

DARLING DOWNS BRIDGE CLUB INC

BY-LAWS

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DARLING DOWNS BRIDGE CLUB INC
BY-LAWS

INTRODUCTION

The by-laws of the Darling Downs Bridge Club are established as provided for under Rule 15 of the Darling Downs Bridge Club Inc Constitution. These by-laws may be subject to variation at any time by a resolution of the Management Committee. Members of the club wishing to ascertain the current status of any by-law are advised to check with the President or Secretary. The current version of the by-laws is always available on the club website. Copies of the club's rules and by-laws are available for free to members upon request to the Secretary.

BY-LAW 1 - MANAGEMENT COMMITTEE

- 1.1 All members of the Darling Downs Bridge Club Management Committee are elected in accordance with Rule 19 of the Association or appointed in accordance with Rule 21 of the Association.
- 1.2 At all times, each Management Committee Member must ensure they do not contravene section 61A of the Associations Incorporation Act 1981 (Queensland) by being ineligible to be a Management Committee member. Section 61A is repeated hereunder for ready reference:

- (1) *A person is not eligible to be elected as a member of an incorporated association's management committee if—*
- (a) *the person has been convicted—*
 - (i) *on indictment; or*
 - (ii) *summarily and sentenced to imprisonment, other than in default of payment of a fine; and*
 - (b) *the rehabilitation period in relation to the conviction has not expired.*
- (1A) *Also, a person is not eligible to be elected as a member of an incorporated association's management committee if—*
- (a) *under the Bankruptcy Act 1966 (Cwlth) or the law of an external territory or another country, the person is an undischarged bankrupt; or*
 - (b) *the person has executed a deed of arrangement under the Bankruptcy Act 1966 (Cwlth), part X or a corresponding law of an external territory or another country and the terms of the deed have not been fully complied with; or*
 - (c) *the person's creditors have accepted a composition under the Bankruptcy Act 1966 (Cwlth), part X or a corresponding law of an external territory or another country and a final payment has not been made under the composition.*
- (2) *In this section—*
- rehabilitation period has the meaning given in the Criminal Law (Rehabilitation of Offenders) Act 1986.*

1.3 Election of the Management Committee

1.3.1 Refer to Rule 19 for the details of election of the Management Committee.

1.3.2 In the event of a tied vote, the candidates will be given a five-minute opportunity to address the Association on their suitability to the position and then another ballot will be held. This process will be repeated until a decision is reached. New Proxy votes must be included for each additional ballot.

BY-LAW 2 - MANAGEMENT COMMITTEE MEETINGS

2.1 The First Meeting of a New Management Committee

2.1.1 The first meeting of a new Management Committee shall be immediately after, or as soon as possible after, the Annual General Meeting.

2.1.2 At this meeting the Management Committee shall appoint members to the following subcommittees considered appropriate by the committee to help with the conduct of the association's operations:

- Catering sub-committee
- Tournament sub-committee

2.1.3 At this time, or as soon as practicable thereafter, the Management Committee should also appoint members to the following positions:

- Vice President
- Congress Convenor
- Librarian
- Masterpoint Secretary
- Membership Secretary
- Newsletter Editor
- Press Officer
- Provider
- QBA Delegates
- Zonal Delegates
- Housekeeper
- Sponsorship Coordinator
- Welfare Officer
- Information & Technology Officer
- Building & Grounds Maintenance Coordinator
- Webmaster
- Chief Tournament Director
- Board Dealing Coordinator
- Recorder

and may, from time to time, appoint Club members to other positions.

2.1.4 At this time, or as soon as practicable thereafter, the Management Committee should approve signatories to the Association's bank accounts.

2.1.5 At this time, or as soon as practicable thereafter, the Secretary shall complete the Annual Return for the Office of Fair Trading.

2.2 Subsequent Management Committee Meetings

2.2.1 The Management Committee shall meet at least once every two calendar months. Four clear days' notice of the time and place of any Management Committee meeting shall be given to each Management Committee member by the Secretary, and for this purpose it shall be sufficiently given if such notice is in writing and handed to the committee member, emailed or contacted by phone by the Secretary, Rule 23 (4).

2.3 Agenda for Meetings of the Management Committee

- 2.3.1 The Secretary shall call the meeting and provide an agenda for the Committee Members prior to each Management Committee meeting.
- 2.3.2 The agenda shall include, but not be limited to the following items for consideration, in an order determined by the President:
- a. Attendance and apologies
 - b. Previous minutes and business arising from those minutes
 - c. Inward and outward correspondence
 - d. President's Report
 - e. Treasurer's Report
 - f. Membership Report
 - g. Reports, if any, from all appointed sub-committees and other reports
 - h. Any other business
 - i. Date, time and place of next meeting
- 2.3.3 Any member of the Management Committee may request the Secretary to include an item on the agenda and the Secretary shall include the item as requested.

2.4 Confidentiality of Management Committee Members

- 2.4.1 Management Committee members shall not:
- a. disclose to any member or the public any confidential information acquired by virtue of their position as a committee member;
 - b. use any confidential information acquired by virtue of their position on the committee for their personal financial or other benefit or for that of any other person; or
 - c. permit any unauthorized person to inspect or have access to any confidential documents or other information.

2.5 Conflicts of Interest

- 2.5.1 Disclosure of Committee Member Interests:
- a. A Committee Member, who has any direct or indirect pecuniary interest in a contract, or proposed contract, to which the club is or may be a party, must disclose the nature and extent of their interest to the Management Committee and such interest be recorded in the Minutes.
 - b. A Committee Member, who has any direct or indirect personal interest which may come into conflict with their duty to act in the best interest of the club, must disclose their interest to the Management Committee and such interest be recorded in the Minutes.

2.6 Contracts

- 2.6.1 Procedure for contracts:
- a. All documents relating to contracts must be given to all Committee Members at least two weeks before the approval process and once approved by the majority of the

Management Committee must be signed by two signatories, the President and Secretary and such approval shall be recorded in the Minutes.

- b. A Committee Member, who has a pecuniary or personal interest in a contract, or proposed contract, must not take part in making any decision with respect to the contract or proposed contract.

BY-LAW 3 - MEMBERSHIP FEES

3.1 Membership Fees

- 3.1.1 The annual membership fee for ordinary members shall be determined each year by the association at the Annual General Meeting. In addition to the annual membership fee, ordinary home members will be liable for any annual QBA and ABF levies or other annual fees associated with their membership.
- 3.1.2 All levies and fees become due and payable upon their determination. Members who pay their fees late may be charged an additional payment to cover any additional costs imposed on the Association as a result of such late payment.
- 3.1.3 Every member and visitor using the Association's facilities will pay fees for that use as determined by the Management Committee from time to time.

3.2 Membership Year and Pro-Rata Fees

- 3.2.1 The membership year for the Darling Downs Bridge Club Inc is 1 January to 31 December and the annual membership fee and associated QBA and ABF fees for continuing members are to be paid on or before the last day of December each year.
- 3.2.2 The annual membership fee for new members will be pro-rata on the basis of: 100% - January 1 to March 31; 75% - April 1 to June 30; 50% - July 1 to September 30; 25% - October 1 to December 31. All QBA and ABF fees are pro-rata at the discretion of those bodies.
- 3.2.3 In March each year, the Management Committee shall consider the termination of membership of those members whose annual fees remain in arrears in accordance with Rule 10(3)(c).

BY-LAW 4 - RESPONSIBILITIES OF OFFICE BEARERS

For the purposes of this by-law, Office Bearers are club members who have been elected to specific positions by the members at an AGM or who have been appointed to a position by the Management Committee. The responsibilities of the office bearers are set out below.

The positions of President, Secretary and Treasurer are elected at the AGM, and the position of Vice-President is elected by the Management Committee in accord with By-Law 4.2.1.

For non-elected positions, the Management Committee calls for expressions of interest addressing the duties of the position description as listed below. The Management Committee will consider all applicants and appoint accordingly at the first meeting after the AGM.

4.1 President

- 4.1.1 The President is the club's principal representative and shall preside at general meetings, in accordance with Rule 23 (1), and, whenever possible, at all functions held by the club.
- 4.1.2 The President is an ex officio member of all sub-committees and will ensure that sub-committees meet on a regular basis.
- 4.1.3 The President will ensure that all Office Bearers, the Management Committee and all its sub-committees are performing their tasks appropriately and will take appropriate action if this is not the case.
- 4.1.4 The President will liaise with the public, including other bridge clubs and individuals, as required as the "public" face of the Club.
- 4.1.5 The President may delegate his/her responsibilities for a limited period of time, for cause.

4.2 Vice-President

- 4.2.1 At the first meeting of the Management Committee, the Committee shall elect one of their own to fulfill this role.
- 4.2.2 In the absence of the President, the Vice-President may represent and act on behalf of the President at meetings and functions of the club and at Management Committee meetings.
- 4.2.3 The Vice-President is expected to assist the President with the President's responsibilities.

4.3 Secretary

- 4.3.1 The Secretary is responsible for ensuring that the club abides by its Rules of Association and By-Laws and satisfies the requirements of the *Association Incorporation Act 1981* and the *Associations Incorporation Regulation 1999*.
- 4.3.2 Dealings with the Office of Fair Trading:

The Secretary shall, within one (1) month after the Annual General Meeting, lodge with the Office of Fair Trading the following –

- (a) a copy of the signed audit report;
- (b) the Annual Return of an Association form; and
- (c) the fee prescribed under a regulation.

If this is not done the Secretary, President and Treasurer commit an offence.

The Secretary must notify the Office of Fair Trading in the approved form of a change to the membership of the offices of the president, secretary or treasurer within one (1) month after it happens.

The Secretary of an incorporated association must notify the Office of Fair Trading in the approved form of a change of the secretary's address within one (1) month after it happens.

4.3.3 The Secretary shall -

- Convene all general and special meetings of the Club and the Management Committee paying due regard to the notice required of such meetings according to the Rules of the Club.
- Prepare, in consultation with the president, an agenda for each meeting including the annual general meeting.
- Ensure all members of the Management Committee are given the opportunity to peruse any contracts the Association enters into prior to signing by two members of the Management Committee.
- If asked by a member, to make the association's financial documents available for inspection. This must take place within 28 days after the request at a mutually convenient time and place and at which time the Secretary shall give the member copies of the documents.

4.3.4 **Minute Secretary:** The Secretary or a nominated member of the Management Committee shall be responsible to:

- Prepare an adequate record of the proceedings of each meeting of the Club and the Management Committee in consultation with the President.
- Send a copy of that record to all members of the Management Committee. Members of the Management Committee have 5 days to review these documents and to contact the Secretary re any alterations.

After this period of review, a copy of the record will be posted onto a club notice board for the information of members of the club.

4.3.5 **Correspondence Secretary:** The Secretary or a nominated member of the Management Committee shall be responsible to:

- Collect all incoming mail on a weekly or bi-weekly basis.
- Bring to the attention of the Management Committee any items of correspondence requiring its attention. Direct to Office Bearers correspondence pertaining to their portfolio.
- Record all inwards and outwards correspondence in the correspondence register.

- Conduct, keep and produce all correspondence on all matters connected with the Association, other than matters that are under the control of the Treasurer.

4.3.6 **Office Manager:** The Secretary or a nominated member of the Management Committee shall be responsible to:

- Ensure an adequate supply of stationery.
- Ensure all filing is kept up to date.
- Keep a Key Register.
- Keep a register of all disciplinary matters dealt with by the Management Committee.
- Ensure all notice boards are kept up to date including the congress form holders advertising events in other clubs.

4.3.7 **Other duties:** The Secretary or a nominated member of the Management Committee shall be responsible to:

- Carry out the responsibilities of the Membership Secretary if no Membership Secretary is appointed.
- Keep or cause to be kept the Register of Members as described in the Rules.

4.4 Treasurer

4.4.1 The business and operations of the club shall be controlled by the Management Committee (see Section 60 of the Associations Incorporation Act 1981).

4.4.2 The Treasurer on behalf of the Management Committee must keep the following records to comply with Division 2 of the Associations Incorporation Act 1981:

- a cash book or statement of amounts received and paid;
- a receipt book of receipt forms;
- records of the account the association keeps with a financial institution that are given to the association by the financial institution;
- a register of assets; and
- a petty cash book.

4.4.3 The Treasurer on behalf of the Management Committee must ensure its records are kept in the English language to comply with Division 2 of the Associations Incorporation Act 1981 in a way that:

- correctly records and explains its transactions and financial position; and
- enables a financial statement for the association to be prepared; and
- enables the financial statement to be properly and conveniently audited by - for a level 1 incorporated association - an auditor or an accountant.

4.4.4 The Treasurer on behalf of the Management Committee must ensure accounting requirements comply with the Division 3 of the Associations Incorporation Act 1981:

- keep an account in Queensland with a financial institution;
- cheques issued by the club must be signed by any 2 of the following individuals:
 - the President of the association;
 - the Secretary of the association;
 - the Treasurer of the association;
 - another member of the association approved by the Management Committee;

- one of the persons who signs a cheque must be the President, the Secretary or the Treasurer.

4.4.5 The Treasurer, on behalf of the Management Committee, must ensure the funds and accounts comply with section 45 of the Club Rules of Association.

4.4.6 The Treasurer, on behalf of the Management Committee, must ensure the club complies with additional account requirements in Schedule 5 of the Associations Incorporation Regulation 1999, which are spelt out hereunder:

1 The association's Treasurer, or other authorised officer, must—

(a) receive all amounts paid to the association and, if asked, immediately give a receipt for the amounts; and

(b) as soon as practicable—

(i) deposit each amount received into the association's account with a financial institution; and

(ii) enter the particulars of each amount received, and payments made by the association, into the association's cash book.

2 Payments of less than \$100 may be made from a petty cash account kept on the imprest system.

3 Payments of \$100 or more must be made by cheque or electronic funds transfer.

4 Particulars of all payments from, and reimbursements to, the petty cash account must be recorded in the petty cash book.

5 The association's Management Committee must—

(a) approve or ratify the association's expenditure; and

(b) ensure the approval or ratification is recorded in the Management Committee's minute book.

6 The association's expenditure must be supported by adequate documentation filed in chronological order and kept at a place decided by the association's Management Committee.

7 The association's Treasurer, or other authorised officer, must regularly—

(a) balance the cash book; and

(b) make a reconciliation between the cash book and the balance of the association's account with a financial institution.

8 An association must keep its financial records—

(a) in the State; and

(b) for at least 7 years.

4.4.7 The Treasurer shall perform such other duties as are required by the Management Committee, and will include the following:

- Present a financial report at every regular meeting of the Management Committee.
- Ensure that the Management Committee regularly reviews the insurance policies of the club;
- Present to the Management Committee each year a budget for future income and expenditure.
- Comply with reporting responsibilities with government agencies, e.g. Taxation, Workcover, Superannuation and Office of Fair Trading.

4.5 Congress Convenor

4.5.1 The Congress Convenor shall organise and manage all aspects of the Club's congresses with the assistance of a small group including, but not limited to, the Chief Tournament Director, Webmaster, Treasurer, Chair of Catering Sub-Committee, Housekeeper and volunteers.

Tasks Involved:

- Obtain the dates of the club's Congresses from the Chief Tournament Director.

The QBA advises clubs via email when it is determining the Congress Calendar for the following 12 months and requests Clubs to submit dates for their Congresses. These dates are determined by the Management Committee on the advice of the Chief Tournament Director who, together with the Tournament Sub-committee, attempts to ensure that the dates do not coincide with any other Congresses in the Darling Downs Zone.

- Arrange for an appropriate venue and suitable catering for each Congress.

Normally, Congresses will be held on the club's premises and the Congress Convenor will liaise with the Chair, Function and Catering Sub-committee to provide suitable catering.

- Engage an appropriate Congress level Director for each Congress.

Normally, the Congress Director is booked from year to year. If the current Congress Director is not available, the Congress Convenor should contact the QBA for help to contact and book a Congress Director. Congress Directors need to be booked well in advance, as there are congresses on every weekend.

- Liaise with the Congress Director on all matters pertaining to the conduct of the Congress.

The format of the Congress including the session starting times, scoring methods (Butler or otherwise), movement formats (Swiss or otherwise) is determined by the Tournament Sub-Committee, the Congress Convenor and the Congress Director. Once a format is decided on it will normally not change from year to year.

- At least three months before the Congress, prepare QBA approved Entry Forms for each Congress and distribute copies to all clubs in the Brisbane Zone, Darling Downs Zone, Gold Coast Zone, Wide bay Zone and Sunshine Coast Zone.

The QBA provides a template of an entry form and a copy of this is in the club's computer files. Prepare and send a draft of the Entry Form to the Congress Director who is responsible for the technical management of the congress for his/her approval. The form must then be sent to the QBA Webmaster for final approval before distribution and uploading to the Club's website.

Email the approved Entry Form to all affiliated clubs in the Brisbane Zone, Darling Downs Zone, Gold Coast Zone, Wide Bay Zone and the Sunshine Coast Zone and

request that they promote the congress and print off forms for the use of their members. Email addresses are available on the QBA website and the DDBC Gmail website in the Contact List.

- Promote the event at Club Sessions including using Directors' announcements.
- Arrange for preparation of the venue, and check with the director of the day if he/she is providing all sets of boards, hand records and related stationery.

The booklets that are distributed for personal scoring at Congresses are designed and printed using the Club's computer and printer. (If Chris Snook is directing, he will print booklets if you ask him.)

Arrange Board dealing and Hand Records as required after consultation with the Congress Director who may wish to do this away from the club rooms.

Hand records are usually photocopied on different coloured paper for different sessions and are distributed at the end of each session.

Check with Director about stationery requirements, computer facilities and assistants. Ensure there is a good supply of pencils, bidding pads and rubbers on hand. Normally the Director is supplied with a caddy organised by the Congress Convenor. This can be two people – one doing the morning and the other the afternoon if need be. Give each caddy a list of the things they are to do.

Arrange for helpers to assist in the preparation of the Congress venue, normally the clubrooms, and normally the day before the Congress begins.

The Chair of the Catering Sub-committee is responsible for organising the catering for all Congresses. This includes finding volunteers to assist with the preparation and serving of food and cleaning up the rooms in readiness for the next session. This is usually done in consultation with the Congress Convenor.

- Maintain spreadsheet and online lists of players entered in each congress.

As entries come in, enter them to the Club's web site or other entry management program, and if they are to appear on the web site, advise the QBA webmaster to set up a link from the QBA web site. If not, from time to time, email a latest list of entries to the QBA webmaster.

After entries close: Ensure the Congress Director has access to the final list of players, being particularly careful regarding ABF numbers. Highlight any players with special needs e.g. stationary seating.

Liaise with Director on how to deal with late entries.

- Arrange a lucky door prize, a raffle, fill-in players and a photographer.

Arrange for a member volunteer to organise a raffle and a Lucky Door prize including sourcing prizes and selling tickets.

Arrange for fill-in players who can come early and help with the raffle and other tasks and be available to play should some players not arrive.

Arrange for a member to take photos of winners of awards and prizes for club records and publicity.

- Liaise with the Sponsorship Coordinator to arrange attendance by sponsors if required.
- Determine prize money and other awards for each Congress as approved by the Management Committee.
- Ensure that perpetual trophies are available with engraving up-to-date.

Congresses are not meant to make money but if possible break even with as many people receiving prize money as possible. There are guidelines for prize money on the QBA website.

Prepare prize money and other awards for presentation at the end of the appropriate session.

Obtain a cash float from the Treasurer for the raffle and entry fees.

Organise the presentation of prize money and awards including the taking of photos for Club records.

- Arrange for, or prepare, a short report for the QBA Bulletin.
- Arrange the collection and banking intact of all Entry Fees and other monies received and the giving of proper receipts for the same.

Arrange for a receipt book to be on hand in the club office with instructions as to what should be done with any Congress entry money collected in the absence of the Congress Convenor. Congress money is to be banked by the Treasurer or Assistant Treasurer into the General Account. These transactions are to be recorded on a spreadsheet.

- Make all payments and disbursements associated with the Congress and procure and submit proper receipts for same to the Treasurer.
- Present a report to members at the Annual General Meeting.
- Submit Financial Statements, Budgets, Reports, etc to the Management Committee when required.
- Complete the QBA Congress Report (J2) (available on the QBA website) after each Congress.

- Address the issues on the QBA Congress Convenor's Checklist in conjunction with QBA Regulations for approved red masterpoint congresses.

4.6 Club Teacher

Not applicable at this time.

4.7 Librarian

4.7.1 The Librarian, subject to the direction of the Management Committee, is responsible for the administration of the club's library. This includes purchasing, cataloguing and lending of library materials.

4.7.2 The Librarian has approval from the Management Committee for an annual budget of \$? to maintain the club's library.

4.8 Masterpoint Secretary

4.8.1 The Masterpoint Secretary will ensure that all masterpoints for which members are eligible will be properly assigned to those members.

4.8.2 The Masterpoint Secretary will deal with all matters relating to masterpoints with the QBA and ABF as required. The primary medium for communication will be email or access through the ABF Masterpoint portal.

4.8.3 Normally, the Masterpoint Secretary will be a member of the Tournament Sub-committee.

4.9 Membership Secretary

4.9.1 The Membership Secretary shall:

- Maintain a current register of members of the club. The register must include the following particulars for each member—
 - (a) the full name of the member;
 - (b) the postal or residential address of the member;
 - (c) the phone number and email address of the member;
 - (d) the date of admission as a member;
 - (e) the date of death or resignation of the member;
 - (f) details about the termination or reinstatement of membership;
 - (g) any other particulars the management committee or the members at a general meeting decide.
- Be the club's contact with the QBA and ABF on all membership matters except masterpointing (which is the responsibility of the Masterpoint Secretary).
- Follow procedures approved by the Management Committee for dealing with applications from intending members.

4.9.2 The procedure for processing membership applications is:

- A Membership Application Form is obtained by the applicant from the Director of the day or the Secretary.
- The Application Form is to be completed by the Applicant, Proposer and Seconder. The Proposer must check that all details are completed.
- The Treasurer, or Treasurer's delegate, will issue a receipt to the applicant, affix the receipt number to the Application Form and pass it on to the Membership Secretary.
- The Membership Secretary will present the Application Form to the next Management Committee meeting for consideration.
- If the application is not approved, the Secretary will so advise the applicant, stating reasons and, if appropriate, return payment to applicant. The Secretary will liaise with the Treasurer to organize the repayment. The Secretary will inform the Membership Secretary who will remove the applicant's details from the Club's records and the ABF records.
- If the application is approved, the Membership Secretary will:
 - add the member's details to Club's Register of Members; and
 - send the member's details to ABF for their records; and
 - send a welcome letter and a copy of the Club Rules to the new member.

The new member is to be introduced to other members by the Director at the first Club session they attend.

4.10 Newsletter Editor

4.10.1 The Newsletter Editor is responsible for the compilation, production and distribution of the club newsletter subject to broad direction from the Management Committee.

4.10.2 Contributions for the Newsletter are to be sought from all Management Committee members, Office Bearers and any other club member who wishes to contribute an article. The editor may use material from other sources, taking into account any copyright issues.

4.10.3 The Newsletter is to be produced at least quarterly, but may be more frequent, if desired by the Management Committee.

4.10.4 The format of the Newsletter is at the discretion of the Editor.

4.10.5 After proof reading by the President, Secretary or nominee, a copy of the Newsletter is to be distributed to all financial members of the club. The method of achieving this will normally be to have loose copies available at the clubhouse for a week (ie to encompass all sessions that are run in a week), a copy of which should be taken by members attending. After a week, the Editor will arrange for a copy to be mailed out to any member who had not attended a bridge session in the previous week.

4.10.6 An electronic copy will be sent to the Webmaster for inclusion on the website.

4.11 Press Officer

4.11.1 The Press Officer is responsible for forwarding the results of competitions to the local media.

4.12 Provider

4.12.1 The Provider is responsible for the catering of all club sessions*.

4.12.2 The Provider is responsible for:

- purchasing of all consumable items other than stationery and alcoholic beverages and
- involving other members in rosters for the provision and serving of food at club sessions.

* Club sessions do not include Special Functions and Congresses for which the catering is the responsibility of the Chair of Catering Sub-committee.

Tasks Involved:

The Provider is responsible for:

- Ensuring that all catering at club sessions takes place in a safe and hygienic environment.
- Ensuring that the pantry, refrigerators, dishwashers, kitchen and any areas from where food has been dispensed and all used utensils, crockery, etc are cleaned appropriately after the club session has finished.
- Organising members to assist with catering for, and cleaning up after, club sessions particularly when the Provider is not attending a session.
- Purchasing all consumables for club sessions other than:
 - (i) stationery and alcoholic beverages, and
 - (ii) consumable items for use by the cleaner, and
 - (iii) consumable items for Special Functions and Congressesand arranging with the Treasurer the payment methods for such purchases.
- Providing the Secretary with a monthly report of the Provider's area of responsibility.
- Liaising with the Congress Convenor, Congress Director, Session Director and/or the Chair of Catering Sub-committee where appropriate to ensure that the catering is well-coordinated with Special club functions/congress activities.

Task Related Information

Purchases of kitchen utensils and other non-consumable items require the approval of the Management Committee.

The kitchen is not registered as a commercial kitchen and is not linked to a grease trap, so no cooking using raw materials is to be undertaken there. Heating of pies, cheerios, etc may be done. Preparation of sandwiches, cutting up of fruit and vegetables and similar activities should be done on site. All utensils and surfaces must be appropriately cleaned before and after any food preparation. All food handlers must abide by the Food Standards Australia and New Zealand as displayed in the kitchen. Although these do not require the use of single use rubber gloves, the club prefers members preparing food to use those provided.

4.13 QBA Delegate(s)

4.13.1 The QBA Delegate(s) will attend meetings of the QBA Council as representatives of the Club and will report back to the Management Committee on the business discussed at those meetings.

4.13.2 The club is entitled to two QBA Delegate positions (one delegate for every 100 members or part thereof).

4.13.3 A travel allowance of \$40 will be paid for each QBA Council meeting or QBA Tournament meeting attended by the clubs Delegates. Only one allowance will be paid per meeting and Delegates are expected to car pool.

4.14 Zone Delegate(s)

4.14.1 The Zone delegate(s) will represent the Club in discussions and meetings relating to the Club's involvement in the Darling Downs Zone and report back to the Management Committee on zonal matters.

4.14.2 The club is entitled to two Zone Delegate positions (one delegate for every 150 members or part thereof).

4.14.2 Zone delegates will act as convenor or organizer for zone events hosted by the club.

4.15 Housekeeper

The Housekeeper is responsible for the cleanliness and tidiness of the premises.

Tasks Involved:

The Housekeeper is responsible for:

- Purchasing cleaning consumables and arranging re-imburement of same with the Treasurer.
- Arranging the washing of tea towels, hand towels and the like used in the kitchen.
- Arranging the carpet cleaning on a regular basis after liaising with the Management Committee.
- Arranging the purchase or making of new table covers after liaising with the Management Committee.
- Arranging the cleaning and changing of table covers at regular intervals.
- Liaising with the Chair of the Catering Sub-committee to ensure that the club rooms are cleaned following Special functions and Congresses in readiness for the next session of play.

4.16 Sponsorship Coordinator

4.16.1 The Sponsorship Coordinator is appointed on an annual basis and reports regularly to the Management Committee. Responsibilities and Duties include:

- Identifying and contacting potential new sponsors.
- Prolonging the arrangements with the existing sponsors.
- Keep a proper record of sponsor details.
- Give a report at regular meetings when required.
- Ensure sponsor details are advertised and promoted on the club notice board.
- Liaise with the Chief Tournament Director to ensure competitions support our sponsors.
- Be responsible for the day-to-day communication with current sponsors.

- Liaise with the Secretary regarding communication with existing or potential sponsors.

4.17 Welfare Officer

4.17.1 The Welfare Officer is appointed on an annual basis and reports regularly to the Management Committee. Responsibilities and duties include:

- Send “get-well” cards to members who are in hospital or unable to come to the club due to illness.
- Send sympathy cards to members who have lost a partner.
- Give a report to the Management Committee listing members who have been contacted.

4.18 Information & Technology Officer

4.18.1 The role of the IT Officer is to take responsibility for the maintenance of the Club’s computers (including software), photocopiers, PA Systems, electronic timer for lights and other electrical or electronic equipment belonging to the Club.

4.19 Building & Grounds Maintenance Coordinator

4.19.1 The Building & Grounds Maintenance Coordinator is responsible, subject to directions from the Management Committee, for:

- liaising with RASQ regarding any maintenance problems with the building,
- liaising with the relevant contractor for regular maintenance of the air-conditioning system,
- ensuring that the grounds in the immediate vicinity of the clubs entrance are kept in a neat and tidy condition, and
- carrying out, or arranging, any minor maintenance required to club property.

4.20 Webmaster

4.20.1 The Webmaster is responsible, subject to directions from the Management Committee, for management of the club website.

4.21 Chief Tournament Director

4.21.1 The Chief Tournament Director is a senior Director of the club who:

- Maintains oversight of the playing sessions within the club.
- Provides advice on Law and Regulation to Directors and players as required.
- Chairs the Tournament subcommittee.
- Maintains a list of Registered Club Directors.
- Coordinates the Directors roster.
- Provides liaison between the Tournament subcommittee and the Management Committee.

4.21.2 The Chief Tournament Director acts as the Tournament Organizer specified in Law 80B of the Laws of Duplicate Bridge.

4.22 Board Dealing Coordinator

The Board Dealing Coordinator acts under general direction from the Chief Tournament Director to deal, or arrange to be dealt, all boards for general club sessions. This includes:

- Oversee day-to-day operation of the dealing machine.
- Coordinate the volunteers' roster to deal boards.
- Generate appropriate hands using Dealmaster Pro software (in batches) and prepare/print master hand record sheets.
- Liaise with Webmaster to load hand records to the club website.
- Liaise with Chief Tournament Director on the number of boards to be dealt per week.

4.23 Recorder

The individual who has agreed to accept the role of Recorder performs an important function that facilitates the smooth running of bridge events. For the better guidance of individuals acting in such a role the following guidelines have been copied from the ABF website.

4.23.1 The first function of the Recorder for any event is to receive communications (oral or written) from individual players as to concerns which arise from events at the table at the particular event for which the Recorder is serving.

4.23.2 To facilitate such communications the Recorder will be available for consultation at the close of play for at least ten minutes and for ten minutes before the commencement of play for the next session.

4.23.3 The Recorder will consider such communications and in his or her discretion respond by taking one of the following actions:

- a. Advise and inform the player/s that there is no need for further action, explaining the laws and practices of Bridge as necessary.
- b. Consult the director of the relevant session and then advise the players accordingly.
- c. Refer the player/s to an Appeals Advisor.
- d. Undertake to alert the Convenor of the event to the concern of the player/s.
- e. Where the concern is that an action by another player was or might have been unethical or inappropriate and there appears some chance that the concern is justified, inform the other player of the concern and obtain an account of the incident from their perspective.
- f. Decide that the incident does not merit an inquiry as to whether disciplinary action is appropriate as and by itself but that repeated instances of such conduct might merit such action, inform the subject of the comment accordingly and take a note of the details of the accounts received.
- g. Decide that the incident does merit an inquiry as to whether disciplinary action is appropriate, prepare a document for consideration by the ABF Ethics Committee, give a

copy of the document to the Convenor of the event and forward the document to the Secretary. Note that a copy of the report will be made available to the subject of complaint if the Ethics Committee is considering acting to discipline the player.

- 4.23.4 Within a week after the event concludes, the Recorder will prepare a report on the conduct of the event and any incidents dealt with under f above and forward a copy of that report to the Management Committee.
- 4.23.5 The Management Committee commits to using the full strength of its disciplinary powers to support any Recorder who meets discourtesy from any players that are approached by the Recorder in the course of exercising his or her functions.

BY-LAW 5 - SUB-COMMITTEES

5.1 General

- 5.1.1 The President is an ex officio member of all sub-committees of the Club.
- 5.1.2 Each sub-committee is responsible for the preparation and circulation of agendas and reports of its meetings.

5.2 Catering Sub-committee

- 5.2.1 The function of this Sub-Committee, subject to directions from the Management Committee, is to determine the format for special functions and congresses and organize catering and catering helpers.
- 5.2.2 Membership shall consist of a Chair appointed by the Management Committee, a member of the Management Committee, the Providor (ex-officio) and the President (ex-officio). Depending on the function, additional members will be the Congress Convener, the Director of the session involved and the Chief Tournament Director or his/her nominee. It is expected that the chair will also invite some club members who may be assisting at a function to join the Sub-Committee temporarily for discussions and planning.
- 5.2.3 Special Functions will be determined by the Management Committee and would normally include, but are not limited to Christmas Party, Annual Presentation of Awards and social gatherings after major club events.

Tasks Involved:

The Chair of the Catering Sub-Committee is responsible for:

- Determining the format for club functions (other than congresses) and ensuring that Special functions are well-organised and appropriately catered at a reasonable cost.
- Liaising with the Congress Convener, Congress Director, Session Director and/or the Providor where appropriate to ensure that the catering is well-coordinated with the Special Function/congress activities.
- Ensuring that catering at Congresses is appropriate, well-organised and at reasonable cost.
- Purchasing consumable items, including alcoholic beverages, for Special Functions and Congresses. Reimbursement for Congress items is to be arranged with the Congress Convener and for Special Functions items with the Treasurer.
- Ensuring that all catering takes place in a safe and hygienic environment.
- Ensuring that the kitchen and other areas from where food has been dispensed are cleaned appropriately after the Special Function or Congress has finished.
- Organising catering helpers for Congresses and Special Functions.
- If required, arranging for a cash float with the Treasurer.
- Within 14 days after each Congress and Special Function, providing the Treasurer with a report of expenses incurred and any requests for reimbursement for expenses, supported by appropriate documentation.
- Within 14 days after each Congress and Special Function, providing the Secretary of the Club with a brief report for the Club's records. For Congresses, this report should be a report on the catering aspects of the Congress. For Special Functions, this report should be a report on all aspects of the function.

5.3 Tournament Sub-committee

- 5.3.1 The Tournament sub-committee is responsible, subject to directions from the Management Committee, for organising and scheduling tournaments on behalf of the Club. For the purposes of these by-laws, tournaments will include Club playing sessions but not Congresses (which are the responsibility of the Congress Convenor).
- 5.3.2 Normally, all Club Directors, Directors in training, the Congress Convenor and the Masterpoint Secretary will be members of the tournament sub-committee. The Chief Tournament Director will maintain a list of the club's Registered Directors.
- 5.3.3 A quorum for the Tournament sub-committee shall be no less than half of the Club's registered Directors.
- 5.3.4 The Tournament sub-committee shall:
- Review and keep current the tournament regulations of the Club.
 - At each regular Management Committee Meeting report on the progress of all events and the results of any Championship event completed since the previous Management Committee meeting.
 - Report to the Management Committee on any irregularities occurring in the course of any event.
 - Liaise with the Queensland Bridge Association and the Australian Bridge Federation about the scheduling of tournaments, as required.
 - Prepare the annual calendar of Club events for the approval of the Management Committee. The calendar is to be available to members of the Club by mid-December each year.
 - Approve the content and production of the Club's Programme Booklet.
 - If required, prepare a set of supplementary tournament regulations for each red masterpoint event held by the Club; these regulations are to be displayed in the clubrooms.
 - Form a panel of suitable persons to serve on appeals sub-committees for Club tournaments during the year and to supervise the selection and performance of such. The panel will include a number of strong bridge players together with other members considered to have broad bridge experience and to have a balanced objective approach to decision making. The Appeals Sub-Committee shall follow the procedures set out in the Darling Downs Bridge Club Appeals Rules (see Appendix 1).
 - Maintain the inscription on Club trophies, honour boards etc.
 - Liaise with the Press Officer to ensure the correct publicity for Club events.
 - Encourage Club members to train as Directors and to sit Directors' examinations.
 - Ensure efficient running and scoring of all Club sessions and tournaments.
 - Ensure that qualified Directors are in charge of each session run by the Club.

BY-LAW 6 - BRIDGE EVENTS & FEES

6.1 Club Events

- 6.1.1 All events conducted by the Club shall be awarded master points in accordance with the master point schemes approved by the Australian Bridge Federation.
- 6.1.2 All play shall be in accordance with the 2017 Laws of Duplicate Bridge.
- 6.1.3 All entrants in any Club event are bound by the Rules and by-laws of the Club.
- 6.1.4 All events will be run according to the Darling Downs Bridge Club Tournament Regulations and may also have supplementary regulations announced at the start of the event.
- 6.1.5 Entrants in Club events are not required to be Club members unless specified otherwise.

6.2 Table Money and Entry Fees

- 6.2.1 Table money in all Club events shall be at a rate determined and promulgated by the Management Committee. As at 1 July 2017 these rates are:
 - \$5.00 per member player per session
 - \$6.00 per visitor per session (a visitor may play a maximum of three such sessions)
- 6.2.2 Table money in other events held at the Club may include an additional entry fee.

6.3 Use of a Foreign Language

- 6.3.1 The Darling Downs Bridge Club has adopted the ABF's recommendation concerning the use of a foreign language at the bridge table during sessions of play. Their recommendation states:
 - “the use of foreign languages is acceptable before the session starts, during breaks in play and when play is finished. The use of a foreign language is not allowed while the cards are out of the board. Between hands, if players cannot use good English, they should request approval from opponents to use a foreign language. If permission is granted, it is the responsibility of those communicating in the foreign language to explain as well as they can what was said.”

BY-LAW 7 - CONDUCT OF MEMBERS

7.1 Zero Tolerance of Poor Behavior

The Darling Downs Bridge Club has adopted a policy of “Zero Tolerance of Poor Behaviour”. This policy must be displayed in the clubrooms at all times. This policy applies in all bridge sessions run by the club.

Expected Behaviour

1. Greet players prior to start of play of each round.
2. Be a good 'host' or 'guest' at the table.
3. Do everything possible to make bridge enjoyable for yourself, your partner and your opponents.
4. Give credit when opponents make a good bid or play.

Unacceptable Behaviour

1. Criticising partner or opponents.
2. Badgering, rudeness, insinuation, profanity, threats of violence, violence.
3. Negative comments concerning opponents' or partner's play or bidding.
4. Discussing hands after the round is called.
5. Objecting to a call for the director.
6. Disputing a Director's ruling during the game. (Lodging an appeal is the appropriate action.)

Penalties

If the Director is satisfied that a breach has occurred, the offending player will be fined 25% of a board, or 3 IMPS. (If both partners are guilty, the fine will double.)

Procedure

When unacceptable behaviour occurs, opponents should call the Director immediately, indicating that the player/pair are 'interfering with our enjoyment of the game.' (breach of Law 74A)

Procedures for Implementation

I. Players are requested to call for the Director whenever behaviour is not consistent with the guidelines outlined above. Players must not retaliate in any way.

II. For the purpose of this policy, all club directors are deemed to be “on duty” and will report unacceptable behaviour to the director in charge.

III. The director, when called, shall make an assessment of the situation. If it is established that there was unacceptable behaviour, an immediate $\frac{1}{4}$ of a top disciplinary penalty (3 IMP in team games) shall be assigned to all offenders. This may involve any one or all four players at the table irrespective of who initiated the unacceptable behaviour. If both members of a partnership are guilty, the penalties are additive ($\frac{1}{4}$ board EACH = $\frac{1}{2}$ board penalty).

IV. If it is determined that the same offender is responsible for a second offence in the same session, then the penalty for the second offence will be $\frac{1}{2}$ of a top (6 IMP in team games).

V. If it is determined that the same offender is responsible for a third offence in the same session, then the offender(s) shall be ejected from further competition in that session. An offender removed from a session shall be deemed to have not played in the session, no master points will be awarded and no refunds will be made. All previously-obtained results shall, however, remain valid as to their effect upon other competitors.

VI. In the case of a serious offence and in the case of multiple offences (three) during a session, a conduct review subcommittee will be convened to determine whether the offender(s) should be allowed to play in other events at the tournament and/or whether additional sanctions may be appropriate. This will be in accord with the club By-Laws section 7.

VII. Warnings are strongly discouraged and will be given only when there is no clear violation or in cases where the facts cannot be determined. Offenders are to receive immediate penalties. Regardless of who may have initiated unacceptable behaviour, ALL offences are punishable. Retaliatory behaviour is a punishable offence. Frivolous accusations will also be considered as offences under this policy.

VIII. In accordance with the Laws of Duplicate Bridge, a Director's decision to impose a disciplinary penalty is final; however, all such decisions may be appealed. An appeals committee may not overturn the Director's decision, but could recommend that the Director reconsider the imposition of a penalty. It should be noted that the committee may feel that the penalty assessed was not severe enough and may refer the matter to a disciplinary committee.

IX. The director in charge shall provide a summary report of all behavioural penalties to the Tournament Chairman and/or Recorder. This shall be done within 24 hours of the completion of the event, normally by email.

7.2 Conduct Considered an Offence

The following is a list of examples of conduct that may be the subject of a Conduct Review and which, if proven, are considered to be offences against the Club and its members. The list is not an exhaustive list of possible offences.

- a. Improper communication between partners.
- b. Failure to maintain a courteous attitude towards a partner or opponents.
- c. Disruption of the orderly progress of the game.
- d. Interfering with the enjoyment of the game including making frivolous or groundless complaints.
- e. Any remark or action which causes annoyance or embarrassment to another player or person in the Club rooms or at any place where the member is present as a bridge player.
- f. Any attempt by remark or action to bring the Club, the QBA or the ABF into disrepute.
- g. Theft or deliberate destruction of property, including property of the Club.
- h. Offences against non-members.
- i. Any offence by a Club member against a non-member that might be subject to a penalty under civil or criminal legal action may also be considered by the Management Committee as the subject of a Conduct Review.

7.3 Offences Alleged to have been Committed During a Session of Play

- 7.3.1 It is expected that most instances of poor behaviour will be dealt with by the Director in accord with the policy of zero tolerance of poor behaviour as detailed in 7.1.
- 7.3.2 If one or more members wish to make an allegation about the conduct of one or more other members during a session of play, that allegation shall be made to the Director of the session at the earliest opportunity. (This will normally be immediately, or at the end of the current round at the latest).
- 7.3.3 The Director will then discuss the allegations with all members involved before they leave the venue with a view to resolving the issues contained in the allegation(s). If the alleged offender(s) have already left the premises, the Director will proceed as if the issues have not been resolved (see 7.3.4).
- 7.3.4 If the issues cannot be resolved to either party's satisfaction, the Director will inform them that they have 48 hours after the end of the session to put their allegations in writing to the Secretary.
- 7.3.5 Whether or not the issues have been resolved, the Director will prepare a written report and submit it to the Chair of the Tournament Sub-committee within 48 hours of the end of the session. This report may be used in any further investigation of the allegation(s).

7.4 Offences Alleged to have been Committed at Other Times

- 7.4.1 If one or more members wish to make an allegation about the conduct of one or more other members regarding offences that are not directly related to a session of play, then that allegation shall be made in writing to the Secretary within 7 days of the incident occurring.

7.5 Conduct Review

- 7.5.1 Of its own volition or upon receipt of a complaint in writing - which may be a complaint by QBA, the Australian Bridge Federation or an individual - the Secretary, acting on behalf of the Management Committee may initiate a review concerning the conduct of any member of the Club.
- 7.5.2 Such a review may be concerned with the conduct of the member in the following areas (but not necessarily limited to the following):
- in relation to the provisions of the Laws of Duplicate Bridge;
 - in relation to behaviour in the Club rooms, whether or not bridge is being played at the time;
 - in relation to behaviour at any place where the member is present as a bridge player;
 - in relation to the provisions of the Rules or By-Laws of the Club; or
 - in relation to any of the matters set out in By-Law 7.2.

7.6 Procedure of Conduct Review

The procedure of a Conduct Review is described in the following sections.

- 7.6.1 Upon receipt of a written notification of an allegation of misconduct or upon instruction from the Management Committee, the Secretary will provide the member(s) against whom the allegation has been made with a copy of the written notification. All such allegations are

to be treated in confidence at least until the allegations have been investigated. Initial contact will be by telephone within 24 hours of receipt of the written notification.

7.6.2 Within 24 hours of receiving the written notification of the allegation the Secretary will advise all members of the Management Committee of the allegations and give them a copy of the written notification. Management Committee members who are involved in the allegation under consideration or are regular partners of the members involved will excuse themselves from this process.

7.6.3 A Conduct Review subcommittee (normally comprised of the President, Vice-President and one other Management Committee member) will commence the investigation. Only members of the Club or other players involved in the allegation are to be involved in the investigation. The Management Committee shall delegate to the Conduct Review subcommittee any relevant powers of the Management Committee.

The investigation will include:

- The Chair speaking with the member(s) making the allegation(s) and the member(s) against whom the allegation(s) have been made with a view to mediating and resolving the issues with minimal fuss. At this time, the Chair will also inform the member(s) involved in the allegations that they have the right to be heard by the Conduct Review subcommittee and to make a written response to the allegations to that subcommittee. If any member wishes to waive any rights in relation to the review, such waiver shall be in writing.
- Should mediation not prove successful, the Conduct Review subcommittee will further investigate the case and notify the member(s) against whom the allegations have been made as to their rights with regard to presenting a written response, attendance and support at meetings of the sub-committee etc. The Chair of the Conduct Review subcommittee shall give the members involved in the allegations not less than three days and not more than seven days' notice of any meeting of the Conduct Review subcommittee dealing with the allegations. Only members of the Club or other players involved in the allegations are to be present at these meetings.

7.6.4 After a successful mediation process or after a further investigation, the Chair of the Conduct Review subcommittee will inform the Secretary in writing of its conclusions, the penalties it has imposed on the members involved (possible penalties that may be imposed by the Conduct Review subcommittee are listed in the following section) and any other recommendations flowing from the process. Such recommendations shall be referred to the full Management Committee for appropriate action. The Chair will draft letters to the members involved to be sent by the Secretary as soon as practicable after receipt of such drafts.

7.6.5 Penalties that may be imposed by the Conduct Review sub-committee If a complaint against a member has been proven to the satisfaction of the Conduct Review sub-committee following a review, the Conduct Review sub-committee may impose a penalty or combination of penalties from the following list:

- Reprimand/warning.
- Suspension from participation in all bridge at the Club for a specified period of time.

- Suspension from participation in bridge play of a certain type or class for a specified period of time. This may include a restriction to playing in Club events or not playing in Club events.
- A requirement to reimburse an estimated loss due to damage or theft of property.
- A written apology to the aggrieved member(s).

In imposing penalties, the Conduct Review sub-committee will take note of previous penalties imposed. However, penalties may be varied depending on circumstances.

7.6.6 The Conduct Review sub-committee may also recommend to the Management Committee that a member's membership be terminated should the members of the sub-committee feel that this is warranted. Whether or not to proceed with this termination will be decided by the Management Committee in accordance with the Rules of the Association.

7.6.7 The Secretary shall keep a record of all such allegations and the outcomes of the investigations.

7.7 Appeals Against Decisions of the Conduct Review Sub-committee

7.7.1 Any appeals against decisions of the Conduct Review sub-committee are to be made to the Management Committee within 5 days of receipt of those decisions. The member appealing has the right to attend any Management Committee meeting called to hear such appeals and to have advocate representation at such meetings. Hence the member must be given adequate notice of such meetings. The three members of the Conduct Review sub-committee will attend all such appeal hearings but will be excused from voting at such an appeal.

7.8 Notification of Penalties

7.8.1 The Management Committee will advise the QBA of all penalties imposed on a member of the Club under the powers of the Management Committee. This communication will be via confidential letter to the Manager of the QBA.

7.8.2 All parties involved in the allegation will be advised in writing of the outcomes of the Conduct Review process.

7.8.3 Directors of the Club will be advised of the outcomes of the Conduct Review process if the penalties involve the suspension of a player or partnership from playing in club sessions for a period of time.

7.8.4 Apart from the above, the Club will not divulge the outcomes of the Conduct Review process to any other parties.

7.9 Penalties Imposed by External Bodies

7.9.1 The Club may not reduce the impact of any penalty imposed on a member of the Club by the Queensland Bridge Association or the Australian Bridge Federation. The Club may review any such penalty and extend its application.

7.9.2 Penalties imposed by the Darling Downs Bridge Club apply to its own events and activities including Zone events and Congresses, but do not apply to QBA or ABF events hosted in its clubrooms.

BY-LAW 8 - OTHER MATTERS

8.1 Honorariums

Volunteering is an unpaid service to the Darling Downs Bridge Club Inc, which acts as a non-profit organisation and it could not function or continue to benefit the community without the support of volunteers.

In recognition of the valuable service volunteers perform for the club and the community the Management Committee may award an honorarium to volunteers as an honorary reward for voluntary services to the club. If awarded, the honorarium will cover the out of pocket and travel expenses that the volunteer may have experienced and a small amount as a token of appreciation for their efforts.

CHANGE HISTORY

21st August 2017

Adopted at Management Committee Meeting