

TOOWONG BRIDGE CLUB BY-LAWS

INTRODUCTION:

As an Incorporated Association registered with the Office of Fair Trading (OFT), the Club Constitution is required to be consistent with the Associations Incorporation Act 1981. These by-laws have been established under Rule 38 of the Toowong Bridge Club Inc. (the Club) Constitution and govern the day to day management of the Club. The by-laws are subject to variation at any time by a resolution of the Management Committee. On request to the Secretary, a copy of the Club by-laws is available to members free of charge. The current version of the by-laws is published on the Club website.

1.0 MEMBERSHIP:

1.1 Membership Fees

1. The Club membership year is from January 1 to December 31 and annual subscriptions fall due on January 1 of each year. Members must pay all annual levies charged by the Australian Bridge Federation (ABF) and by the Queensland Bridge Association (QBA) unless they are a member of another affiliated bridge club and pay these levies through this other club.
2. Membership fees for each class of membership provided for under the Club constitution will be decided from time to time at a general meeting of the Club and will be payable when and in the way the management committee decides.
3. In addition to the annual membership fee, new members of the Club are required to pay a joining fee which will be decided at a general meeting. The joining fee will be waived only if:
 - the new member was previously a member of the Club.
 - the new member has paid the full fee charged by the Club for beginners lessons offered by the Club. Where beginner lessons are free, the prescribed joining fee applies.
4. Persons joining the Club after June 30 in any year will pay 50% of the annual subscription together with the full joining fee and all levies, where applicable.
5. Members should advise the membership secretary immediately of any change of postal address, telephone number or email contact.

1.2 Honorary Life Members

1. Any member may nominate a person for honorary life membership. This to be in writing to the secretary of the management committee, setting out the reasons for the recommendation.
2. The person nominated must be a Club member who over a long period of time has performed tasks which have benefited the members of the Club. Their performance and dedication to the Club must have been outstanding and exemplary.
3. The management committee may appoint a subcommittee to examine the nomination and report back to the management committee with a recommendation. The secretary will advise the nominator of the committee's decision. If the decision is in favour, the nominee will be advised that their nomination will be placed before the next general meeting for consideration.
4. An honorary life member will pay no further membership fees, including ABF and QBA levies, these fees being met by the Club.
5. A new honorary life member will be issued with a certificate of honour and a framed photograph added to the honour board.

2.0 BEHAVIOUR:

2.1 Conduct and Etiquette

1. Members are expected at all times to conduct themselves in strict accordance with the lawful procedures and ethical standards set out in *The Laws of Duplicate Bridge*. These are summarised under the heading, Rules of Behaviour at Bridge which are reproduced in the Club's annual program booklet and are attached to these by-laws.

2. Members should make bridge enjoyable for themselves, their partner and their opponents.

Commendable behaviour includes:

- greeting opponents as they arrive at the table
- endeavouring to catch up when experiencing slow play
- calling the director immediately if there is an irregularity at the table
- being understanding of newer players

In particular, each of the following is deemed to be unacceptable behaviour:

- badgering, rudeness, insinuations, intimidation, profanity, threats, or violence
- criticising partner's or opponents' bidding or play
- loud or lengthy discussion of hands that may convey information to adjacent tables or delay play
- arguing with a director's ruling

2.2 Breaches

1. If, during the conduct of a bridge session, a member believes there has been a breach of *The Laws of Duplicate Bridge*, the director should be called.

2. If the director determines that an offence has violated correct procedure or inconvenienced other contestants, the director may penalise the offending player $\frac{1}{4}$ of a board or 3 IMPs (or double if both of the partners are assessed as guilty).

3. If the director determines that an offence has seriously disrupted the good order of the game, the director may apply disciplinary penalties in points as above. A second offence in the one event is grounds for expulsion from the event.

4. If the members concerned are not satisfied with the director's ruling, an appeal may be made on the appropriate form through the director.

5. At the end of the session, the director may consult a qualified director or an experienced player with a sound knowledge of the Laws to consider the appeal. They will confirm or change their ruling and then report back to the members involved.

6. If the appellants remain dissatisfied, the director may be requested to refer the matter to the management committee. The appeal process cannot overrule the director's exercise of disciplinary powers (Law 93 B.3). However, it may be recommended that the director change their ruling.

7. If the alleged behaviour is not something that can be dealt with under *The Laws of Duplicate Bridge*, at their discretion, the director may:

- (1) suggest that the parties attempt to resolve the issue among themselves.
- (2) ask the parties to meet with the director at the end of the session to attempt to resolve the issue.
- (3) ask the allegedly aggrieved player to refer the matter to the management committee.
- (4) refer the matter to the management committee.

2.3 Complaints

1. No complaint concerning a breach of the above Rules during a session of bridge will be accepted by the management committee unless the complaint is made in writing and signed by the complainant/s.
2. Directors noting instances of unacceptable behaviour during a session of bridge will report such instances to the Club secretary in writing.
3. On receipt of a written report, the management committee may:
 - (1) resolve the matter.
 - (2) refer a complaint to an ad hoc subcommittee for further examination before proceeding to determine the matter.
4. On receipt of a complaint referred by the management committee under clause 2.3.3 (2), the subcommittee will inquire into the complaint and on completion of its examination of the matter, make a recommendation as to what action should be taken by the management committee.
5. Until the matter is determined by the management committee, except with those directly involved, deliberations should be kept confidential.

2.4 Procedures

1. No member will be disciplined, suspended or have their membership terminated before being given the opportunity to present their case in writing and or in person to the management committee. Neither the management committee nor a member is permitted to have legal representatives present at any meeting concerning a matter of discipline.
2. If the management committee determines that a complaint of misconduct is substantiated, the management committee may send a letter of reprimand to the offender/s.
3. Where a member reoffends within a period of twelve months of an earlier substantiated breach, the management committee may:
 - (1) send a further letter of reprimand to the offender.
 - (2) place the offender on probation.
 - (3) suspend the offender from Club run sessions for a period.
4. In each of the above cases, the Queensland Bridge Association (QBA) should be notified accordingly.
5. If a member commits a further breach contrary to the above by-laws which is deemed by the management committee to be injurious or prejudicial to the character or interests of the Club, the management committee will consider whether the offender's membership will be terminated under the provisions of Rule 9 of the Club constitution.
6. Notwithstanding the above by-laws, the management committee may terminate a member's membership in accordance with Rule 9 of the Club constitution in the circumstances detailed in Rule 9 (3).

Attachment 1: Rules of Behaviour at Bridge

3.0 MANAGEMENT COMMITTEE:

3.1 Other Officers

1. The first meeting of a new management committee will be held not later than three weeks after the annual general meeting.

2. At this meeting, members of the Club will be formally appointed to the following positions: membership secretary, masterpoint secretary, congress convenor and QBA delegate/s. From time to time, Club members may be appointed to other positions. In each case, the management committee will consider the skill requirements of the position and the abilities of possible appointees to the positions.

3.2 Resolution of Management Committee without Meeting

1. If a matter arises which is of such urgency that a decision of the management committee needs to be made prior to the next scheduled meeting of the committee a resolution can be made without a meeting as provided for by Rule 28 of the Club constitution.

2. A motion to make such a decision can be made by one or more members of the committee. Every endeavour must be made by the secretary to forward the motion to all members of the committee in writing or by email. The secretary will nominate a time by which a response is required which will generally not be less than 48 hours.

3. A resolution is made when a majority of at least a quorum of the then members of the management committee have responded within the nominated time.

4. All financial transactions agreed to by the management committee without meeting should be ratified at the next scheduled committee meeting.

3.3 Tenure

1. The tenure of the president will be limited to three consecutive years.

Attachment 2: Annual General Meeting Preparation Schedule

Attachment 3: Officeholder Activities

4.0 GENERAL:

4.1 Mobile Phones

1. Mobile phones and other electronic communication devices will be switched off or set on silent at all times during play except when a player may need to deal with an urgent matter such as a serious medical issue.

2. When a player needs to leave a communication device on during play, the player must seek permission of the director before the commencement of the session. When a call is received, the player must move away from the tables until the call is finished.

4.2 Trade

1. Members who wish to promote or sell goods or services on Club premises for either charitable or commercial purposes must have prior approval from the management committee.

2. From time-to-time, casual traders are allowed, with permission of the director, to sell goods on Club premises provided that:

- there is no disruption to play.
- there is no selling at tables.
- there is no promotion of the goods or pressure on members to purchase.

4.3 Noticeboards

1. No material which is unrelated to Club activities may be placed on Club noticeboards without prior approval from a member of the management committee.

5.0 CLUB COMPETITIONS:

5.1 Daily Sessions

1. The session director, their partner and the session bridgemate operator are not required to pay table fees. All visitors are charged an additional fee. Table fees are waived for members 90 years and over and reduced for full-time students and registered ABF Youth Club players.
2. All players should be seated 15 minutes prior to the time scheduled for the start of play. Session stand-by partners and players arriving without partners (walk-ins) should arrive 25 minutes prior to the time scheduled for the start of play. At the discretion of the director, late arrivals may be refused a playing place in the session.
3. Players may not reserve tables or seats for players (except their partners) not present in the clubrooms.
4. Howell movements will be used when table numbers are less than five.
5. If asked by the director to establish suitable movements for the session, players must move as requested unless there are particular medical or other serious reasons why they cannot move as requested.
6. For a normal movement, the recommended time per board is six minutes, with the round warning bell set at three minutes. Unless dummy is down by the time the final bell signals the end of the round, the board should not be played. The director should be called and apply an adjusted score as appropriate.
7. With the exception of competitions and special events, play will not continue after 11:00pm.
8. At daily sessions, only blue and green systems are permitted. Each pair is required to exhibit at least one fully completed current ABF simple system card.
9. All alleged psyches should be reported with the bidding slip to the director as soon as possible after the play of the hand. The player reporting the alleged psyche should complete the prescribed form and hand it to the director at the end of the session.
10. If a director deems that a particular kind of psyche has been made more than once in the same session, or on repeated occasions in the same partnership, it may be deemed that the partnership has developed an implicit understanding contrary to Law 40. In all such cases, the director will forward the forms and bidding slips together with an assessment to the management committee for their consideration.
11. A director's ruling is appealable. Appeals must be made on the prescribed form signed by all players and submitted to the director within 20 minutes of the end of the session.
12. At the end of the session, the North-South pair is responsible for returning the boards and bridgemate while the East-West pair tidies their playing tables.
13. Players have 24 hours from when session scores are posted to bring scoring errors to the attention of the head scorer.

5.2 Multi Session Events

1. The Club Championship Pairs, Club Championship Teams, and the Grace McDonald Trophy are restricted to Club members. All other multi session events are open.
2. All Club multi session events will rank as B4c events and attract red masterpoints.

3. All Club novice events are for players with fewer than 100 masterpoints at the date indicated on the entry form, unless stated otherwise.
4. All intending competitors will submit an entry form by the nominated due date and pay the prescribed entry fee before play begins.
5. Only blue and green systems are permitted unless otherwise specified. Each pair is required to exhibit two identical and fully completed current ABF system cards.
6. Computer dealt hands are to be used in all multi session events.
7. Normal Mitchell movements are to be used in all pairs events. When possible, multi session teams events will use a Swiss or Round Robin movement.
8. A multi session competition is not to be played if fewer than five tables (20 players) have entered.
9. In pairs events, multi session scoring is used to combine two or more sessions in order to determine an overall winner. Where a pairs event involves two or more sections, scoring is applied "across the field".
10. If a player is unable to play in the second round of a pairs competition, a substitute partner may be permitted at the discretion of the director. Their partner is eligible for red masterpoints won while playing with a substitute partner but is ineligible for any masterpoints or competition prize awarded on the overall results.
11. In teams events, teams may comprise four, five or six players.
12. For teams of more than four members, match awards are allocated based on the matches played by each player but all team members who played share in any overall awards.
13. For a multi session competition, the addition of any entrants after the close of entry time is at the discretion of the competition director or convenor.
14. Players entered in a competition who are unable to play must advise the Club promptly as follows:
 - prior to competition day by phoning the convenor.
 - on the competition day by phoning the convenor or the director as early as possible.
15. Seeding of players for the first round of a competition is to be undertaken by the convenor according to masterpoint status. For later rounds, seeding is to be:
 - on the basis of results from preceding rounds.
 - to effect a changeover of East West pairs to another section.
 - by another appropriate method.
16. Where a competition is held in conjunction with a regular daily session, the competition director or convenor may request a second director and bridgemate operator to assist with the regular session.

5.3 Prize Money

1. Unless otherwise stated, for multi session events, the total entry fee less GST will be allocated as prize money.

5.4 Club Championship Pairs

1. Format for the Championship Pairs is to be at the direction of the management committee. To be eligible for the championship, the same pair must play in all sessions.

5.5 Club Championship Teams

1. Format for the Championship Teams is to be at the direction of the management committee. Teams may comprise four, five or six players.

5.6 Individual Competitions

1. Clauses 5.2.10 and 5.2.13 above do not apply. Replacement players may be permitted at the discretion of the director.

5.7 Eclectics

1. At the end of each month, eclectics will be calculated on an individual basis for all regular Club sessions. The eclectic is based on each player's best three out of the first four sessions. Teams, red point multi session pairs and novice sections are excluded from the available sessions.

5.8 Non-Playing Directors

1. Non-playing directors will be appointed whenever necessary for the following events:

- Grand National Open Teams (GNOT) heats
- Australia-Wide Pairs
- Queensland Wide Pairs
- Club Championship Pairs
- Club Championship Teams
- Grace McDonald Trophy
- other multi session events as nominated by the management committee

5.9 Payment of Non-Playing Directors

1. Non-playing directors may be paid a fee as determined by the management committee.

5.10 Grace McDonald Trophy Prize Money

1. Annual interest from the Grace McDonald Memorial Fund will be used firstly, to maintain the value of the fund taking into account annual inflation. Surplus interest is to be used to cover the cost of providing plaques to the trophy engraved with the winner's names. The balance of the annual interest together with any entry fee shall be allocated as prize money to the 1st, 2nd and 3rd placegetters in the ratio 5:2:1.

(NB: The details above were adapted from a handwritten note signed by Lauren McDonald which indicated that the note was a basis for discussion with the Club President Mrs Kay Holland on 6th February 1992.)

6.0 BRISBANE ZONE COMPETITIONS:

6.1 Grand National Open Teams (GNOT)

1. For teams contending to qualify for the Brisbane Zone GNOT final, the Club holds two GNOT heats each year. Dates on which these heats are programmed must be approved by Brisbane Zone.

2. Teams may comprise four, five or six players and may include a maximum of one non-Toowong member financial for that year at first date of competition.

3. Teams qualifying to represent the Club at the Brisbane Zone GNOT final must be approved by the management committee.

6.2 Interclub Events

1. Members representing Toowong Bridge Club in interclub events should be determined by the management committee from home club members.