

General By-Laws

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GENERAL BY-LAWS

PURPOSE OF THESE BY-LAWS

- 1 Under Rule 15 of the Rules (the "Rules") of the Noosa Bridge Club Inc. (the "Association"), it is provided that the Association's Management Committee has the general control and management of the business and operations and the administration of the affairs, property and funds of the Association. In turn, under Rule 29 of those Rules, the Management Committee has delegated powers to make by-laws for that purpose. Accordingly, these By-laws have been adopted by the Management Committee for that purpose in accordance with Rule 29 of the Rules.

ALTERATION OF THESE BY-LAWS

- 2 In accordance with Rule 29 of the Rules, the Management Committee may from time to time amend or repeal these By-Laws. Any such amendment or repeal must not be inconsistent with the Rules of the Association or the provisions of the Associations Incorporation Act 1981 (in these By-laws referred to as the "Act", and that reference includes that Act as amended or replaced from time to time).

MANAGEMENT COMMITTEE

- 3 The persons who comprise the Management Committee of the Association from time to time are as provided for in Rule 12 of the Rules.

MEETINGS OF THE MANAGEMENT COMMITTEE

- 4
 - (1) Provisions regulating the conduct of meetings of the Management Committee are as set out in Rule 16 of the Rules.
 - (2) Rule 16 (3) of the Rules provides that, subject as otherwise provided in that Rule, the Management Committee may meet together and regulate its proceedings as it thinks fit. Accordingly, the following additional provisions apply to or in respect of meetings of the Management Committee:
 - (a) Meetings of the Management Committee shall be open to all members of the Association, except when matters or issues which are deemed by the members of the Management Committee to be of a confidential, sensitive or personal nature are being discussed or dealt with.

- (b) Any members of the Association attending meetings of the Management Committee do so as observers and are, unless otherwise invited by the Chairperson of the meeting, required to maintain silence and take no part in the meeting.

MANAGEMENT AND THE ALLOCATION OF RESPONSIBILITIES

5

- (1) The role and functions of the Management Committee are generally as set out in the Rules and these By-laws, as well as in the Act.
- (2) This By-law deals with the appointment of, and with the allocation of particular responsibilities and functions to, officers of the Association and other members of the Management Committee, as well as persons appointed by the Management Committee to undertake particular tasks on behalf of the Management Committee.
- (3) Each officer of the Association, who is ex officio a member of the Management Committee, is appointed to his or her particular role pursuant to the provisions of the Rules. The individual duties and functions of officers of the Association are as set out in the relevant Appendices A, B, C and D to these By-laws.
- (4) All other members of the Management Committee are elected or appointed pursuant to Rule 12, or Rule 14, as the case may be, of the Rules. At the first meeting of the Management Committee held after each annual general meeting of members of the Association, or upon their later election or appointment to the Management Committee, as the case may be, other members (i.e. other than the officers of the Association) of the Management Committee are to be allocated particular roles and portfolios by the Management Committee, on the recommendation of the President, from among the roles/portfolios listed and described in Appendices E to X of these General By-Laws, together with such other position or positions as the Management Committee may, on the recommendation of the President, or on its own initiative, from time to time determine.

Any one or more of such portfolios or positions may, if the President so recommends and the Management Committee so appoints, be filled by the same person.

- (5) If the President so recommends, and the Management Committee endorses that recommendation, any member of the Management Committee may be left without any particular named portfolio or position to fill.
- (6) As soon as practicable after each annual general meeting of the Association, the Management Committee shall, on the recommendation of the President, appoint members of the Association to fill positions/roles from among those listed in Appendices E to U that are not already allocated to a member of the Management Committee, to hold office until the next annual general meeting of the Association.

Any one of more of such positions may, if the President so recommends and the Management Committee so appoints, be filled by the same person, or even by a person who already holds one or more of the positions referred to in By-law 5 (4).

- (7) From time to time, as required, and on the recommendation of the President, appointments made pursuant to By-law 5 (4), (5) or (6) may be changed, and any vacancies filled in accordance with the relevant provisions of this By-law.
- (8) The President shall, by agreement from time to time with the relevant other officers of the Association and the relevant members of the Management Committee, to be so designated, ensure that on each regular day that the premises of the Association are open for the playing of bridge tournaments and congresses (refer to By-law 6 (2) (c) of these By-laws for the definition of these terms), there is at least one officer or other member of the Management Committee who is available to be present to act as Daily Duty Committee Member for that day.
- (9) The individual duties and functions of officers of the Association, other members of the Management Committee and other persons appointed pursuant to By-law 5 (3), (4), (5), (6), (7) and (8), and By-law 7, are as set out in the relevant Appendices to these By-laws, as follows:

Appendix A	President
Appendix B	Vice-President
Appendix C	Secretary
Appendix D	Treasurer
Appendix E	Providore
Appendix F	Housekeeper
Appendix G	Games Director
Appendix H	Tournament Directors
Appendix I	Congress Coordinator
Appendix J	Master Point Secretary
Appendix K	PR/Web/Publicity Officer
Appendix L	Building Maintenance Officer
Appendix M	Stationery Officer
Appendix N	Membership Secretary
Appendix O	Librarian/Records Officer
Appendix P	Daily Duty Committee Member
Appendix Q	Dealing Officer
Appendix R	Records Officer
Appendix S	Electronics Equipment Officer
Appendix T	Member Liaison
Appendix U	Teaching Co-ordinator
Appendix V	Special Events Co-Ordinator
Appendix W	Safety and First Aid Officer
Appendix X	Fire Officer
Appendix Y	Tournament Regulations

- (10) A copy of the relevant Appendix shall be provided to each appointee to the role in question.
- 11) Where, pursuant to By-law 5(4), other positions are added from time to time, the Management Committee shall as soon as practicable determine a set of appropriate duties and functions for that position, and shall ensure that these By-laws are amended so that those duties and functions are set out in an appendix to these By-laws.
- (12) Each appointee is required to undertake and comply with the relevant duties and functions set out in the relevant Appendix, and otherwise comply with such directions and requirements as the Management Committee may from time to time issue.

TOURNAMENT COMMITTEE AND CONGRESS SUB-COMMITTEE

6

- (1) Rule 17 (1) of the Rules provides that the Management Committee may delegate any of its powers to a sub-committee consisting of such members of the Association as the Management Committee thinks fit. Any sub-committee so formed shall in the exercise of the powers so delegated conform to any regulations or other conditions or requirements that may be imposed on it by the Management Committee.
- (2) Accordingly, the Management Committee shall, at the first meeting of the Management Committee held after each annual general meeting of the Association, appoint a Tournament Committee comprised of such number of members of the Association as the Management Committee from time to time determines, in accordance with the following principles:
 - (a) All members of the Association to be appointed to the Tournament Committee must be Directors.
 - (b) For the purposes of this By-law, and of all other By-laws in these By-laws, a reference to "Director" means:
 - (i) a member of the Association who, having obtained the relevant qualifications, has been formally accredited by the relevant authority as a director, and who has, with the approval of the Management Committee, been appointed by the Games Director to act as a director to preside over and supervise bridge tournaments conducted at the Association's premises;
 - (ii) a member of the Association who, in addition to having fulfilled the relevant qualifications and accreditation referred to in sub-paragraph (i), has obtained any further qualifications and accreditation needed to able to preside over and supervise bridge congresses conducted at the Association's premises, and who

- has, with the approval of the Management Committee, been appointed by the Games Director to act as a director to preside over and supervise bridge congresses conducted at the Association's premises; and
- (iii) a person who, despite not having fulfilled the relevant qualifications and accreditation referred to in sub-paragraph (i), has, with the approval of the Management Committee, been appointed by the Games Director to act as a director, either generally to preside over and supervise all, or as an assistant or interim director to preside over and supervise any particular, bridge tournament or tournaments, conducted at the Association's premises.
- (c) For the purposes of this By-law, and of all other By-laws in these By-laws, a reference to:
- (i) "tournament" means an ordinary or regular game of bridge, as well as any special competitive game of bridge or event, to be conducted pursuant to the Association's own Tournament Regulations, and which does not fall into the definition of a congress; and
- (ii) "congress" means a special competitive game of bridge or event to be conducted with the approval of the Queensland Bridge Association ("QBA") (or, as the case may be, the Australian Bridge Federation ("ABF")) and pursuant to any regulations or laws promulgated by the QBA (or the ABF, as the case may be).
- (d) The Management Committee shall delegate to the Tournament Committee such of its powers as relate to the conducting of bridge tournaments, and the directing of, the presiding over, and the supervision and control of, bridge tournaments and congresses. Such congresses shall be limited to those congresses referred to in By-law 9 of these By-laws.
- (e) As provided for in Rule 17 (3) of the Rules of the Association, the Tournament Committee may meet and adjourn as it thinks proper.
- (f) The President may attend and participate in meetings of the Tournament Committee on an ex officio basis.
- (3) Likewise, the Management Committee shall, at the first meeting of the Management Committee held after each annual general meeting of the Association, appoint a Congress Sub-Committee. To that Congress Sub-Committee the Management Committee shall delegate such of its powers as relate to the organising and preparation for, and the conducting of, congresses at the premises of the Association. Such congresses shall be limited to those congresses approved pursuant to By-law 9 of these By-laws.
- (4) The Congress Sub-Committee is to act as a sub-committee of the Management Committee, and shall be comprised of the following persons appointed by the

Management Committee for the purpose:

- (a) the Congress Coordinator,
 - (b) the Secretary, and
 - (c) the Treasurer
- (5) While not formally members of the Congress Sub-Committee appointed by the Management Committee pursuant to By-law 6 (4), any particular congress convenors appointed by the Congress Coordinator for the purposes of a particular congress or congresses, as well as any other interested party (such as the Games Director), may attend meetings of the Congress Sub-Committee, and participate in its proceedings. The President may also attend and participate in meetings of the Congress Sub-Committee on an ex officio basis.
 - (6) As provided for in Rule 17 (3) of the Rules of the Association, the Congress Sub-Committee may meet and adjourn as it thinks proper.
 - (7) The duties and functions of the Congress Sub-Committee are as set out in Appendix I to these By-laws.

GAMES DIRECTOR

7

- (1) A Games Director shall be appointed from amongst themselves by the members of the Tournament Committee. However, the Games Director must be a person approved by the Management Committee to act as games director, and may even be a person who is already a member of the Management Committee. The Games Director must be a Director.
- (2) It is the responsibility of the Games Director to act as liaison officer between the Management Committee and the Directors and (where the Games Director is not already a member of the Management Committee) to attend meetings of the Management Committee as and when required to do so by the Management Committee.
- (3) The Games Director is ex officio to be a member of the Tournament Committee, and shall convene and preside over meetings of that Committee when it is considered appropriate by the Games Director that this occur, and also as and when required to do so by the Management Committee.
- (4) The Games Director shall act as liaison officer between the Tournament Committee and the Management Committee and provide a regular report to the Management Committee on what has been occurring at the Tournament Committee.
- (5) The Games Director shall ensure that all the Directors are aware of all relevant rules, laws, regulations and procedures in force from time to time relating to the game of bridge. The Games Director shall also ensure that all the Directors are kept up to date and informed about any changes or additions to the same.
- (6) Where there is any question or issue relating to those rules, laws, regulations and procedures, or where there is any dispute or other question or issue arising

amongst the Directors, or any of them, the decision of the Games Director on the matter shall be final.

- (7) The general duties of the Games Director and other requirements relating to maintenance of a sufficient number of Directors for the needs of the Association, are set out in Appendix G.

TOURNAMENT REGULATIONS

8

- (1) The conducting of all bridge tournaments and congresses at the Association's premises shall be governed by rules and regulations set out in a separate document approved and adopted by the Management Committee, and called the "Tournament Regulations" (See Appendix Y for current regulations). This does not apply to QBA or ABF sponsored congresses, which are conducted under their own respective rules and regulations.
- (2) It is the responsibility of the Tournament Committee to prepare a set of suggested Tournament Regulations and to keep them under regular review, or as and when required to do so by the Management Committee. However, the formal adoption of the Tournament Regulations, and of any amendment to or repeal of them, is a matter for the Management Committee, as Rule 29 of the Rules provides that it is the Management Committee that is empowered from time to time to make, amend or repeal by-laws and/or regulations, not inconsistent with those Rules or the Act, for the internal management of the Association or the conduct of its affairs.
- (3) Accordingly, in order to discharge its obligations under By-law 8 (2), the Tournament Committee needs to make appropriate recommendations on such matters and refer them to the Management Committee for its consideration.

PROGRAM OF TOURNAMENTS AND CONGRESSES

9

- (1) One of the duties of the Tournament Committee is to make recommendations from time to time to the Management Committee as to a suggested yearly programme of bridge tournaments and congresses to be held at the Association's premises. The Management Committee shall consider those recommendations and determine for itself, and in its discretion, a yearly programme of such events, which the Tournament Committee must adhere to, unless the Management Committee otherwise agrees.
- (2) Such tournaments or congresses, as the case may be, shall comprise pairs and teams, as well as novice, events.
- (3) The conditions of entry into and play in any tournament or congress shall be as recommended by the Tournament Committee, but as then approved by the Management Committee from time to time. This also applies to matters such as persons who are eligible to win trophies in such events.
 - (a) A youth player under the age of 20 (on the last day of the month preceding a Congress) is entitled to 50% entry fee and 100% prize money.
 - (b) A "house" player in a Congress is entitled to 0% entry fee and 100% prize money.

- (4) If the congress is one sponsored by the QBA or the ABF, as the case may be, the conditions of entry and play shall not be inconsistent with those set by the QBA or the ABF, as the case may be, or those applicable to any congress run or sponsored by the relevant organisation.
 - (a) Any appeal at such a Congress will be governed by the QBA “Regulation I – Appeals”.

INSURANCES

10

- (1) It is the general responsibility of the Management Committee to ensure that the Association at all times has adequate and appropriate insurances taken out and maintained in place for the benefit of and covering the Association, its members and its officers, as well as members of the Management Committee, other appointees to positions held for the purposes of the Association, its visitors, tradesmen, premises and assets. All such insurances should be such as a prudent person or association or business would have.
- (2) Without limiting the requirements of By-law 10 (1), the Management Committee shall ensure that adequate and appropriate insurance policies are in force at all times to cover loss by fire, theft, damage, officers' and directors' liability and workers' compensation insurance.
- (3) In particular, it is the responsibility of the Management Committee to comply with all statutory requirements in relation to the taking out and maintaining of insurances. This includes requirements arising under the Act. Note in particular sections 70 and 70A of the Act.
- (4) The Management Committee shall, in accordance with Sections 70 and 70A of the Act, be responsible for the question of public liability insurance. Accordingly, the Management Committee must, at least annually, consider whether there is a need for the Association to take out public liability insurance, and if the Association is an association to which section 70A of the Act applies, must take out and keep current the necessary insurance at all times.
- (5) The Management Committee must report its decision about the need for public liability insurance for the Association to the members of the Association at each annual general meeting of the Association. In so reporting the Management Committee must comply with all other reporting and advisory requirements under Section 70 of the Act.
- (6) The Management Committee must also ensure that it complies with all advisory requirements under section 70 of the Act in relation to prospective members of the Association and to prospective candidates for election or appointment of officers of the Association, as well as of other members of the Management Committee. Similarly in relation to any person or entity with whom the Association may have dealings and who might reasonably be expected to have an interest in knowing whether or not the Association has public liability insurance.

- (7) The Management Committee shall take all reasonable measures to ensure that every effort is made to avoid accidents which could lead to claims under any public liability insurance, including prohibiting the entry onto the premises of the Association of domestic animals which might be or become the cause of injury to persons. Guide dogs or assistance dogs necessary for the assistance of incapacitated members of the Association or other visitors are excepted in this regard.
- (8) The Management Committee shall take all steps to ensure that, unless there is good reason for this not being the case, all tradesmen and contractors engaged from time to time to work at the premises of the Association have adequate insurances in place to cover themselves, and their employees and sub-contractors, for accident or injury to persons. This shall include such insurances as workers compensation insurance, as well as personal accident and injury insurance for self-employed persons. Where a particular officer, Management Committee member, or other delegated person deals with the tradesman or contractor in question, that officer, member or delegate must do this on behalf of the Management Committee, and report back to the President, and in turn the Management Committee, on the matter at the earliest opportunity. Any decision to engage a tradesman or contractor that does not have the necessary insurances in place must first be approved by the Management Committee.

SECURITY

11

- (1) It is the responsibility of the Management Committee to ensure that the premises and property of the Association are kept secure.
- (2) Without limiting the requirements of By-law 11 (1), the Management Committee must ensure that all external doors and windows of the premises of the Association are fitted with adequate locking facilities and that these facilities are adequately maintained. Any role of or responsibility given to the Building Maintenance Officer in this regard does not detract from the primary responsibility of the Management Committee on these matters.
- (3) Keys for all external doors may be issued to such number of the Directors as is considered necessary, as well as to members of the Management Committee, all on a “need to have” basis. If it is necessary to provide a key to any cleaners or other tradesmen, this may be done, but it is the responsibility of the Housekeeper/Member Carer, or Building Maintenance Officer, as the case may be, to ensure that this is adequately controlled. A register of all key holders is to be maintained and kept up to date by the Secretary.
- (4) The Director or any member of the Management Committee who actually opens the Association's premises for any purpose whatsoever is responsible to ensure all external doors and windows are later locked and that all electrical appliances (other than the scoring computer and any hot water boilers and time switches for air-conditioning units), lights (except EXIT lights), and taps, etc., are properly

turned off before leaving the premises unattended. The Director or member of the Management Committee may, if necessary, delegate this responsibility to a responsible member of the Association.

MAINTENANCE

- 12 The Management Committee shall ensure that a maintenance check on the premises of the Association and its surrounds is conducted at least half-yearly, and any necessary remedial action taken. This task may be undertaken by the Building Maintenance Officer on behalf of the Management Committee, as appropriate.

PEST CONTROL

- 13 The Management Committee must arrange annual pest control inspections and white ant and termite checks. This task may be undertaken by the Building Maintenance Officer on behalf of the Management Committee, as appropriate.

MEMBERSHIP FEES

- 14
- (1) In accordance with Rule 7 (1) of the Rules, the membership fees for each class of membership of the Association shall be such sum as the Management Committee shall from time to time determine. The fees so determined shall apply until such time as the Management Committee makes a new or amended determination on the matter, but even if the fees are not proposed to be amended in any particular financial year, the Management Committee must, at least once in each financial year, consider whether or not the fees are to continue at the same amount or level for the time being or are to be changed, and if so when the new or changed fees are to take effect from. The Management Committee must give reasons for any determination under this By-law, and those reasons must be set out in the minutes of the meeting in question at which the matter is so considered.
 - (2) Any fees so determined shall, unless and until the Management Committee otherwise decides, be set on the basis that they comprise the following components:
 - (a) the relevant annual membership fee for each class of membership to be paid to and retained by the Association;
 - (b) the relevant annual levy payable by the Association to the QBA or the ABF, as the case may be, in respect of members of the Association;

- (c) the relevant zone levy payable by the Association in relation to its members, in respect of its being part of the Sunshine Coast Zone, and any other relevant zone; and
 - (d) the relevant membership application fee payable to the Association by prospective new members.
- (3) The Management Committee may, in its discretion, determine that any particular component or components may be set at zero, so that, in effect, the Association absorbs and pays for that component itself out of its own funds, without collecting any corresponding amount from the members or any class of members.
 - (4) For the purposes of By-law 14 (2) (a), it is noted that Rule 5 (2) (b) of the Rules of the Association provides that Honorary Life Members are not to be obliged to pay all or such part of any annual membership fee as is determined by the Management Committee from time to time, or to pay any table fee allowing them to participate in particular bridge games, in the form of tournaments (but do pay entry fees in respect of congresses) conducted by the Association. For the purposes of this Rule, but until such time as the Management Committee determines otherwise, it is determined that Honorary Life Members shall not be required to pay those components of the annual membership fee as are referred to in By-law 14 (2) (a), (b) and (c), only.
 - (5) All membership fees are to be payable to the Association on 1 January each year, and are payable in respect of the calendar year commencing on that date.
 - (6) Rule 9 (3) (c) of the Rules of the Association provides that if a member has membership fees in arrears for a period of 2 months or more, the Management Committee shall consider whether that member's membership should be terminated. It is the responsibility of the Management Committee to determine such matters promptly, in an even handed and fair way, and without fear or favour.
 - (7) An unfinancial member or person who has ceased to be a member of the Association and who does not rejoin within 5 years of that cessation, will be treated as a prospective new member and will be required to pay the appropriate joining fee.
 - (8) An unfinancial member or person who has ceased to be a member of the Association and who seeks to rejoin the Association at any time thereafter, will be required to pay any reactivation fee set by the QBA or ABF.
 - (9) In the event that a member ceases for any reason to be a member at any time, the membership fees that have already been paid by that member are not refundable, whether in whole or part.

OTHER FEES AND CHARGES PAYABLE BY MEMBERS AND VISITORS

15

- (1) In order to cover the Association's costs and expenses, and to provide to the Association a reasonable return for the benefit of its members, the Association may, in addition to membership fees, charge and recover fees and charges for other matters. It is the responsibility of the Management Committee to consider and determine what such fees and charges should be from time to time.
- (2) Without limiting the provisions of By-law 15 (1), these may include the following:
 - (a) a table fee payable by members (other than Honorary Life Members, who pay no table fee in respect of tournaments, but do pay a table fee in respect of congresses) and by visitors, as the case may be, on each occasion when participating in bridge tournaments and congresses at the Association's premises; where considered appropriate, table fees may be set at a higher level:
 - (i) for visitors than those payable by members; and
 - (ii) for particular events, bridge tournaments and congresses, such as red point days and charity days;
 - (b) fees and charges for the provision of photocopying; and
 - (c) fees and charges for the provision of other services or facilities.
- (3) Where a member has not duly paid to the Association the relevant annual membership fee for that member by the first working day in February, table fees at the visitor's rate will apply until such time as the member has duly paid his or her membership fee.
- (4) Fund raising or charity events may be arranged from time to time by the Management Committee. The Management Committee shall from time to time determine the appropriate table and other fees to be charged in respect of such events, and, as provided in By-law 15 (2) (a) (ii), such table fees may be set at a higher rate than the table fees otherwise normally payable by members and visitors.

BUDGETING AND EXPENDITURE

16

- (1) The Management Committee must each year draw up a long term plan of the expected expenditure needs of the Association, and a formal capital expenditure budget, and keep these under regular review, as appropriate. Consideration must be given to the estimated time when the Association's present premises and plant and equipment will require maintenance, replacement or upgrading, and to what sinking funds should be established accordingly.

- (2) Where the members of the Association have, in accordance with Rule 15 of the Rules of the Association, determined that there should be an annual dollar or other limit on the capacity or power of the Management Committee to undertake expenditure or incur debt, then the Management Committee must at all times comply with any such determination.

CONTROVERSIAL ISSUES

- 17 The Management Committee shall seek the views of and consult with the members of the Association on any matter which, in its reasonable opinion, may be controversial or may cause disharmony, before making any determination on the matter. The appropriate means by which the Management Committee does so shall be decided by the Management Committee.

LIMITATIONS ON MEMBERSHIP NUMBERS

- 18
 - (1) Having regard to the size and capacity of the Association's premises, it is considered necessary and desirable that the total number of members of the Association at any one time shall be limited. Accordingly, Rule 5 (3) of the Rules of the Association provides that the total number of each class of members is to be limited to such maximum number as the members of the Association may from time to time determine in general meeting.

At a Special General Meeting on 26 July 2019 the members determined that the number of Ordinary Members and Honorary Life Members shall be limited to 500.

- (2) It is the responsibility of the Management Committee to keep the maximum numbers referred to in By-law 18 (1) under periodic review from time to time, as appropriate, and to make any necessary recommendation for change, which must be brought before the members in general meeting for ratification and approval by them, in accordance with Rule 5 (3).

APPLICATIONS FOR MEMBERSHIP

19

- (1) Rules 5, 6 and 8 of the Rules set out rules as to how persons may become members of the Association. Broadly speaking, this means that an application must be made to the Management Committee and approved by it. This By-law sets out other procedural requirements in relation to applications, and the circumstances in which such an approval may be, or is likely to be, approved.
- (2) Applications for membership of the Association shall be displayed, on an appropriate part of the notice board maintained by the Management Committee in the premises of the Association, for a minimum period of one week prior to the consideration of those applications by the Management Committee. This is to allow all existing members of the Association an opportunity to make their views known to members of the Management Committee on the question as to whether or not any particular application should or should not be accepted. In making any determination as to whether or not any particular application should or should not be accepted, the Management Committee will give due consideration to any views so expressed.
- (3) Before an application for membership can be considered by the Management Committee, an applicant must have played at least 3 times over the preceding 6 months in a bridge tournament or congress held by the Association in its premises.
- (4) By-law 15 (2) (a) (i) of these By-laws provides that table fees may be set at higher levels for visitors than the amounts otherwise payable by members. So far as new members are concerned, once they fulfil the requirements of the relevant Rules and this By-law, and become accepted as members, their table fees immediately become the same as those payable by members.

VISITORS

20

The Association welcomes all visitors to the Association's premises who wish to participate in a bridge tournament or congress held by the Association, as well as QBA and ABF sponsored congresses. However, the Management Committee reserves the right to refuse entry and/or participation in any such event to any person not considered by the Management Committee to be a suitable or fit and proper person, but provided that this is not inconsistent with any requirement of the QBA or the ABF, as the case may be. Visitors are expected to conform to certain standards of conduct and etiquette whilst in or around the Association's premises, and whilst participating in such events. Rules and procedures governing such matters are set out in the Association's separate by-laws, as adopted by the Management Committee and in force from time to time, and referred to in By-law 23 of these By-laws.

DRESS CODES

- 21 The Management Committee may from time to time determine appropriate dress codes for all members of the Association, and for all visitors to the Association's premises, whilst participating in bridge tournaments and congresses at the Association's premises.

CONDUCT OF MEMBERS

- 22 Members of the Association are expected to conform to certain standards of conduct and etiquette whilst in or around the Association's premises, and whilst participating in bridge tournaments and congresses conducted by the Association, as well as QBA and ABF sponsored congresses, and indeed set an appropriate example to visitors and others. Having regard to their role as leaders of the Association, officers of the Association, and members of the Management Committee, are expected to aspire to particularly high standards in this regard, and to set an appropriate example to and standard for other members of the Association and its visitors. Rules and procedures governing such matters are also set out in the Association's separate by-laws, as adopted by the Management Committee and in force from time to time, and referred to in By-law 23 of these By-laws.

BY-LAWS RELATING TO CONDUCT AND ETIQUETTE

- 23
- (1) Rule 29 of the Rules provides that it is the Management Committee that is empowered from time to time to make, amend or repeal by-laws and/or regulations, not inconsistent with those Rules or the Act, for the internal management of the Association or the conduct of its affairs. Accordingly, the Management Committee may from time to time make, amend or repeal by-laws in relation to the standards of conduct and etiquette that the Association expects of its members and visitors whilst in or around the Association's premises and whilst participating in bridge tournaments and congresses conducted by the Association, as well as QBA and ABF sponsored congresses. Those by-laws may also provide for appropriate procedures and requirements relating to the enforcement and implementation of those standards. Having regard to section 71 (3) of the Act, such procedures and requirements must conform to the rules of natural justice, procedural fairness and openness. Those By-laws shall be known as and entitled "By-laws relating to Conduct and Etiquette", and more commonly as the "Conduct and Etiquette By-laws".
- (2) Because of their volume the Conduct & Etiquette By-laws follow after the Appendices to the General By-laws.
- (3) By-law 6 of the Conduct and Etiquette By-laws provides for the appointment of a Conduct and Ethics Committee to which the Management Committee is to delegate such of its powers as relate to the implementation and enforcement of the Conduct and Etiquette By-laws.