

**SOUTH AUSTRALIAN BRIDGE  
FEDERATION INCORPORATED**

**CONSTITUTION**

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## 1.0 DEFINITIONS

The following words and expressions in the constitution shall have the meanings hereby assigned to them unless such meanings are excluded by or are repugnant to the context of subject matter.

- 1.1 “ABF DELEGATE” Shall mean any person duly appointed by the Council to represent the Federation at meetings of the Australian Bridge Federation.
- 1.2 “ACT” Shall mean the Associations’ Incorporation Act of 1985
- 1.3 “ASSOCIATE” Shall mean a member of the Federation.
- 1.4 “FEDERATION” Shall mean the South Australian Bridge Federation Inc.
- 1.5 “COUNCIL” Shall mean the Council of the South Australian Bridge Federation Inc constituted under these Articles for the management and control of the Federation and such Council shall consist of the various Delegates nominated by the Associates in accordance with the numbers permitted under the By-Laws of the Federation.
- 1.6 “DELEGATE” Shall mean a person given power of authority to represent an Associate at the meetings of the Federation.
- 1.7 “FIRST PREFERENCE” Shall mean a primary vote.
- 1.8 “GENERAL MEETING” Shall mean a General Meeting of the Council of the Federation lawfully convened and held in accordance with these Articles.
- 1.9 “MEMBER” Shall mean an individual member of an Associate.
- 1.10 “OFFICER” Shall mean all members of the Management Committee and shall include ABF delegates.
- 1.11 “PUBLIC OFFICER” Shall mean that person appointed by the Management Committee responsible for the carrying carry out of those duties prescribed by the Incorporations Act.
- 1.12 “PRIMARY MEMBER” Shall mean an individual member of an Associate whose capitation fee is paid to SABF through that Associate.



- 2.3.1 To raise or borrow money and secure the repayment thereof in such a manner as the Federation thinks fit, with power to issue debentures, grant mortgages, charges or securities upon all or any of the property, real or personal, both present and future of the Federation and to redeem or pay for either wholly or in part any existing or future security.
- 2.3.2 To invest in securities, or otherwise to deal with the moneys of the Federation not immediately required for the purposes of the Federation.
- 2.3.3 To remunerate persons who have served the Federation.
- 2.3.4 To employ, suspend and dismiss officers, agents and servants in pursuance of the objects of the Federation.
- 2.3.5 To operate accreditation schemes.
- 2.3.6 To hold and administer property on trust.
- 2.3.7 To affiliate with or grant affiliations or provisional affiliation, to or collaborate with, any Federation or body the objects of which are concordant with those of the Federation on such terms and conditions as shall be thought fit.
- 2.3.8 To monitor the conduct and to take disciplinary action in relation thereto as the Council may determine -
  - 2.3.8.1 Of all players that represent the Federation.
  - 2.3.8.2 Of all participants in Federation tournaments, and
  - 2.3.8.3 On the specific request of an Associate(s) this power shall include the control of the conduct of players in tournaments under the Associate's control.
- 2.3.9 Generally to perform such other acts as may appropriately be incidental or conducive to the attainments of the objects of the Federation.

### **3.0 MEMBERSHIP**

#### **3.1 ASSOCIATES**

- 3.1.1 The Federation shall comprise those clubs and other bodies that subscribe to the objects of the Federation and have been admitted to membership, hereinafter called Associates.
- 3.1.2 Applications for membership of the Federation shall be made in writing to the Secretary of the Federation, and the applicants shall supply such information as may be required from time to time by the Council.
- 3.1.3 The Federation shall keep a register of Associates.
- 3.1.4 Applications by clubs for membership of the Federation shall include a suitable constitution (if appropriate) for Management Committee approval before affiliation is granted.

#### **3.2 RESIGNATIONS**

An Associate may cease to be a member of the Federation by a resignation in writing lodged with the Secretary, after which the former Associate shall have no right or claim against the Federation.

#### **3.3 DISCIPLINARY ACTION**

- 3.3.1 An Associate having infringed any part of this constitution, or any rules,

regulations or By-laws made thereunder, or having, in the opinion of the Management Committee, been guilty of conduct prejudicial to the interest of the Federation, may be:

3.3.1.1 Reprimanded or suspended by the Management Committee.

3.3.1.2 Expelled by the Council.

3.3.2 The Management Committee shall have the right to recommend to the Council the expulsion of an Associate.

3.3.3 An Associate shall have the right to be heard and the Management Committee shall seek an explanation by the Associate as to the events leading to the disciplinary hearing.

3.3.4 Any Associate shall be entitled to a Special Meeting of Council to appeal against any action under Clause 3.0.

3.3.4.1 Such appeal shall be in writing to the Secretary of the Federation and must be received within 14 days of the Associate's reprimand, suspension or expulsion.

3.3.4.2 The meeting shall be held within 28 days of the receipt of the appeal.

3.3.4.3 Any decision of the Council to vary the Management Committee or Council ruling shall be by a two-thirds majority of those present and voting.

#### 3.4 RE-ADMISSION

A club which has ceased to be an Associate of the Federation pursuant to Clauses 3.2, 3.3 and 3.5.3 and desires to rejoin the Federation shall be subject to such conditions of re-admission to associateship, and to the payment of such fees as the Council shall determine provided that no such club or organisation may be re-admitted as an Associate until all moneys due and payable have been paid to the Federation at the time such Associate ceased to be a member.

#### 3.5 CAPITATION FEES

3.5.1 A capitation fee, an amount which shall be determined by Council each year at the AGM, shall be payable by the Associates to SABF for all Primary members.

3.5.2 The Treasurer must forward an account to each Associate by May 1<sup>st</sup> each year. This account will be for the number of Primary members of the Associate corresponding to the Federation membership register as at April 15<sup>th</sup> and shall be for the period from the closure of the AGM of that year to the day of the following AGM. The Treasurer will issue a further account on 1<sup>st</sup> October each year. This account will cover any additional players who become affiliated in the intervening period.

3.5.3 The Associate must pay the initial account, less the capitation fee of any Primary members no longer belonging to the Associate club, prior to May 15<sup>th</sup> of each year. Failure to pay such account within the time limit set out herein, may be subject to penalties as per paragraphs 3.5.4 and 3.5.5. Any subsequent account sent to an Associate must be paid within 15 days of receipt thereof.

3.5.4 Failure to pay by the due date may result in a fine of 50% of the fees due.

- 3.5.5 Any Associate having failed to pay the fees including fines due to the Federation by two (2) calendar months after the due date for payment may cease to be a member of the Federation.
- 3.5.6 A Primary member, unclaimed by any Associate club, will be immediately de-registered by SABF. Such a member may, subject to any clause in this Constitution, be re-activated by re-joining an Associate club and paying the appropriate fees to SABF.
- 3.5.7 Primary members joining or re-joining an Associate club after the AGM must be registered by the Associate as soon as practical.
- 3.5.8 To register or re-activate a member with SABF, an Associate must forward the appropriate registration form, together with a registration fee, as determined by Council from time to time, as well as one year's capitation fee.
- 3.5.9 If two Associates register the same Primary member, SABF will credit the Associate, to whom the Primary membership does not apply, with the total amount of fees paid to SABF by that Associate for such member.
- 3.5.10 The Federation is empowered to reduce the fees payable by Associates in the following circumstances:
  - 3.5.10.1 When an Associate joins after the due date for payments of fees.
  - 3.5.10.2 Where an Associate is unlikely to be able to fully enjoy the advantages of being an Associate.

## **4.0 CONTROL AND MANAGEMENT**

### **4.1 CONTROL**

- 4.1.1 Each Associate shall appoint one or more delegates to the Council. The maximum number of delegates which may be appointed by any Associate is equal to the number of votes to which each Associate is entitled.
- 4.1.2 Each Associate shall be entitled to exercise one vote for each block of fifty (50) primary members or part thereof then registered by the Associate with the Federation. No Associate shall have a vote unless they have 16 primary members registered at their club.
- 4.1.3 If an Associate appoints more than one delegate the Associate shall specify the number of votes to be exercised by each delegate.
- 4.1.4 If an Associate appoints more than one delegate the total number of votes which may be exercised by the delegates appointed by that Associate shall not exceed the number of votes to which the Associate is entitled to exercise pursuant to clause 4.1.2.
- 4.1.5 At the annual general meeting the delegates shall elect a President.
- 4.1.6 The appointed delegates together with the President shall form the Council.
- 4.1.7 At meetings of the Council the President shall not have a deliberative vote but may exercise a casting vote.
- 4.1.8 The President of the Council shall be the President of the Management Committee.

### **4.2 COUNCIL**

The Council's powers shall include inter alia -

- 4.2.1 To elect Treasurer and Secretary to the Management Committee.

- 4.2.2 To rescind or amend decisions made by the Management Committee.
- 4.2.3 The Secretary and Treasurer of the Management Committee shall be deemed to be the Secretary and Treasurer of the Council.

#### 4.3 MANAGEMENT

The management of the Federation shall be vested in a Management Committee.

#### 4.4 MANAGEMENT COMMITTEE

- 4.4.1 The Management Committee shall be the President, Secretary, Treasurer, two (2) members appointed by the South Australian Bridge Association Inc (or any other Associate whose membership exceeds 500) and one (1) member appointed by each other Associate.
- 4.4.2 The Management Committee shall establish such subcommittees as may from time to time be deemed necessary and may co-opt members to these committees.
- 4.4.3 The Management Committee shall appoint the Public Officer of the Federation. The Public Officer shall be the presiding Secretary of the Federation and he/she shall carry out those tasks as prescribed by the Incorporations Act.

### 5.0 COUNCIL MEETINGS

#### 5.1 ANNUAL GENERAL MEETING

The Annual General Meeting of the Federation shall be convened by the Secretary and shall be held in the month of November each year, the principal date of which shall be set at the previous Annual General Meeting and may be varied at any subsequent General Meeting or Special General Meeting.

- 5.1.1 All Associates shall be forwarded a notice of the meeting and an Agenda at least fourteen (14) clear days prior to the Annual General Meeting.
- 5.1.2 The Agenda shall consist of, inter alia -
  - 5.1.2.1 Minutes of the previous Annual General Meeting and of any subsequent Special General Meetings.
  - 5.1.2.2 Declarations as to the paid up membership of each associate, compiled by the treasurer.
  - 5.1.2.3 Financial reports, proposals and budgets by the Treasurer.
  - 5.1.2.4 Reports by the President, ABF Councillors, and any other reports deemed necessary.
  - 5.1.2.5 Election of Officers and an ABF Councillor as required.
  - 5.1.2.6 Appointment of an honorary Auditor and an honorary Legal Advisor.
  - 5.1.2.7 Any other business as shall have been specified in the notice calling the meeting.
  - 5.1.2.8 General business.
- 5.1.3 All reports including Treasurer's proposals on notice in the Agenda shall be forwarded with the notice.

## 5.2 GENERAL MEETINGS

General Meetings shall be held under the following circumstances -

- 5.2.1 At approximately six months following the Annual General Meeting.
- 5.2.2 As called by the Secretary.
- 5.2.3 On receipt of requests, in writing, by three Associates.

## 5.3 SPECIAL GENERAL MEETINGS

- 5.3.1 The Secretary may at any time, and shall within twenty one (21) days, convene a Special General Meeting of the Council on receipt of a request in writing from three Associates each signed by an office bearer of that Associate.
- 5.3.2 Each Associate shall be given at least twenty-one (21) clear days notice of the date, time, venue and the purpose of the Special General Meeting.
- 5.3.3 Not less than twenty-one (21) clear days notice is required of every Special General Meeting specifying the intention to propose a resolution as a special resolution.

## 5.4 STANDING ORDERS

All meetings of the Federation shall be governed by the Standing Orders of the Federation.

## 5.5 QUORUM

At all Council Meetings a quorum shall consist of delegates representing not less than one half of all Associates within the metropolitan area.

- 5.5.1 No business shall be transacted at a meeting unless a quorum is present.
- 5.5.2 If a quorum is not present within thirty (30) minutes after the time fixed for the meeting, it shall adjourn to a time and place to be decided upon by the simple majority by those present and voting and of which fourteen (14) days clear notice shall be given to all delegates and secretaries of all Associates.

## 5.6 CHAIRMAN

The President shall chair all Council and Management Committee meetings except under the following circumstances -

- 5.6.1 The President's absence.
- 5.6.2 At the President's express wish that the meeting appoint a Chairman.
- 5.6.3 The meeting carrying a motion to replace the President as Chairman.

## 5.7 APPOINTMENT OF DELEGATES

- 5.7.1 Associates shall advise the Secretary of the name of its delegates prior to Council Meeting.
- 5.7.2 If the number of delegates representing an Associate is more than one then the Secretary shall also be advised of the number of votes held by each delegate.

5.7.3 No delegate may act as a delegate for any other Associate at any Council Meeting.

## 5.8 VOTING

Voting at all Council Meetings shall be carried out in accordance with the Standing Orders of the Federation.

## 5.9 NOMINATION & ELECTION OF OFFICE BEARERS & COMMITTEE MEMBERS

5.9.1 Candidates for election must be nominated by an Associate on the prescribed form which shall then be forwarded to the Federation's Secretary at least twenty-eight (28) days prior to the Annual General Meeting.

5.9.2 The Secretary shall circulate the nominations to all Associates at least twenty-one (21) clear days prior to the Annual General Meeting.

5.9.3 At the Annual General Meeting the Council shall elect the President. If the President is a delegate of an Associate the President shall cease to be a delegate at the closure of the meeting at which he is appointed and the appropriate Associate shall appoint a replacement delegate for the next Council meeting..

5.9.4 Officer bearers, other than the ABF delegate, shall hold office until the end of the following Annual General Meeting at which they shall each retire.

5.9.5 Office bearers are eligible for re-election.

5.9.6 Upon the resignation decease or removal from office of the President, Secretary or Treasurer of the Management Committee the Management Committee shall be empowered to appoint a replacement from among the individual members of any Associate and such person shall then hold office until the next meeting of the Council. If any member of the Management Committee (other than the President, Secretary or Treasurer) shall resign, die or be removed from office that member shall be replaced by the Associate whom that member represented and that member shall hold office until the next Annual General Meeting or Special General Meeting of the Council.

## 5.10 REMOVAL OF OFFICE BEARERS

5.10.1 The Council may by resolution passed at a Special General Meeting by a two-thirds majority of the votes cast, remove any office bearer before the expiration of the term of office.

5.10.2 The Management Committee is empowered to (but is not bound to) terminate the tenure of office of any office bearer who fails to attend any three out of five consecutive meetings of the Management Committee without having been given leave of absence by the Chairperson.

## **6.0 COMMITTEES**

### **6.1 MANAGEMENT COMMITTEE**

The Management Committee shall comprise those officers and members elected and/or appointed under clause 4.4.2 of this Constitution.

- 6.1.1 The President, Secretary and Treasurer of the Management Committee shall have a deliberative vote and in addition the President as Chairman may exercise a casting vote.
- 6.1.2 Other members of the Management Committee shall be entitled to exercise one vote for each block of fifty (50) primary members or part thereof then registered by the Associate with the Federation provided always that the two (2) members appointed by South Australian Bridge Association Inc (or any other Associate whose membership exceeds 500) shall not be entitled between them to exercise more than one (1) vote for each block of fifty (50) primary members or part thereof registered by that Associate..
- 6.1.3 Management Committee Meetings shall be convened by the Secretary at intervals of not longer than sixty (60) days, or -
  - 6.1.3.1 Whenever requested by the President; or
  - 6.1.3.2 By the request of two members of the Committee; or
  - 6.1.3.3 By a resolution of the Management Committee or Council.
- 6.1.4 All members of the Management Committee shall be given at least seven (7) clear days notice of the date, time and venue and the business of a meeting.
- 6.1.5 A quorum of the Management Committee shall consist of not less than 4 Associates and 1 Executive Officer.
- 6.1.6 Minutes of the meeting shall be circulated within ten (10) days of the meeting to
  - 6.1.6.1 The members of the Management Committee;
  - 6.1.6.2 All delegates; and
  - 6.1.6.3 The Secretary of each Associate.
- 6.1.7 Subject to any exclusive powers expressly given to the Council by this Constitution, the management and control of the Federation and of its funds shall be vested in the Management Committee which in addition to the powers and authorities expressly conferred on it, may exercise all such powers and do all such acts and things as may be exercised and done by Council except -
  - 6.1.7.1 Electing officers, or members to the Management Committee.
  - 6.1.7.2 Rescinding any resolution passed by Council.
  - 6.1.7.3 Make resolutions or policy of long term nature or effect.
- 6.1.8 Any resolution of the Management Committee shall be carried if a simple majority of votes calculated in accordance with clauses 6.1.1 and 6.1.2 vote in favour thereof provided that the members appointed by at least three (3) Associates vote in favour thereof.
- 6.1.9 Any member of the Management Committee may appoint any other member of the Management Committee as proxy to exercise the vote or votes to which the appointing member would be entitled if such member were present. Any such proxy may be general or specific in nature and

shall be in such form as the Management Committee may from time to time determine.

## **6.2 STANDING SUB-COMMITTEES**

- 6.2.1 Standing sub-committees of the Management Committee shall be created by Council as Council may determine at an Annual General Meeting.
- 6.2.2 Standing sub-committees shall be limited in life to the next Annual General Meeting and shall continue in operation or be dissolved by determination of the Council at the Annual General Meeting.
- 6.2.3 The Chairman of Standing Sub-Committees shall be appointed by the Management Committee.
- 6.2.4 The Management Committee shall recommend the creation or continuation of Standing Sub-Committees prior to the Annual General Meeting.
- 6.2.5 Associates shall be requested to nominate members for Standing Sub-Committees.
- 6.2.6 The number of members to be appointed to such Standing Sub-Committees will be determined and appointed by the Management Committee.
- 6.2.7 Annual Reports of a Standing Sub-Committees shall be prepared by the Chairman each year and distributed with the Agenda for the Annual General Meeting.
- 6.2.8 The recommendations of Standing Sub-committees shall be subject to ratification by the Management Committee before implementation.

## **7.0 FINANCIAL**

### **7.1 FINANCIAL YEAR**

The financial year of the Federation shall end on the 30<sup>th</sup> day of June each year or on such other date as the Federation may from time to time determine.

### **7.2 INCOME AND PROPERTY**

The income and property of the Federation shall be applied solely to the promotion of its objects and no part thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of pecuniary profit to the Associates provided that remuneration may be paid in good faith to officers and servants of the Federation or other persons in return for services actually rendered to the Federation.

### **7.3 SIGNATURES ON CHEQUES, ETC**

All bills of exchange, cheques in excess of a limit as decided by the Management Committee from time to time, promissory notes or other negotiable instruments shall be accepted, made, drawn or endorsed for and on behalf of the Federation by the Treasurer and countersigned by the President or the Secretary.

## **7.4 AUDITOR**

7.4.1 The Auditor, who shall not be an officer of the Federation nor a member of any committee or sub-committee of the Federation, shall be appointed at the Annual General Meeting to audit the books of the Federation prior to the Annual General Meeting each year and report thereon to such meeting.

7.4.2 Any casual vacancy in the office of Auditor may be filled by such person as appointed by the Management Committee.

## **7.5 FUNDS**

All moneys when received on account of the Federation by any officer of the Federation shall be deposited into the Federation's bank account as directed by the Treasurer.

## **7.6 THE SEAL**

7.6.1 There shall be a common seal of the Federation which shall be in the custody of the Secretary.

7.6.2 The Seal shall not be used except by the authority of the Management Committee or the Council previously given and in the presence of two officers thereof who shall sign every instrument to which the Seal is affixed and every such instrument shall be counter-signed by the President or some other person appointed by the Council for the purpose.

## **8.0 CONSTITUTIONAL**

### **8.1 NON-PROFIT ORGANISATION**

The income and property of the Federation shall be applied solely towards the promotion of the objects of the Federation, and no portion of it shall be transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to the Clubs, Federations, persons or other bodies who at any time are or have been members of the Federation, or to any Club, Federation, person or other body claiming through any of them. Provided that nothing herein contained shall prevent the payment in good faith of remuneration to any officers or servants of the Federation or to any member thereof or other person in return for any service actually rendered to the Federation.

### **8.2 AMENDMENT & REPEAL**

This Constitution and Regulations shall not be amended, altered or repealed nor the Federation dissolved unless not less than two-thirds of the votes entitled to be cast by all delegates present at a Special General Meeting called for that specific purpose and are cast in favour of any such alteration, amendment, repeal or dissolution and are cast in favour by delegates representing at least two (2) Associates.

- 8.2.1 Notice of intention to move for any such alteration, amendment, repeal or dissolution shall be given in writing to the Secretary at least two months prior to the date of such meeting.
- 8.2.2 Within ten days thereafter a copy of such notice shall be sent by the Secretary to each Associate together with the notice calling the meeting.
- 8.2.3 Any such amendment, alteration or repeal shall have effect on and from such time as shall be determined by the Special General Meeting.
- 8.2.4 In default of such determination the decision shall take effect after twenty eight (28) days from the day on which the amendment, alteration or repeal was passed.

### 8.3 DISSOLUTION

If upon the dissolution or winding up of the Federation there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed among the members of the Federation but shall be given or transferred to some other Federation, organisation or club having objects similar wholly or in part to the objects of the Federation and which prohibits the distribution of its income and property among its members. Such organisation or organisations shall be identified and determined by a resolution of members in general meeting.

### 8.4 INTERPRETATION OF THE CONSTITUTION

If any doubt shall arise as to the proper construction or meaning of any Clause of the Constitution or any By-laws, pronouncements or regulations made thereunder or any of them or of any expression used therein, the decision of the Council shall be final and conclusive unless such decision is excluded by or is repugnant to the context of the subject matter and provided such decision be reduced to writing and recorded in the Minute Book of the proceedings of the Council Meeting.

### 8.5 INCORPORATION OF REGULATIONS IN CONSTITUTION

The Regulations shall be deemed to form part of the Constitution of the Federation.

# REGULATIONS

## 1. VOTING

- 1.1 In all Council Meetings votes shall be cast on behalf of the Associates by the delegates present according to the following formula:-  
The delegates of each Associate shall be entitled to cast a total number of votes according to the numerical primary membership of the Associate they represent as follows -

<b>PRIMARY MEMBERS</b>	<b>VOTES</b>
16-32	1
33-64	2
65-128	3
129-256	4
257-512	5
513-1024	6
1025-2048	7
2049+	8

Where voting is tied the Chairman shall have a casting vote.

A declaration by the Chairman that a resolution has been carried, carried unanimously, carried by a particular majority, or lost, and an entry to that effect in the book of proceedings of the meeting shall be conclusive evidence of the fact.

- 1.2 Voting for the President of the Council and the Secretary and Treasurer of the Management Committee and the ABF Councilor shall be conducted as follows -
- 1.2.1 In the event of two candidates for one position: A simple exclusionary voting system shall be used with the name of the candidate not wanted being crossed out.
- 1.2.2 In the event of more than two candidates for one position, the system of preferential voting shall be used.
- 1.2.3 The Chairman shall appoint two scrutineers who shall not be members from the same Associate.
- 1.1.4 The candidate receiving the most votes shall be elected to that office provided however that if the candidate receiving the most votes does not receive votes from at least two (2) delegates appointed by at least two (2) Associates the candidate receiving the lesser number of votes will be deemed to be elected.

## **2. PREFERENTIAL VOTING**

2.1 Preferential voting shall mean that where only one candidate is to be elected from more than two candidates, the candidate needs to obtain an absolute majority of first preferences and distributed preferences from eliminated candidates.

2.1.1 If a candidate receives more than half of the first preferences, the candidate is elected.

Otherwise, the second preferences of the candidate receiving the least first preferences are allocated to the remaining candidates.

2.1.2 Should a candidate still not have an absolute majority, the same process is again applied, until such time absolute majority is obtained.

2.1.3 If the candidate obtaining an absolute majority does not receive votes or preferences from at least two (2) delegates appointed by at least two (2) different Associates the candidate who shall be runner up at the time at which the first candidate obtained an absolute majority shall be deemed to be elected.

## **3. FUNCTIONS OF OFFICE BEARERS**

### **3.1 President**

3.1.1 The President shall preside over all Council and Management Committee meetings.

3.1.2 A declaration by the Chairman that a resolution has been carried, carried unanimously, carried by a particular majority, or lost and an entry to that effect in the book of proceedings shall be conclusive evidence of the fact.

### **3.2 Secretary**

The Secretary shall -

3.2.1 Record the Minutes of all Council and Management Committee Meetings in books to be kept for that purpose.

3.2.2 Conduct correspondence relating to the Federation.

3.2.3 Prepare Agendas for all Annual General Meetings, Special General Meetings, General Meetings and Management Committee meetings.

3.2.4 Summon Annual General Meetings, Special General Meetings and General Meetings of the Federation as required.

3.2.5 Summon the meetings of the Management Committee as required.

3.2.6 File reports with the Corporate Affairs Office as required by the Act.

3.2.7 Keep a register of Associates as per Clause 3.1.3.

### 3.3 Treasurer

3.3.1 The Treasurer shall keep detailed books of the Federation and such books shall be kept to reflect a true and fair view of the financial position of the Federation as at a given time and shall prepare for presentation at the Annual General Meetings of the Federation:

3.3.1.1 An annual budget for the Federation.

3.3.1.2 Proposals for annual fees for Associates.

3.3.1.3 Proposals for remuneration and honoraria to servants, employees and officers of the Federation.

3.3.1.4 A statement of income and expenditure, profit and loss and a balance sheet for the past financial year, all duly audited.

3.3.1.5 A written report as to the past, present and future financial position of the Federation.

3.3.2 The Treasurer shall present at each General Meeting of the Federation -

3.3.2.1 A report detailing outstanding revenue.

3.3.2.2 A statement of income and expenditure, profit and loss and a balance sheet for the period just past.

3.3.3 At the meetings of the Management Committee, the Treasurer shall -

3.3.3.1 Present for approval and payment to be made in excess of a limit as decided by the Management Committee from time to time. Such request shall, after being approved by the Management Committee, be counter-signed by the Chairman.

3.3.3.2 Present a written report as required by the Committee as to the current financial position of the Federation.

3.3.4 The Treasurer shall supply each Associate with an invoice for outstanding dues.

### 3.4 ABF Delegates

Two ABF delegates shall -

3.4.1 Serve for such periods as required by the ABF.

3.4.2 Attend meetings of the Australian Bridge Federation and represent the Federation at such meetings.

3.4.2.1 Present a written report to the Management Committee at the first or second meeting following ABF meeting.

3.4.2.2 The longest serving member shall present this report.

### 3.5 Amendment to Regulations

- 3.5.1 These Regulations shall not be amended, altered or repealed unless not less than two-thirds of the votes entitled to be cast by all delegates present at a Special General meeting called for that specific purpose and counted in accordance with the formula described in Regulation Clause 1.1 are cast in favour of any such alteration, amendment or repeal.
- 3.5.2 Notice of intention to move for any such alteration, amendment or repeal shall be given in writing to the Secretary at least two months prior to the date of such meeting.
- 3.5.3 Within ten days thereafter, the Secretary shall send a copy of such notice to each Associate together with the notice calling the meeting.

## **STANDING ORDERS FOR THE CONDUCT OF MEETINGS OF STANDING SUB-COMMITTEES**

1. Subcommittees shall comprise the Chairman who shall be the convenor and such other members as appointed by the Management Committee.
2. The Chairman of the subcommittee shall chair subcommittee meetings or in the Chairman's absence a Chairman will be appointed by the Meeting.
3. The Chairman shall report in writing to the Management Committee as required by the Management Committee.
4. Standing subcommittees shall meet once in every six calendar months or upon the request of the Chairman or any two members.
5. A quorum shall consist of a majority of members.