Annual General Meeting. The annual subscription for membership shall be proportionate, depending on the month of joining, as stated on the Membership Form. All ABF/QBA fee increases shall be automatically passed on for member payment.
- 5.6 For that session of play, the Director and Bridgemate person shall be exempt from payment of regular table fees.

6. Club Recorder

- 6.0 The Recorder is an experienced bridge player appointed to the position by the Management Committee of the Redcliffe Bridge Club.
- 6.1 The Recorder's role is to consider issues relating to player behaviour referred by a session Director or by any club member. On referral of such an issue, the Recorder will informally and confidentially attempt to resolve the issue through advice to, and if necessary, mediation between the member(s) involved.
- 6.2 If the Recorder is unable to resolve an issue, he/she will make a formal written report to the Management Committee which will then assume responsibility for the resolution of the matter in accordance with By-Law 7.
- 6.3 The Recorder will maintain a confidential written record of referred incidents and actions taken to resolve them, which he/she will make available to the Secretary of the Management Committee upon request.

7.0 Disciplinary Procedures

Note: These provisions complement those contained in Rule 12. Procedures in Rule 12 take precedence in the event of any ambiguity.

- 7.1 The Management Committee may, as soon as possible following their election to office, establish and appoint a disciplinary panel consisting of three (3) members of the Association, who:
- a) are not committee members
 - b) are experienced players, and
 - c) are well known for their concerns for adherence to ethical behaviour to investigate complaints and other disciplinary matters.
- 7.2 In accordance with Rule 12(2), the Management Committee may act on the written report of a session Director or a session Recorder, or on the written complaint of any member of the Association.
- 7.3 Reports and complaints must be in writing (which includes by email) submitted to and received by the Secretary within seven (7) days of the date on which the breach or the incident is alleged to have occurred. The Management Committee will decide, within reasonable time, whether an investigation of the complaint or the content of the report is required. If so, the complaint or report shall be forwarded to the disciplinary panel for investigation.
- 7.4 Upon receipt of a written report or complaint and a request from the Management Committee to undertake an investigation, the disciplinary panel shall decide how the investigation will be dealt with and whether or not the disciplinary panel will hold a hearing or will consider the matter on the basis of written submissions only. The disciplinary panel shall have total discretion to decide the matter and may seek the views of the parties identified as central to the complaint or written report in exercising its decision. The disciplinary panel shall make its decision in writing.
- 7.5 The disciplinary panel must observe the principles of natural justice in all matters that are referred to it, which requires that the person who is the focus of the complaint or report has the right to be informed of:
- a) The existence of the complaint or report
 - b) The fact that an investigation has been authorised
 - c) The particulars of the complaint or report that will be considered
 - d) The form that the investigation will take
 - e) Their right to present a case dealing with the complaint or report either in writing or in person to the disciplinary panel, and
 - f) Their right to seek advice, and if appropriate, to be represented at any hearing of the disciplinary panel that he/she appears before.
- 7.6 The accused person shall be invited to respond to the complaint or the subject matter of the written report in writing prior to the commencement of any investigation.

- 7.7 The disciplinary panel may seek information and may allow comment from all persons who have knowledge of the incident under investigation. The disciplinary panel shall then consider all of the evidence before it and reach a decision as to whether to hold a formal hearing.
- 7.8 At any hearing, if the accused disputes facts, witnesses may give evidence only on matters relevant to the findings of fact.
- 7.9 Following consideration of all written submissions and/or deliberation of evidence at a hearing, if the disciplinary panel determines that the complaint or subject matter of the written report is substantiated, it must, in writing, advise the accused accordingly and provide opportunity for the accused to show cause why a disciplinary penalty should not be imposed. The communication must state a reasonable time for reply.
- 7.10 Following consideration of a reply from the accused on the question of a disciplinary penalty, if the panel considers that a disciplinary penalty remains applicable, the panel shall frame a recommendation as to an appropriate penalty, inform the accused of their proposed recommendations and provide opportunity for the accused to show cause why the recommended penalty should not be imposed or to identify an alternative penalty that the accused may wish the panel to consider for substitution. The communication must state a reasonable time for reply.
- 7.11 Following its consideration of response, if any, from the accused, the disciplinary panel shall report its findings and recommendations to the Management Committee for ongoing action. The Management Committee shall either accept the recommendations as to the decision and penalty or make its own decision regarding any necessary action to be taken.
- 7.12 If the Management Committee determines to exercise a disciplinary power, the provisions of Rule 12(6) shall apply.

8.0 Process for the Conduct of the Annual General Meeting (AGM)

- 8.1 In managing the process in accordance with Rules 31-38 inclusive, the Secretary shall ensure that:
- a) At least 28 days prior to the advertised meeting date, nominations are called for all Management Committee positions
 - b) All candidates are advised of all insurance cover and the amount of public liability insurance held by the club
 - c) All candidates are advised of the provision of the Rules and By-Laws of the club
 - d) All nominations for Management Committee positions, together with names of proposer and seconder(s) are displayed in alphabetical order on the noticeboard in the club premises, at least 7 days prior to the advertised AGM date
 - e) Ballot papers are prepared for distribution at the AGM, should a ballot be required for positions and only distributed if approved by members present (presence as defined in Rule 34) at the AGM for this to occur.

- f) In accordance with Rule 31, all members are advised in writing of the AGM venue, date and time, with these details posted on the notice board in the club premises and posted on the club website
- g) A meeting agenda, including reports from the President and Treasurer, financial statements and previous AGM minutes are to be made available at least seven (7) days prior to the AGM
- h) All notices of motion or special resolutions (if proposed), along with the names of the Proposer and Secunder must be made available for reference by all members at least fourteen (14) days prior to the AGM. Notices must be displayed on the notice board in the club premises and included in the meeting agenda that is circulated to all members of the club. A notice of motion or resolution cannot be changed or amended from the proposed form at a general meeting (Rules 32 – 36 apply)
- i) Proxy forms, in accordance with Rule 37, and Appendices 1 and 2 to the Rules, are made available for all members
- j) A Proxy Register is established, containing the names of the appointor and appointee of each proxy registered with the Secretary in accordance with Rule 37 (6). The Secretary shall further ensure that in accordance with Rule 37 (5), no member is registered to carry more than the number of proxies allowed by that rule
- k) On arrival, members sign an attendance book
- l) A book, listing apologies of members unable to attend the AGM is made available to all members for at least fourteen (14) days prior to the date of the AGM

8.2 At all general meetings, in accordance with Rule 35, each question, matter or resolution, other than a special resolution is decided by a majority of votes of the members present.

8.3 The process for procedure at an AGM shall take the following form:

- a) The President shall welcome all present
- b) The minutes of the previous AGM shall be tabled for confirmation
- c) Any business arising from the above minutes shall be discussed
- d) The President's Report shall be presented for adoption
- e) The Treasurer's Report and audited annual financial statements of the club shall be presented for adoption, with motion for payment of honorariums (if any) to be approved by members present
- f) An approved Auditor for the new financial year shall be proposed and approved
- g) Election of Officers - at this point all Management Committee positions are to be declared vacant and a person, pre-appointed by the Management Committee, will become Chairperson
- h) The Chairperson will announce a new Management Committee when there are no contested positions, and as a minimum, the management positions of President, Secretary and Treasurer are filled
- i) If vacant positions remain for the Management Committee, the Chairperson shall call for nominations from the floor

- j) If there are contested positions for the new Management Committee, the Chairperson shall call for a vote. Election to positions may be by show of hands or by ballot. (In accordance with Rule 35 (5), if 20% of members present demand a secret ballot, a secret ballot shall be conducted for any contested positions.)
- k) In the event of a ballot for positions on the Management Committee, the Chairperson shall announce that there shall be one only ballot and the successful candidate shall be that person receiving the majority of votes (i.e., the successful person is that person “first past the post”). It must be noted that in accordance with Rule 35 (2), the Chairperson has a casting vote in the event that votes are equal
- l) The Chairperson shall inform the members and scrutineers of the form of voting to ensure a fair result. Members having the highest number of votes shall be elected to positions on the Management Committee
- m) In the event of a ballot, (secret or otherwise), two scrutineers shall be appointed by the Chairperson to conduct the ballot
- n) On instructions from the Chairperson, the scrutineers shall destroy the ballot papers following the completed ballot and announcement of results
- o) In accordance with Rule 34, postal voting is not permitted. A member must be present (presence as defined in Rule 34) at the meeting in order to vote
- p) The Chairperson shall announce and welcome the members of the new Management Committee and the meeting, under the chairmanship of the incoming President, shall be opened for general business.

9.0 Competitions and Regular Club Sessional Events

- 9.1 Entry forms and all advertising material of whatever nature, and by whatever media for all events, including regular club sessional events, must clearly state the conditions of entry, which shall include, but not be limited to (as applicable) eligibility to play; age restrictions; closing dates for nomination; and bidding systems allowed. Should a side section (for players not competing in a competition) be permitted, entry forms and all advertising material must state conditions for play in such side section.
- 9.2 The Tournament Organiser shall arrange, where possible, for a paid, non- playing accredited Director to conduct all Club Championship events, (with the exception of the Novice Pairs event); GNOT qualifying events; and any other events (e.g. congresses, inter-club) for which the Redcliffe Bridge Club has organising and conducting responsibilities. If a non-playing accredited Director is not available, then a playing accredited Director shall be appointed. The Tournament Organiser is to have any negotiated payments approved by the Management Committee.

9.3 Eligibility and Entry Requirements

- a) All entrants must be Members of the Redcliffe Bridge Club to be eligible to play in the following events:
 - 1) Championship Teams
 - 2) Championship Individual
 - 3) Ton Vankan Pairs
 - 4) Championship Pairs
 - 5) Novice Pairs (for less than 50 points at the date indicated on the nomination form)

The appointed Director for the event shall take responsibility for checking the eligibility of entrants.

- b) For GNOT qualifying heats held by the club, a minimum of 3 players for one team at the table at any time must be members of the Redcliffe Bridge Club, and every player must be a current member of a club in the Brisbane Zone. Eligibility and entry requirements shall otherwise be in accordance with QBA regulations.
- c) Apart from regular club sessional events, players must nominate for an event in which they have chosen to compete. Players who have not nominated, but who wish to nominate after nominations have closed, shall be included in the event at the discretion of the Director for the event.
- d) For interclub events Members representing Redcliffe Bridge Club shall be determined by the Management Committee.
- e) For regular club sessional events (including red point events) and for all other events not itemised in paragraphs (a) or (b) above, for members affiliated with ABF or QBA there shall be no restrictions on entry; nor award of points to place-getters, nor award of prize money (if any) other than as may be imposed by QBA regulation, including the ABF 100% Rule. (Unregistered players, i.e., players not affiliated with ABF or QBA, may play in regular club sessional events as visitors to the club for a limited number of sessions (no more than 15). This applies equally to citizens of Australia and elsewhere. Unregistered players shall not be allowed entry to competitions).

9.4 Procedures for club championship and regular club sessional events

It is most important to note that much of the content of this By-Law provides a "paraphrased" selection of procedures contained in the World Bridge Federation Laws of Duplicate Bridge and in QBA regulations that are, perhaps, more relevant to club activities. The Laws of Bridge, together with ABF/ QBA Regulations must be referenced as required.

The following (unlimited) procedures shall apply where relevant:

- a) *Eclectics* - At the end of each month, eclectics shall be calculated on an individual basis for all regular club sessions. The eclectic is based on each player's best three out of four or five available green point sessions each month

- b) *Prize Money* - The Management Committee, in its discretion, may award prize money for any event, provided that notice of prize money is clearly communicated to all members. If a member is non-financial for two (2) months, then Rule 9 (3) applies
- c) *Events* – All events shall be conducted in accordance with the latest version of the World Bridge Federation Laws of Duplicate Bridge and QBA Regulations and all players shall be bound by the Rules and By-Laws of the club. The Tournament Organiser shall be responsible for preparing an event but may delegate powers and duties. The Director of an event is responsible for the management of the event. Procedures include, but are not limited to the following
- 1) Events, consisting of not less than 24 boards, shall be conducted with the timer clock set (generally) for 6 minutes per board, but the final decision on the time allocated for the play of a board shall always remain with the Director for the event
 - 2) Players are to be present and seated at least 15 minutes prior to the commencement of play. Late players may be accepted up to the commencement of play, at the discretion of the Director for the event. The reserving of any seat or table for any reason may only be done by the Director. (Players must contact the Director as necessary.)
 - 3) Players must cooperate with the Director for the event should a division of the field be required and/or change of seating. The Director shall determine the movement for the event
 - 4) Players' mobile phones must be turned off or put on silent mode during an event. The Director for the event may impose a procedural penalty on an offending player. In order to avoid any penalty, any player expecting an urgent call must inform the Director before the start of play. (Bridge Law 90 applies)
 - 5) 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) Both players in a partnership must have an identical System Card available to opponents. Only Green and Blue Systems shall be allowed at the Redcliffe Bridge Club for club competitions and regular club sessional events
 - 7) The Director for an event may require that an "average" result shall be awarded if a card has not been tabled before the 3-minute warning bell for the end of the round has sounded. If the Director considers that one pair is at fault for not completing the round within the allocated timeframe (e.g., slow play), the Director may penalise the "at fault" pair and award an adjusted result. (Bridge Laws 12 and 90 apply)
 - 8) The Director for an event shall be the only person permitted to alter or adjust a score (or to instruct the scorer to do so), in the event of a scoring error or an infringement penalty

- 9) In the event of a scoring issue, the Director for the event shall, where possible, make a ruling at the table. If it is necessary for a ruling on the issue to be deferred to a later time, all parties central to the issue must be afforded the opportunity to be present when the ruling occurs
- 10) Bridge Law 79 (C) allows a Director, with Tournament Organiser approval, to correct a score after the expiration of the Correction Period, subject to conditions. The time limit for appealing a score entered in error is 5 pm on the day following the event.
- 11) The time limit for appealing a Director's ruling is 30 minutes after the end of the session or the end of play. All appeals must be made to the Director of the event and must be done with the agreement of both parties in pair events, or with the agreement of the captain in team events. (Bridge Law 92 applies)
- 12) An Appeals Committee shall be formed, in accordance with and compliance with the requirements of QBA Regulations Section 1. An Appeals Committee shall have an uneven number and will rule on matters, other than points of law. The rules of natural justice shall apply to all committee deliberations and decisions. (Bridge Law 93 refers)
- 13) As per Section B, QBA Regulations, players deemed to have psyched are required to report their own psyches in the Redcliffe Bridge Club Psyche Register. Details of the hand and the bidding sequence must be included. If a Director subsequently discovers that a psyche has not been reported, he/she may apply a procedural penalty.
- 14) Visual on-screen results shall be made available, where possible, at the tea break as well as after all play has ceased.
- 15) At the end of an event the North-South pair shall be responsible for returning the boards, Bridgemate machines and table numbers to the scheduled assembly area, while the East-West pair shall be responsible for the tidying of the table and removal of any rubbish.

9.5 Ethics and Proprieties

All players are required to play in accordance with Bridge Laws 73 and 74.

a) Appropriate behaviour includes, but is not limited to:

- 1) Being a good host or guest at every table
- 2) Greeting opponents in a friendly manner
- 3) Making new players and visitor's welcome
- 4) Partners having identical system cards readily available
- 5) Thanking opponents when the round has ended
- 6) Calling the Director immediately if there is an irregularity at the table
- 7) Refraining from any action or remark likely to embarrass a partner or opponents

b) Inappropriate behaviour includes, but is not limited to:

- 1) Criticising partner or opponents
- 2) Making negative comments on bidding or play
- 3) Loud or lengthy discussion of hands that may convey information to adjacent tables or delay play
- 4) Rudeness, badgering, threats, profanity, insinuation
- 5) Disputing a Director's ruling during play (an appeal process is available)

10.0 Honours and Awards

The following club awards shall be presented on an annual basis:

- 10.1 The Edna Hodgen Achievement Awards shall be presented over a 9-month period, from 1 January to 30 September, for the most masterpoints won by Redcliffe Bridge Club members who have reached, by 30 September, the ranks of Local Master, Local Master* and Local Master **.
- 10.2 The Daphne Kerr Shield is presented as an encouragement award for improving players. A member must start the year below the rank of Regional Master and win sufficient master points over the 9-month period from 1 January to 30 September to become a Regional Master. If they go beyond this and become a Regional Master* or higher for example, they are to be especially commended.
- 10.3 The Bea Donaldson Shield is presented to the player who is the highest-ranking Club Master during 9 months from 1 January to 30 September.

The Masterpoint Secretary is to prepare the lists, based on the above criteria and present to the Management Committee for approval at the November meeting.

11.0 Honorary Life Membership

- 11.1 Any member granted Honorary Life Membership of the club on the recommendation of the Management Committee with the approval of the members at a general meeting will be exempt from paying club, QBA and ABF membership fees.
- 11.2 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 AGM. The Secretary shall forthwith notify the proposer in writing of the acceptance or rejection of the nomination.

- 11.3 The nominee must have been a member of the Club for not less than 10 years and have performed significant meritorious service for the club for at least five (5) years in two (2) 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 ordinary member;
 - d) As a Director, and
 - e) As a good ambassador for the Club.
- 11.4 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.
- 11.5 The nomination shall be signed by the nominee, a proposer and seconder, who must be financial members of the club.

12.0 Membership Forms

The Redcliffe Bridge Club Membership Form is to be updated regularly to include information as requested or recommended by the QBA.

13.0 Documents

- 13.1 The following documents of the Redcliffe Bridge Club Inc. are to be posted on the club website and in the documents folder in the club playing room:
- a) Rules (previously known as Constitution)
 - b) By-Laws
 - c) Position Descriptions
- 13.2 If there are any further documents to be generated, consideration must be given to appropriate naming of such documents to ensure that names do not conflict with “Rules” and “By-Laws”.

14.0 Amendments to By-Laws

The above By-Laws were ratified at the Special General Meeting of the Redcliffe Bridge Club held on Thursday, 27th August 2020.

Change History:

RBC Files – Data/ By-Laws

RBC - Website

***Date: 1st September 2020 Action Completed 1st September 2020 by Secretary
By-Laws 9.3 (a), (b) & (d) revised as per June 2021 AGM***

***Date 23rd June 2022 Action Completed 23rd June 2022 by Secretary
By-Laws 2.1 (h) added at June 22 AGM***