

**Constitution
of the
New Plymouth Contract Bridge Club (Incorporated)**

NZBN 9429042684039; Society # 215054



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1 Name

- 1.1 The name of the Society is New Plymouth Contract Bridge Club Incorporated (the 'Club').

2 Objects and Purposes

- 2.1 The object and purpose of the Club is to promote and encourage the play and enjoyment of the game of bridge in New Plymouth.
- 2.2 Property and income of the Club shall be applied towards the promotion of the Objects and Purposes of the Club.

3 Affiliations

- 3.1 This Club shall maintain its affiliation with New Zealand Bridge or its successors and will adopt and comply with any rules or policies as directed by New Zealand Bridge.

4 Values / Tikanga

The Club aspires to the following values / tikanga and expects them to be upheld by all members.

- 4.1 Hospitality and Kindness (Manaakitanga): We are committed to creating an inclusive and welcoming environment for all Members, guests, and the wider community.
- 4.2 Relationships and Connections (Whanaungatanga): We are a place where everyone can enjoy the game of bridge and build lasting friendships. We are an active and positive presence in our wider community.
- 4.3 Stewardship (Kaitiakitanga): We are responsible stewards of our Club's resources and environment. We respect and care for our facilities, ensuring they are maintained for future generations.
- 4.4 Integrity and Fair Play (Pou Tokomanawa): We uphold the highest standards of integrity and fair play. Honesty and respect are at the core of our interactions, both at the table and within our community.
- 4.5 Learning and Development (Whakapakari): We are dedicated to the continuous learning and development of our Members and aim to enhance the skills and knowledge of all players, from beginners to advanced.
- 4.6 Enjoyment and Passion (Hakinakina): We celebrate the joy and passion that bridge brings to our lives. Our Club fosters a positive atmosphere where the love for the game is shared and cherished by all.
- 4.7 Excellence and Achievement (Whakatutukitanga): We encourage and celebrate excellence and the pursuit of personal and collective achievements.

5 Powers of the organisation

- 5.1 Nothing in this Constitution authorises the Club to do anything which contravenes or is inconsistent with the Act, any regulations made under the Act, or any other legislation.
- 5.2 The Club may, within the scope of its Objects and Purposes:
- a) use its funds to pay its costs and expenses to advance or carry out its objects,
 - b) employ, or contract with, such people as may be appropriate,
 - c) invest in any investment,
 - d) borrow money, and
 - e) otherwise exercise all the capacity, rights, and powers allowed under the Act.

6 Becoming a Member

- 6.1 The Club shall maintain the minimum number of Members required by the Act.
- 6.2 An applicant must consent to be a Member by completing and signing an application form duly countersigned by a current Member. The applicant shall supply any information, or attend an interview, as may be reasonably required by the Committee.
- 6.3 The Committee may accept or decline an application for membership. A decision to decline application for membership must be made with good reason and in accordance with the values / tikanga of the Club. The Committee must advise the applicant of its decision but is not required to provide reasons for that decision.
- 6.4 An applicant for membership becomes a Member upon approval by the Committee and payment of the appropriate subscription.

7 Ceasing to be a Member

- 7.1 A Member ceases to be a Member on the date:
- a) of death of the Member,
 - b) of receipt of a written notice of resignation by the Secretary (or any subsequent date stated in the notice of resignation), or
 - c) of termination of membership under these Rules.
- 7.2 A Member who resigns or whose membership is terminated under these Rules:
- a) remains liable to pay all subscriptions and other fees to the Club's next balance date,
 - b) shall cease to hold themselves out as a Member of the Club,
 - c) shall return to the Club all material provided to them by the Club (including any membership certificate, badges, handbooks, and manuals), and
 - d) shall cease to be entitled to any of the rights of a Member.

8 Classes of Membership

- 8.1 The classes of membership and the method by which Members are admitted to different classes of membership are as follows:
- a) Life Member: A Member becomes a Life Member by being recommended by the Committee for election at a General Meeting at which not less than two thirds of Members present and voting, shall vote in favour of the election. A Life Member shall have all the rights and privileges of a Member and shall be subject to all the same duties as a Member except those of paying the annual subscription, or
 - b) Member: A Member is an individual admitted to membership under these Rules and who has not ceased to be a Member.

9 Rights and Obligations of Members

- 9.1 Upon accepting Membership, Members agree to comply with this Constitution, the values / tikanga set out in this Constitution, Club Policies, and any applicable rules of New Zealand Bridge, and the Laws of Bridge. All members shall do nothing to bring the club into disrepute.
- 9.2 Membership does not confer on any Member any right, title, or interest (legal or equitable) in the property of the Club.
- 9.3 A Member is entitled to attend and vote at General Meetings. Every Member so entitled shall have one vote in respect of a show of hands or a poll taken.
- 9.4 The Committee may decide what access or use Members may have of or to any premises, facilities, equipment, or other property owned, occupied, or otherwise used by the Club, including any conditions of and fees for such access or use.
- 9.5 A Member shall have access to information in accordance with the provisions of the Act.

10 The Committee

- 10.1 From the end of each Annual General Meeting until the end of the next Annual General Meeting, the Club shall be governed by the Committee.
- 10.2 The Committee will include:
- a) a President,
 - b) a Secretary, and
 - c) a Treasurer, and
 - d) not fewer than two (2) nor more than six (6) additional Committee Members.
- 10.3 The Committee may invite the immediate past President to attend Committee Meetings for a further year. The immediate past President shall not have any voting rights at Committee meetings.

10.4 Prior to election or appointment, every Committee Member must:

- a) consent in writing to be a Committee Member, and
- b) certify in writing that they are not disqualified from being appointed or holding office as a Committee Member by the Act.

10.5 The Committee shall meet at least once every three months at such times and places and in such manner (including by audio, video link, or other means of remote communication) as it may determine and as convened by the President or their delegate.

10.6 The Committee and any sub-committee may act by resolution approved by the Committee, or through a written ballot conducted by email or electronic voting system. Any such resolution shall be recorded in the minutes of the next Committee meeting.

10.7 The quorum for Committee meetings is at least two-thirds of the number of Committee Members.

11 Powers and Duties of the Committee

11.1 Subject to the Act, these Rules, and any resolution of any General Meeting, the Committee:

- a) may exercise all the Club's powers,
- b) shall be responsible for the general conduct and management of Club affairs,
- c) shall approve or decline the admission of all members except Life Members,
- d) may delegate to a sub-committee any matter for investigation or report,
- e) may enter into contracts on behalf of the Club or delegate such power to a Committee Member, sub-committee, employee, or other person,
- f) may engage and dismiss any employees, agents, or contractors of the Club, and
- g) shall comply with all orders, directions and references given to it in accordance with a resolution of members in General Meeting.

11.2 The Committee has the power to make a final binding ruling on all matters concerning the interpretation of these Rules.

11.3 Where immediate action is required in any matter affecting the safety of life and/or property, or in such significant matter affecting the interests of the Club, and it is impracticable to refer the matter to the Committee, the President shall seek the advice of as many members of the Committee as may be practicable and shall act in such manner as the majority of such Members approve.

11.4 The Committee may resolve to appoint sub-committees consisting of such persons (whether or not Members of the Club) for such purposes as it thinks fit, unless otherwise resolved by the Committee:

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- a) the quorum of every sub-committee is half the members of the sub-committee but not less than two (2),
 - b) no sub-committee shall have power to co-opt additional members,
 - c) a sub-committee must not commit the Club to any financial expenditure without express authority, and
 - d) a sub-committee must not further delegate any of its powers.
 - e) a sub-committee shall not act on any recommendation of the sub-committee without prior formal approval, by resolution, of the Committee.

11.5 other than as prescribed by the Act or these Rules, the Committee or any sub-committee may regulate its proceedings as it thinks fit.

12 Election or Appointment of Committee Members

12.1 The election of Committee Members shall be conducted as follows:

- a) Committee Members may be elected during Annual General Meetings. However, if any vacancy arises at or between Annual General Meetings, that vacancy may be filled by resolution of the Committee (subject to the requirements of Rule 10.4),
- b) a candidate's written nomination complying with the requirements of Rule 10.4, shall be delivered to the Secretary at least five (5) Working Days before the date of the Annual General Meeting. If there are insufficient valid nominations received, further nominations may be received from the floor at the Annual General Meeting,
- c) votes shall be cast in such a manner as the person chairing the Meeting determines. In the event of any vote being tied, the tie shall be resolved by the incoming Committee (excluding those in respect of whom the votes are tied),
- d) where the tied vote is for the Office of President, a ballot shall be held to determine the appointment. If that ballot is tied, the incumbent President shall convene a meeting of the incoming Committee to resolve the tie (excluding those in respect of whom the votes are tied),
- e) if required, the Chairperson of the meeting shall appoint two Members (who are not nominees) or non-Members appointed to act as scrutineers for the counting of the votes and destruction of any voting papers, and
- f) the failure, for any reason, of any Member to receive Notice of a General Meeting shall not invalidate the election.

12.2 For the purposes of 12.1 a), vacancy shall be deemed to arise if at any time there are less than six committee members other than the President, Secretary and Treasurer.

13 Term of Committee Members

- 13.1 The term of office for all Committee Members shall be for approximately one (1) year, expiring at the end of the Annual General Meeting following their election.
- 13.2 No Committee Member shall serve for more than six (6) consecutive terms.
- 13.3 A Member who has been President for three (3) consecutive years shall not be eligible for re-election as President at the Annual General Meeting at the end of the third term of office but shall be eligible in subsequent years.

14 Responsibilities of Committee Members

- 14.1 Committee Members:
- a) must exercise their powers and discharge their duties with a degree of care and diligence that a reasonable person would exercise in the circumstances,
 - b) must exercise their powers and discharge their duties in good faith in the best interests of the Club and for a proper purpose,
 - c) must not improperly use information obtained as a Committee Member to gain an advantage for themselves or another person, or cause detriment to the Club,
 - d) must not act, or agree to the Club acting, in a manner that contravenes the Act or these Rules,
 - e) must not agree to, cause, or allow the activities of the Club to be carried out in a manner likely to create a substantial risk of serious loss to the Club or to the Club's creditors,
 - f) must not agree to the Club incurring an obligation unless the Committee Member believes at that time, on reasonable grounds, that the Club will be able to perform the obligation when it is required to do so, and
 - g) shall disclose being an Interested Member in accordance with Rule 27.

15 Cessation of Committee Membership

- 15.1 Any member of the Committee or any sub-committee absent for three (3) consecutive meetings of such committee or sub-committee without reasonable excuse shall be deemed to have resigned.
- 15.2 A Committee Member shall be deemed to have ceased to be a Committee Member if that person ceases to be a Member.
- 15.3 Each Member of the Committee or any sub-committee shall within twenty (20) Working Days of submitting a resignation or ceasing to hold office shall deliver to the Secretary:

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- a) all books, papers, digital records, and other property of the Club held by such former Committee Member, and
 - b) passwords, digital access codes, and other such digital codes, including security codes, held by such former Committee Member.

15.4 The obligation set out in 14.1c) shall also apply to former Committee Members.

16 Control and Management of Funds

16.1 The financial year of the Club shall commence on the first day of October in each year and shall end on the thirtieth day of September in the next year.

16.2 The funds and property of the Club:

- a) shall be controlled, invested, and disposed of by the Committee, subject to these Rules, and
- b) shall be devoted solely to the promotion of the Objects and Purposes of the Club.

16.3 Funds shall be kept in an account in the name of the Club in a financial institution determined by the Committee.

16.4 All funds' transfers and other payments made by the Club must be signed or formally approved by two of, the Treasurer and two other Committee Members appointed by the Committee for that purpose.

16.5 Other than normal operating expense items, no other expenditure or financial obligation shall be incurred by the Club without the prior approval of the Committee.

16.6 Where the total cost of any project or group of projects may be greater than fifty percent (50%) of the Club's income in the financial report for the previous financial year referred to in Rule 16.1, the project or group of projects must first be approved by the members at a General Meeting.

16.7 No loan shall be raised without the prior approval of two thirds of the members present at the Annual General Meeting or a Special General Meeting called for that purpose.

16.8 The Club must retain its Financial Records in accordance with the requirements of the Act.

17 Subscriptions and Levies

17.1 The annual subscription and any fees, levies, or other charges for membership shall be set by resolution of the Committee.

17.2 If a Member fails to pay the annual subscription, or fees, levies, or other charges by the due date the Committee may, after giving not less than ten days written notice to the member, terminate the Member's membership.

18 Remuneration of, and Payments to, Members

- 18.1 Committee Members shall not receive any remuneration for their services as Committee Members.
- 18.2 An Interested Member is not allowed to take part in, or influence any decision made by the Club in respect of payments to, or on behalf of, the Interested Member of any income, benefit, or advantage.
- 18.3 Any payments made to an Interested Member must be for goods and services that advance the purpose of the Club and must be reasonable and comparable to payments that would be made between unrelated parties.
- 18.4 Any payment from Club funds made to a Member, apart from the reimbursement of expenses incurred by any Member on behalf of the Club, must be itemised in the notes to the Accounts presented to the Annual General Meeting in the Financial Report.
- 18.5 Nothing herein contained shall prevent:
- a) the payment in good faith of remuneration to any Member in return for any services or goods rendered or supplied to the Club in the ordinary and usual course of business, and
 - b) the reimbursement of authorised expenses incurred by any Member on behalf of the Club.

19 Auditor or Reviewer

- 19.1 The Auditor or Reviewer shall audit or review the accounts and balance sheet to be presented to the Annual General Meeting and shall report to the Members in accordance with the requirements of the Act.

20 Misconduct of Members

- 20.1 The Committee has the power to discipline Members who;
- a) fail to comply with this Constitution, Club policies, any applicable rules of NZ Bridge, and the Laws of Bridge,
 - b) act in a manner which brings the Club into disrepute,
 - c) commit any criminal offence in the course of carrying out Club activities,
- 20.2 No power of discipline shall be exercised by the Committee until it has investigated the alleged breach in accordance with the procedures set out in Rule 21, and only if the alleged breach is upheld.

20.3 In exercising its powers of discipline, the Committee may:

- a) Take no further action,
- b) censure the Member,
- c) remove the Member from any position as an officer of the Club,
- d) suspend membership for a specified period, or
- e) terminate membership.

20.4 Any decision to take no further action, censure the Member, or remove the Member from any position as an Officer of the Club shall be final.

20.5 Any decision by the Committee to suspend and/or terminate membership shall be subject to the right of appeal by the Member concerned, to a Special General Meeting,

21 Complaints and Disputes

21.1 This Rule applies to:

- a) disputes between Members,
- b) disputes between the Club and one or more Members that arise under the Constitution or relate to the Constitution of the Club, and,
- c) complaints of misconduct under Rule 20.

21.2 In this Rule “Member” includes any former Member whose membership ceased not more than six months before the dispute occurred.

21.3 Disputes shall be resolved in accordance with the process set out in Schedule II of the Act and such other policies and procedures consistent with Schedule II of the Act as established and published by the Committee.

21.4 The resolution of all disputes must be conducted in a manner that is consistent with natural justice.

22 Alterations to the Rules

22.1 A proposal to alter these Rules may be made by:

- a) the Committee, or
- b) not less than ten (10) per cent of eligible Members who have signed the proposed motion to alter the Rules.

22.2 Any proposal to alter the Rules shall be given in writing to the Secretary at least twenty (20) Working Days before the General Meeting at which the motion is to be considered and accompanied by a written explanation of the reasons for the proposal.

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- 22.3 At least fifteen (15) Working Days before the General Meeting at which any amendment is to be considered, the Secretary shall give notice to all Members of the proposed motion, the reasons for the proposal, and any recommendations of the Committee.
- 22.4 Proposed alterations shall be considered at a General Meeting and adopted by resolution passed by a two-thirds majority of Members present and voting.
- 22.5 When an alteration is approved by a General Meeting it shall be notified to the Registrar of Incorporated Societies in the form and manner specified in the Act for registration and shall take effect from the date of registration.

23 General Meetings

- 23.1 The Secretary shall give all Members at least fifteen (15) Working Days Notice of any General Meeting and of the business to be conducted at that General Meeting.
- 23.2 The General Meeting and its business will not be invalidated simply because one or more Members do not receive the Notice of the General Meeting.
- 23.3 All financial Members may attend, speak, and vote at General Meetings, in person.
- 23.4 No General Meeting may be held unless at least ten (10) percent of eligible financial Members attend. This will constitute a quorum.
- 23.5 If, within half an hour after the time appointed for a meeting a quorum is not present, the General Meeting, if convened upon request of Members, shall be dissolved. In any other case it shall stand adjourned to a day, time and place determined by the President of the Club, and if at such adjourned meeting a quorum is not present those present in person shall be deemed to constitute a sufficient quorum.
- 23.6 Any decisions made when a quorum is not present are not valid.
- 23.7 The President or their nominee shall Chair any General Meeting. If the President or their nominee is absent or are unwilling to act, then the Committee shall appoint the Chairperson, failing which, the Members shall choose a Member present at the General Meeting to be Chairperson.
- 23.8 Any person chairing a General Meeting has a deliberative and, in the event of a tied vote, a casting vote.
- 23.9 Any person chairing a General Meeting may:
- a) direct that any person not entitled to be present at the Meeting, obstructing the business of the Meeting, behaving in a disorderly manner, being abusive, or failing to abide by the directions of the Chairperson be removed from the Meeting, and
 - b) adjourn the Meeting or declare it closed in the following circumstances:
 - i. in the absence of a quorum, or
 - ii. upon a resolution of the Meeting to adjourn or close the Meeting, or

iii. in the case of emergency.

23.10 If a meeting is adjourned, the Chairperson shall determine the time and place for the resumption of the Meeting and shall notify those present. No business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. Minutes of all General Meetings must be kept by the Secretary.

23.11 At any General Meeting, a resolution put to the vote of the Meeting shall be decided by voices or on a show of hands unless before, or on the declaration of the result of a vote, a poll is demanded:

- a) by the Chairperson, or
- b) by at least five (5) members present and entitled to vote.

23.12 Unless a poll is demanded, a declaration of the result by the Chairperson shall when entered in the Minutes of the proceedings be conclusive evidence of the fact without proof being required of the number or proportion of votes recorded for or against the resolution.

24 Annual General Meetings

24.1 An Annual General Meeting shall be held once a year on a date and at a location consistent with any requirements in the Act.

24.2 The Rules relating to the procedure to be followed at General Meetings shall apply to Annual General Meetings.

24.3 On or before the 31st of August in each year, the Committee shall set the date for the Annual General Meeting

24.4 The Secretary shall give six (6) weeks written notice of the date of the Annual General meeting to all Members.

24.5 Members, or the Committee, intending to propose a motion at the Annual General Meeting may provide written notice of the proposed motion to the Secretary at least twenty (20) working days prior to the date of the Annual General Meeting.

24.6 The Committee must, at each Annual General Meeting, present the following information:

- a) an annual report on the affairs of the Club during the most recently completed accounting period, and
- b) the annual financial statements for that period, and
- c) notice of the disclosures, or types of disclosures, as required by Section 86 of the Act.

24.7 The business of an Annual General Meeting shall be to:

- a) receive apologies for members unable to be present,
- b) confirm the minutes of previous Annual General Meeting and General Meeting(s) held since the previous Annual General Meeting,
- c) adopt the annual report on Club business,
- a) adopt the Treasurer's report on the finances of the Club, and the annual financial statements,
- b) receive and adopt as necessary other reports from the Committee,
- c) elect Committee Members,
- d) appoint an Auditor or Reviewer,
- e) consider any motions, and
- f) consider any general business.

24.8 At the Annual General Meeting, the order of business unless otherwise determined by the Committee shall be in accordance with the order as set out in Rule 24.7.

25 Special General Meetings

25.1 The Rules relating to the procedure to be followed at General Meetings shall apply to Special General Meetings.

25.2 Special General Meetings may be called at any time by the Committee by resolution.

25.3 The Committee must call a Special General Meeting if the Secretary receives a written request signed by at least ten (10) per cent of Members. Any resolution or written request must state the business that the Special General Meeting is to deal with.

25.4 The Committee must call a Special General Meeting if any Member exercises the right of appeal under Rule 20.

25.5 Special General Meeting shall only consider and deal with the business specified in the Committee's resolution or the written request by Members for the Meeting.

26 Register of Members

26.1 Every Member shall provide the Club with information set out in Rule 26.2 and shall promptly advise the Club of any changes to those details.

26.2 The Secretary shall keep an up-to-date Register of Members, recording for each Member their name, contact details, the date upon which the person became a Member, and any other information prescribed by Regulations under the Act.

27 Disclosure of Interest

- 27.1 A Committee Member and/or a Member of a sub-committee who is an Interested Member in respect of any matter being considered by the Club, must disclose details of the nature and extent of the interest (including any monetary value of the interest if it can be quantified) to the Committee and/or sub-committee and ensure that the Secretary is notified of the disclosure.
- 27.2 Disclosure must be made as soon as practicable after the member of the Committee and/or sub-committee becomes aware that they are interested in the matter.
- 27.3 A member of the Committee and/or sub-committee who is an Interested Member regarding a matter:
- a) must not vote or take part in the decision of the Committee and/or sub-committee relating to the matter, and
 - b) must not sign any document relating to the entry into a transaction or the initiation of the matter, but
 - c) may take part in any discussion of the Committee and/or sub-committee relating to the matter and be present at the time of the decision of the Committee and/or sub-committee (unless the Committee and/or sub-committee decides otherwise).
- 27.4 However, a member of the Committee and/or sub-committee who is prevented from voting on a matter may still be counted for the purpose of determining whether there is a quorum at any meeting at which the matter is considered.
- 27.5 Where fifty (50) per cent or more of Committee Members are prevented from voting on a matter because they are interested in that matter, a Special General Meeting must be called to consider and determine the matter, unless all non-interested Committee Members agree otherwise. Where fifty (50) per cent or more of the members of a sub-committee are prevented from voting on a matter because they are interested in that matter, the Committee shall consider and determine the matter.
- 27.6 The Secretary shall maintain an up-to-date Interests Register.

28 Policies of the Club

- 28.1 The Committee from time to time may make and amend policies for the conduct and control of Club activities and codes of conduct applicable to Members, but no such policies or codes of conduct applicable to Members shall be inconsistent with the Act, regulations made under the Act, or these Rules.
- 28.2 Policies shall be available for inspection by Members.

29 Limitation of Liability

- 29.1 To the fullest extent permitted by law, the Club shall not be liable to any Member for any loss, damage, or injury suffered by that Member arising out of, or connected with:

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- a) any decision made by the Club, the Committee, or its sub-committees in good faith and in accordance with these Rules,
 - b) any act or omission by the Club, the Committee or its sub-committees carried out in good faith in pursuit of the Club's Purposes,
 - c) Any dispute between the Club and a Member, provided that the Club has complied with the dispute resolution procedures set out in Rule 21.

29.2 This Rule does not limit any rights a Member may have under the Act, or any other applicable legislation.

30 Winding-Up

30.1 The Club may be wound up, or liquidated, or removed from the Register of Incorporated Societies in accordance with the provisions of the Act.

30.2 The Secretary shall give Notice to all Members of:

- a) the proposed motion to wind up the Club or remove it from the Register of Incorporated Societies, and
- b) the General Meeting at which any such proposal is to be considered,
- c) the reasons for the proposal, and
- d) any recommendations from the Committee in respect to such notice of motion.

30.3 Any resolution to wind up the Club or remove it from the Register of Incorporated Societies must be passed by a two-thirds majority of all Members present and voting.

30.4 If the Club is wound up, or liquidated, or removed from the Register of Incorporated Societies, no distribution shall be made to any Member, and if any property remains after the settlement of the Club's debts and liabilities, that property shall be given or transferred to some other charitable or not-for-profit organisation within Taranaki.

31 Contact Persons

31.1 The Secretary shall be the primary contact person for the purpose of the Act.

31.2 The Committee may appoint up to two additional Contact Persons.

31.3 Changes or appointments of Contact Persons shall be advised to the Registrar of Incorporated Societies within 20 Working Days of that change occurring, or the Club becoming aware of the change.

32 Definitions

In these **Rules**, words have the meaning set down in the Act. In all other instances, unless the context requires otherwise, the following words and phrases have the following meanings:

‘Act’ means the Incorporated Societies Act 2022 or any Act which replaces it (including amendments to it from time to time), and any regulations made under the Act or under any Act which replaces it.

‘Annual General Meeting’ means a meeting of the Members of the Club held once per year which, among other things, will receive and consider reports on the Club’s activities and finances.

‘Bridge’ means the game of contract bridge as prescribed under the international laws promulgated by the World Bridge Federation and includes all forms of contract bridge including tournament, teams, duplicate, and rubber games, and any modifications thereof.

‘Chairperson’ means the person responsible for chairing General Meetings and Committee meetings, and who provides leadership for the Club.

‘Club’ means the New Plymouth Contract Bridge Club (Incorporated)

‘Constitution’ means the Rules in this document.

‘Committee’ means the Club’s governing body.

‘Committee Member’ means a Member of the Committee, including the President, Secretary and Treasurer.

‘Contact Persons’ means Members appointed by the Committee under Rule 31.

‘General Meeting’ means either an Annual General Meeting or a Special General Meeting of the Club.

‘Interested Member’ means a Member who is interested in a matter for any of the reasons set out in section 62 of the Incorporated Societies Act 2022.

‘Interests Register’ means the register of interests of Committee Members, and sub-committee Members kept under these Rules and as required by Section 73 of the Act.

‘Laws of Bridge’ means the Laws of Bridge as promulgated by the World Bridge Federation.

‘Member’ means a person properly admitted to the Club who has not ceased to be a member of the Club.

‘New Zealand Bridge’ means New Zealand Bridge Incorporated, NZBN 9429042706212; Society Number 215735.

‘Notice’ to Members includes any written notice given by digital transmission, post, hand, or courier to the last advised address.

‘Register of Members’ means the register of **Members** kept under these **Rules**.

‘Rules’ means the numbered rules in this document.

‘Special General Meeting’ means a meeting of the **Members**, other than an **Annual General Meeting**, called for a specific purpose or purposes.

‘Working Days’ means as defined in the Legislation Act 2019.