

GYMPIE CONTRACT BRIDGE CLUB INC. – BY LAWS

1. PURPOSE

The by-laws are for the internal management of the Gympie Contract Bridge Club Inc. (Rule 27.) Amended and updated: December 2024.

2. AMENDMENTS

Any Management Committee proposal must be at least six (6) in favour of, when adding, amending or repealing by laws. Any by-law shall not be inconsistent with Club rules.

3. MEMBERSHIP

Members who pay their affiliation fees to the Club are classed as home members; those whose fees are paid to another club are classed as away members. Members aged under 25 years on January 1 of the current year are classed as Youth members. (4) (1d)

(4) (1c) The Management Committee will judge recommendations put forward for Honorary Life Membership under the following criteria:

- The nominee shall have been a member of the Club for a period not less than 10 years;
- The nominee shall have performed significant meritorious service to the Club over at least five years, in three or more of the following areas;
- Service as an officer or member of the Management Committee.
- Service as a teacher for the Club;
- Service to members of the Club in areas outside the Committee for a significant period, over and beyond that expected of a normal member;
- Service as a director;
- Has been a good ambassador for the Club.

4. FUNDS, FEES, AND LEVIES

(5) (3) Yearly fees are due mid-February and if not paid by 31 March when active member names are submitted to the ABF for determination of charges for the year, a member shall be deemed to be inactive. (Youth members pay no ABF or QBA levies.) Club membership fees and table fees will be set by the committee.

5. MANAGEMENT COMMITTEE

- In terms of Rule 15 (1) the management committee shall meet on the third Tuesday of the month at the conclusion of that day's session.
- Duties and functions of the Management Committee members and co-opted members shall be shown in Rules 14-18. The Management Committee is responsible to ensure that all Club rules and by-laws are complied with.
- Duties of Management Committee members and co-opted members shall be shown in an appendix at the end of this document, a copy of which shall be presented to members for guidance, when elected.

6. INSURANCES

The Management Committee shall, ensure that adequate policies are in force at all times to cover loss by fire, theft, damage, and personal liability. Public Liability is covered by the Australian Bridge Association.

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7. MAINTENANCE

The Management Committee shall ensure that a maintenance check on the building and its surrounds is conducted at least half-yearly, and any necessary remedial action is taken. The lawns and surrounds are to be always kept tidy.

8. SECURITY

- The Management Committee shall ensure that all the external door and windows are fitted with adequate locking facilities and maintained.
- Numbered and registered keys for the external front and kitchen doors will be issued by the Secretary, to all directors and other members who hold one on a 'need to have' basis.
- A key holders' register is held by the Secretary who will sign for returned keys and issue keys to members who will sign for them.
- No keys may be copied. Any new keys to be cut must be firstly approved by either the President or Secretary.
- The internal office door has a coded entry. This code will be provided by the Secretary to all who may require entry to the office.
- The last member to leave the building is responsible to ensure all external windows and doors are locked, all electrical appliances, lights (except for sensor lights), taps, etc are turned off, before leaving and locking all external doors.

9. PEST CONTROL

The Management Committee must arrange annual pest control inspections and white-ant checks.

10. EXPENDITURE

The Management Committee is authorised to execute all financially related matters, except any proposed unusual expenditure of \$10,000 or more which is to be referred to a General Meeting for ratification.

11. VISITORS

- Playing visitors will be welcomed, but the Management Committee reserves the right of refusal of entry and/or participation any Club event.
- Players who indicate their intention to join the Club may play five sessions and if they do not apply to join the Club, will be charged visitor fees.

12. IMPROPER OR UNETHICAL BEHAVIOUR BY MEMBERS

- A Club member who has any notice, complaint, or allegation concerning unethical or discourteous behaviour made by another player during the course of play, should advise the Director during the relevant session.
- Allegations of transgression shall not be considered by the Director or Management Committee, unless procedures defined above have been observed by those claiming a breach.
- Transgressions from ethical or courteous behaviour shall have a zero tolerance at the Club.
- Disciplinary action by the Director, appropriate for transgressions against the Club's zero tolerance policy, shall include procedural penalties, determined by the directors' subcommittee and/or management committee to be appropriate in the circumstances.
- Any ruling by the Director shall be accepted with good grace even if a player believes such a ruling may be incorrect or inequitable. Any player who argues over the ruling in a discourteous or noisy fashion, or comments on a ruling in a derogatory or disrespectful manner, shall thereby invite immediate disciplinary penalty and if protracted, then further disciplinary action.

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13. CONTROL OF MEMBERS

- The Management Committee shall always exercise control of members and visitors and shall, in the event of any person behaving improperly, take such action as is deemed necessary in the interests of other members. Such behaviour may result in suspension of the offender for a period to be determined by the Management Committee. The alleged offender must be given the opportunity to defend him/herself at a Management Committee meeting.
- The President and /or Vice President shall be informed immediately of any serious incident involving Club members. No committee member shall take action in respect of any complaint by a member before such complaint is brought before the Management Committee.
- An Ethics committee, consisting of three Club members, shall be formed each year, usually at the September management committee meeting.

14. TOURNAMENTS

- (1) The Tournament Director shall ensure that the Club premises are opened at least 30 minutes before play is to commence.
- (2) Members will be co-opted as necessary to prepare facilities, tea preparations, etc, to enable members and visitors to be seated fifteen (15) minutes before play is to commence.
- (3) The Tournament Director will allocate seats to pairs if necessary, giving consideration to any member who may need special arrangements made.
- (4) The Tournament Director shall decide the numbers of boards to be played and shall choose the maximum possible with regard to the number of tables and the movement required and the time available. To gain Masterpoints, a minimum of 24 boards shall be played.
- (5) When the Tournament Director is a Playing Director, they may appoint an Assistant Director to answer a call when they are otherwise engaged, and to save time by not having to answer more than one call per set of boards played.
- (6) The Tournament Director should address the meeting, describe the movement and any precautions to be taken.
- (7) Green and blue systems only to be played in Club sessions.
- (8) The Tournament Director should conduct a tournament in accordance with: (a) “World Bridge Federation laws of Duplicate Bridge” with duties and powers as per Law 81 thereof:
(b) current QBA regulations.
- (8:1a) requests South players enter the names and results into that table’s Bridgemate. East players must check the entry before accepting. At end of play, South will return Bridgemates to the container and boards back to the box. West players should empty the bins.
- (8:1b) Session results are shown by using Compscore 3. Any anomalies are checked with the players. Results are printed and displayed on the notice board and also uploaded to the Club website. If for any reason travelling scorecards are used, these should be kept for one month. The Tournament will comply with any procedures which may be made by the Management Committee.

15. GAME PENALTIES

Penalties will be awarded as set out in ‘Laws of Duplicate Bridge’ booklet. Penalties for slow play and a mobile phone not switched off, are given one warning per session. If a phone is required for an emergency, prior approval should be sought from the director.

16. SCORING

Fouled board should be scored as set out in Law 87.

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17. ARROW SWITCHING

If a Mitchell movement calls for an arrow switch to obtain a one-winner result, the players must switch places, not the board. Boards always must face North as indicated by the Club's signage.

18. TROPHY EVENTS

- (a) These are to be held over two sessions to a format to be decided by the appointed Director.
- (b) Entrants must be members of the Gympie Contract Bridge Club Inc.
- (c) Members must compete in both sessions with only one substitute permitted who must be of the same, or lesser Masterpoint status but cannot be a registered contestant.
- (d) If numbers permit, a separate game is to be arranged for non-competing members and visitors, or alternatively they are to be included in the event for Masterpoints allocation only.

19. PRIZE MONEY

Prize money to be decided by the committee will be for the following:

- 1 (a) Club Pairs Championship winners
- (b) Club Pairs Championship runners up
- 2 (a) Club Teams Championship winners
- (b) Club Teams Championship runners up
- 3 (a) Club Singles winner
- (b) Club Singles runner up
- 4 (a) President's Trophy winners
- (b) President's Trophy Handicap Winners – except if the handicap winners are the same pair as the gross winners, this prize shall pass to the pair placed second on handicap.

20. RED MASTERPOINT EVENTS

- (a) These events are available to all players and depending on the event may be one session or two sessions and in a format to be decided by the appointed Director.
- (b) To be eligible for the overall result players may not have a substitute.
- (c) The singles championship will be played over two sessions, no one pair to play both sessions.
- (d) The Club will be advised early October, the number of red point events for the following year.

21. PROGRAM

The Management Committee, in consultation with the Directors' Committee, shall provide an annual program of events to include the following:

- (a) **Pairs and Teams Congress:** usually held in April; **Teams Congress:** usually held early October. The dates must be approved by the QBA secretary.
- (b) **President's Trophy:** a two-session, red-points event. (Monday nights)
- (c) **Teams Championship:** a two-session, red-points event. (Sunday am and pm)
- (d) **Pairs Championship:** a two-session, red-points event. (Monday nights)
- (e) **Rhoda Clifford Nett Competition:** a nett two session, red-points event. (Tuesdays) Names on the board are the nett handicap winners. No points are awarded to the handicap winners.
- (f) **Singles Championship:** a two-session, red-points event. (Monday nights)
- (g) **GNOT Club playoff:** Usually held on a Sunday before the zone play off in Maryborough. Only home club members may participate.

NOTE: Special dispensation has to be granted by the State Masterpoints Secretary if there is no regular Club play on the weekend and an event is to be held on a weekend.

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APPENDIX A

DUTIES OF PRESIDENT

The President:

- chairs committee meetings
- plays a major role in general meetings
- under the club's model rules, the president must chair every meeting they attend. If unable to attend a meeting, another committee member, usually the vice president can sit in as acting chair
- delegates jobs, including a provedore and the directors' liaison officer
- prepares a report on the year's activities to be delivered at the Annual General Meeting.

APPENDIX B

DUTIES OF VICE PRESIDENT

The Vice President:

- stands in for the President whenever he/she is unavailable.

APPENDIX C

DUTIES OF THE SECRETARY

The Secretary:

- keeps a register of members
- sends and receives emails, letters or other documents
- advises the president or treasurer about urgent matters as they arise
- takes nominations for the committee
- informs members of meetings, giving plenty of notice
- calls and convenes all meetings
- arranges the venue
- prepares the agenda
- gathers and presents any relevant documents
- takes and keeps minutes of meetings, making them available to members
- maintains the Key Register.

APPENDIX D

DUTIES OF TREASURER

The Treasurer:

- is responsible for the Club's financial affairs
- keeps and maintains a Club asset register
- collects and banks all monies generated by the Club
- manages and balances the petty cash, with items over \$100 paid by Bank Transfer to the claimant's account
- documents all payments made, including receipts, invoices and statements
- authorises internet payments with one other bank authorised person
- maintains all deposit and cheque books
- ensures the committee approves or ratifies all payments made
- ensures details of payments are recorded in the Club minutes
- keeps track of payments received by using consecutively numbered receipt books
- keeps all financial records in Queensland.

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APPENDIX E

DUTIES OF MASTERPOINT SECRETARY

The Masterpoint Secretary:

- is appointed annually at the AGM
- uploads the month's Masterpoints by 4pm on the first day of the following month.
When daylight savings is in place, the Masterpoints close off is 3pm
- calculates eclecticics for each session monthly, in COMPScore 3. Where only two sessions are played in a month, no eclectic will be given. The individual eclectic calculation for three or more sessions a month is: Y equals the number of sessions; X equals results calculated: so Y minus 1 equals X
- submits red point event/s for the month for authorisation by State secretary, Peter Busch. The report, using the club ID of 4625, will list the number of tables played; format played; red points for first, followed by overall red points
- allocates gold points as above, but these are also submitted to the Wide Bay Secretary
- creates a file of all matches for the month and the eclecticics, which is then uploaded to the ABF Masterpoint site. The authorisation number obtained for red point events is also entered
- prints electronically generated files for the noticeboard. Promotions are handed out to the members when received
- updates the ABF database with the Secretary and President.

APPENDIX F

DUTIES OF CONGRESS CONVENOR

The Congress Convenor:

- arrange a director
- emails a copy of entry form to the State Masterpoint Secretary for approval
- emails the entry form to other clubs and places one on our notice board
- updates entries on myABF and checks who has paid
- ensures supplies of bidding slips, scorecards etc are available
- checks with director re hands to be dealt
- arranges a caddy for the director
- ensures no entry is accepted without fee and masterpoint status
- informs the Director of late entries, which the director may use their discretion on
- organises prize money
- organises wine bottle prizes for leading players at lunchtime
- pays director's fee and QBA for hire of bridge mates
- hands out prize money.

CATERING

- obtains a liquor licence
- obtain quotes from caterers for lunch
- sends out questionnaire to members for assistance with food on the day, setting up of room, selling raffle tickets, serving morning and afternoon tea, generally keeping the room tidy. Also arranges assistance at the end of the day to put the room back in order, clean up etc.
- checks supply of disposable cups, plates and serviettes, garbage bags and order if necessary
- orders supplies of coffee, tea, and milk
- organises food and drinks for the end of day.

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APPENDIX G

DUTIES OF PROVEDORE/CATERER

The Provedore/Caterer:

- obtains and keeps on hand provisions of tea, coffee, sugar, biscuits, soft drinks, and serviettes, which should be purchased locally at the best possible price
- purchases other items from time to time when requested by the Management Committee.

APPENDIX H

DUTIES OF PUBLICITY OFFICER

The Public Relations Officer:

- takes photos of events, people, winners, etc for publicity in local paper and other media
- promote ongoing recruitment of new members through the year.

APPENDIX I

DUTIES OF WEB OFFICER

The Web Officer:

- keeps the Club Website updated.

APPENDIX J

DUTIES OF DIRECTORS' LIASON OFFICER

The Directors' Liaison Officer:

- co-ordinates a Directors' Roster
- convenes Directors' meetings as and when necessary and records minutes of such meetings
- reports recommendations of Directors' meeting to the Management Committee.

APPENDIX K

DUTIES OF LIBRARIAN

The Bridge Books Librarian:

- keeps a register of all reference books held in the library. Numbers to be allocated to each book
- keeps a separate register of books borrowed and returned
- spends a yearly sum of money allocated by the Management Committee on up-to-date books which would be of interest to members
- promotes the library books, drawing members' attention to new books as acquired
- undertakes an annual inventory of books to ascertain whether any are missing and if so, takes steps to retrieve same
- Old and/or disfigured books are to be removed from the reference library.

The General Books Librarian:

- keeps the bookshelf tidy and throws out any tatty, old, or disfigured books.

APPENDIX L

ZONAL DELEGATES

Zonal Delegate numbers are determined by the Queensland Bridge Association. Gympie has two (2) delegates (a committee member and club member) who are nominated and voted in at the AGM.

The Zonal Delegates:

- represent the Gympie Contract Bridge Club on the Wide Bay Zonal committee
- notify the Secretary of all meeting dates so that any recommendations from the Management Committee may be forwarded through the delegates
- provide the Secretary with a copy of the minutes of each zonal meeting
- ensure that the Management Committee is kept fully informed of any issues arising.

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APPENDIX M

MEMBER CARE CONVENOR

The Member Care Convenor:

- follows up reports of sickness and sends cards or visits as deemed appropriate
- takes note of members who have not attended for some time and contacts them
- keeps the President fully informed of sickness or bereavement
- sends a card for all occasions. Except bereavement – which should be flowers, whether cut or potted, -- which will be sent to the deceased immediate family.

APPENDIX N

PARTNERSHIP CONVENOR

The Partnership Convenor:

- endeavours to find partners for people who are seeking someone
- utilizes the Club's Facebook Messenger "Find Me A Partner" group, to enquire about a partner. Any Club member is welcome to join this app.

APPENDIX O

FLOOD CO-ORDINATOR

The Flood Coordinator:

- listens for flood warnings during heavy rainfall periods. When the Mary River reaches a danger level (approx. 25 metres) they will organise the evacuation of the Club rooms if members are playing bridge. They will also phone members in the Gympie area to help move items above flood level.

APPENDIX AA

NOTIFICATION TO AUTHORITIES

The Club has dealings with various organisations and these need to be updated with any changes.

RATES: (Third Party Authority CSF 401), (Notification of Customer Details CSF 401). The local Government body: (The Gympie Council), must be advised of any change to postal address, email address and person/s who may deal with the body. The club's contacts are Treasurer and Secretary.

OFFICE OF FAIR TRADING: Name change (Form 10a) Rule changes (Form 8) Financial Statement (Form 12). Forms must be completed showing changes to the positions of Secretary, President, or Treasurer. The Office of Fair Trading will send the Financial Statement form a month before the end of the year.

LANDS OFFICE: A change of postal address must be made, with the request found on the account.

TAX OFFICE: (TFN 889 473 051) The tax office is to be advised of any changes to detail. The primary contact is the Secretary.

ABN: (98 691 808 430) The Australian Business Association is the Club's corporation contact and it needs to be advised of any changes to postal address and personal who are responsible for changes.

SECURITY KEYS: Clubhouse keys are ordered from "Gympie Master Locksmith, 17 Stewart Tce, Gympie, Qld 4570." The Secretary and President are authorised to re-order keys.

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APPENDIX BB REFERENCES

ABF

www.abf.com.au > about-abf > rules-regulations

www.abf.com.au > abf-system-regulations-updated

www.abf.com.au > abf-system-regulations

www.abf.com.au > about-abf > abf-policies-and-handbooks

www.abf.com.au > member-services > system-cards

www.abf.com.au > announcements (Alerting)

www.abf.com.au > abf-policies-and-handbooks > affiliation-policy (Masterpoints)

www.abf.com.au > about-abf > ruling-and-review-procedures

<http://abfevents.com.au/events/tournregs/ABFWBBBRegs2018.pdf>

QBA

The QBA regulations are on their website.

The QBA player and youth regulations are on their website