

**WAGGA WAGGA BRIDGE CLUB INC**

# **OPERATIONS MANUAL**

Adopted January 2015

Last Updated 19 April 2017

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# ROLES AND RESPONSIBILITIES

## President

At the most general level, the President is expected to ensure that the Club promotes enjoyment, participation and achievement of its members in playing Bridge. The President helps the Committee prioritise its goals and keeps it on track by working within the Club's framework.

At an operational level, the major function of the President is to facilitate effective decision making processes and ensure that the Club is run efficiently administratively, financially and socially, to support all Bridge related activities.

The President should:

- Be familiar with the Constitution, By-Laws and Committee Resolutions.
- Ensure that the operations of the Club are in compliance with the Associations Incorporation Act.
- Understand how to chair a meeting and apply appropriate meeting procedure protocols in an impartial manner.
- Manage the communication process between the Committee and Club members so that there is effective communication both ways.
- Work with various Committee members to ensure that they are able to fulfil their roles.
- Discuss agenda items prior to each committee meeting with the Secretary and ensure that they are circulated to relevant members in sufficient time.
- Ensure that planning and budgeting for the future is carried out in accordance with the wishes of members.
- Be available to handle any disputes and grievances.
- Liaise with relevant stakeholders including Wagga Wagga City Council.
- Prepare an Annual Report for the AGM.

## Vice President

While the Vice President is in many ways the back-up for the President in case of unavailability, the role still requires a high profile within the club. If for no other reason than maintaining such a profile, the Vice President should also fulfil the role of Club Captain.

Apart from the duties of the Club Captain, the Vice President should:

- Be familiar with the Constitution, By-Laws and Committee Resolutions.
- Ensure that the operations of the Club are in compliance with the Associations Incorporation Act.
- Understand how to chair a meeting and apply appropriate meeting procedure protocols in an impartial manner.
- Assume the chair of the meetings in the President's absence.
- Deal with any issues in the President's absence that would normally be dealt with by the President.

## **Club Captain**

The Club Captain has an important role in developing the 'esprit de corps' of the Club by promoting the playing of Bridge in a variety of circumstances both within the Club and in the wider Bridge community.

The Club Captain should:

- Take a leading role in promoting attendance at Club events.
- Put in place strategies that encourage participation by Club members at events beyond the Club level.
- Liaise with the Chief Director to develop the participation by Club members.
- Ensure that 'stand-by' lists are fully subscribed as part of a strategy to maximise member attendance at Bridge sessions.
- Take part in the planning of competitions for the following year.
- Contact members who have not played for an extended period to determine how they can be helped to return to playing.

## **Treasurer**

The Treasurer has arguably the most responsible and accountable role within the club. In managing the Club's finances it is important to be thorough and transparent in all operations. Even though the Club is a not for profit organisation, the Treasurer should adopt responsible measures to ensure that where losses are incurred, they are done with the full knowledge and support of the Committee. Ensuring that expenditure is duly approved is a key to this, as is ensuring that income due is promptly received and accounted for.

The Treasurer should:

- Be familiar with the Constitution, By-Laws and Committee Resolutions, especially those pertaining to financial management of the Club.
- Follow the Club approved procedures for the management of the Club's finances.
- Ensure that the club has the approved bank accounts with the appropriate signatories and facilities as detailed in the Constitution, By-Laws or Committee Resolutions.
- Pay all accounts promptly and receipt and bank all income in a timely manner.
- Attend all meetings of the Committee, submit a detailed monthly report and present a summarised financial statement to the meeting. (If unavailable, arrange for another member to present statement.)
- Keep accurate financial records. This will involve reconciling Bank Statements with the Cheque and Cash books and following up on any un-presented cheques or overdue income as well as maintaining a Petty Cash book
- Provide information to members based on the financial records.
- Close books at the end of the Club's financial year, submit accounts for audit and prepare a report for the Annual General Meeting to accompany the audited financial statement.
- Arrange to update bank signatories after the Annual General Meeting (and at any other time during the year should there be a change of signatories).

## Secretary

The Secretary has two key functions, (1) to act as the principal agent for all official communications both inward and outward and (2) to ensure that all the necessary records that are required for the effective running of the club are kept in an efficient manner and a secure but readily accessible form.

The Secretary should:

- Be familiar with the Constitution, By-Laws and Committee Resolutions.
- Ensure that the operations of the Club are in compliance with the Associations Incorporation Act.
- Ensure that the Club's office supplies are purchased in a timely and cost effective manner.

In the communications role, this involves:

- Making the necessary arrangements for all official club and committee meetings. (Including agendas, venues, notices of meeting etc.)
- Receiving and recording official communications and passing these on to the appropriate person or body, for action.
- Communicating with whoever the club requires for official club affairs.

In the record keeping role, this involves:

- Preparing the draft and duly approved minutes of all meetings.
- Keeping all related documents to every official meeting (Committee, General and Annual General).
- Maintaining a register of keys used to access club facilities.
- Maintaining the membership database including all personal details of all financial members.
- Ensuring that an accurate register of all Login IDs and passwords is kept for appropriate club use and where required, that passwords are updated.
- Ensuring that the list of all necessary club contacts, (including suppliers, maintenance contractors, WWCC contacts etc.) is maintained in a timely manner.
- Ensuring that all club records kept in digital form are regularly and frequently backed up using appropriate IT practices.

## Education Officer

The sustainability of the Club relies heavily on the introduction of Bridge to potential members and the on-going skill development of its current membership. Such an important role needs to have a member of the Committee dedicated to the job of fostering Bridge development at all levels.

The Education Officer should implement a strategy for skill development by:

- Ensuring that Beginner's lessons are offered at least twice per year.
- Arranging for various skill development activities within the Club on a regular basis.
- Arranging specific skill development activities that may be in response to members' expressed needs.
- Undertaking tasks to determine what members' Bridge development needs are.

## **Masterpoint Officer**

The Masterpoints details are a requirement for the club's affiliation with the Australian Bridge Federation and as such, their accuracy has both financial implications for the club as well as personal consequences for the club's members. The Masterpoint Officer is responsible for all dealings with the ABF regarding the allocation of Masterpoints.

The Masterpoint Officer should:

- Update the club's masterpoint results at least once per month with the ABF.
- Communicate with the responsible party regarding the authorisation of red masterpoints.
- Regularly retrieve any ABF communications such as invoices and reports and pass them on to the appropriate person or body.
- Regularly make available updated Masterpoint lists of the club's members.

## **Newsletter Editor**

The newsletter forms a vital part of the communication within the Club.

The Newsletter Editor is expected to:

- Prepare a regular newsletter for the Club according to the deadlines approved by the Committee.
- Arrange for the duplication and distribution of the newsletter using the methods approved by the Committee.
- Actively encourage submissions by members for the newsletter.
- Arrange for a copy of the newsletter to be posted on the noticeboard and on the Club's website.

## **Catering Officer**

The Club provides substantial catering for its members through the regular provision of tea, coffee, biscuits, soft drinks and wine as well as through special events that are held on a scheduled basis. Additional items required for catering or sanitary purposes or by the cleaner, need to be dealt with by the Catering Officer.

The Catering Officer should:

- Manage the catering needs of the Club in accordance with Committee decisions.
- Ensure that adequate supplies are purchased in a timely and cost effective manner.
- Work with Club members to provide catering needs at special functions.
- Coordinate with external caterers for special events as required.
- Liaise with the organisers of special events to ensure that the catering requirements are adequately met.

## **Property Officer**

The Club has a significant investment in a variety of resources that are used to support the Club's activities. Making investments in such resources, ensuring that they are maintained and keeping track of them and their associated data, are the major tasks associated with the role of Property Officer.

The Property Officer should:

- Ensure that an up to date register of the Club's resources is maintained as part of official Club records.
- Identify areas which need to be considered for maintenance or repair during the year.
- Arrange for any maintenance or repair that needs to be done.
- Identify areas where improvements to the Club's resources could be made.
- Provide budgeting information to the Committee so that adequate financial provision can be made.

## **Publicity Officer**

The Publicity Officer is responsible for the promotion of the Club in the wider community.

The Publicity Officer should:

- Use a variety of main stream media to promote the Club, its events or achievements as often as possible.
- Ensure that the Club's promotional material (brochures, flyers, web site) is kept up to date.
- Liaise with those who are organising special activities for the Club to make them known outside the Club.
- Develop ways in which the Club's membership can be grown.

## **Directors**

The Directors as a group are independent of the Club in the area of the Play of Bridge. They are externally accredited and bound by regulations issued by the Australian Bridge Federation and the NSW Bridge Association. However, in providing this independent service, they are also accountable to the Club where its requirements do not conflict with their independent role.

### **Chief Director**

The Chief Director is expected to hold the necessary Director's qualifications at a higher level than the ordinary Directors. While the nomination of the Chief Director is a matter for the group of Directors as a whole, the appointment is made by approval of the Committee. Ideally, the Chief Director would also be an elected member of the Committee but in cases where this is not so, the Chief Director shall be included in all Committee meetings with the right of audience and debate.

The Chief Director should:

- Convene Directors' meetings on a regular and frequent basis in order to communicate relevant information regarding changes to rules, local problems (eg slow play) and to provide an opportunity for Directors concerns to be addressed.
- Communicate the outcomes of these meetings within the Club using the various mechanisms available.

- Report to the Committee and ensure that they are kept informed of any changes in rules, appeals, problems, etc, which impinge on the reputation of the Club.
- Coordinate the running of special State and National events within the Club, and liaise with Convenors of these events.
- Collate results of these events in conjunction with the Masterpoint Officer and forward same, with monies owing, to the appropriate persons.
- Resolve disputes related to the play of Bridge and where required, nominate an Appeals Committee of 3 people from the floor or in extreme cases, contact a professional Director for an opinion or guidance at a subsequent time.
- Generate the necessary deals and dealing machine files for the sessions of play.
- Prepare the Directors Duty roster keeping in mind any recommendations made by Committee.
- Prepare the board dealing roster.
- Take part in the planning of competitions for the following year.
- Take part in the decisions regarding the awarding of Annual Prizes.
- Foster the development of additional Directors and the upgrading of the skills of the existing group.
- Ensure that notable performances by members are communicated to the Publicity Officer in a timely manner to take advantage of any news worthiness.
- Ensure that a Director is available for every session

### **Director on Duty**

The Director on Duty has total responsibility in relation to the play of Bridge at any session. This includes any circumstances which affect the running of the session. Where circumstances prevent a Director from directing a particular scheduled session, it is expected that they will arrange a replacement, even at short notice.

The Director on Duty is expected to:

- Liaise with Chief Director for any specific variations to routine.
- Organise the movement for the session.
- Specify the timing of rounds
- Arrange distribution of boards and Bridge Pads.
- Arrange for the return of boards and Bridge Pads at the conclusion of the play and account for all of the resources.
- Be proficient with set up, data entry, and completing the computer scoring of each session.
- Publish results in the approved locations.
- Make a decision in relation to players' comfort during a session.
- Rule on any request made by a player.
- Take the rule book to the table for calls/disputes
- Ensure that the correct boards are being played (especially during a Howell movement but also in relation to skips and sit-outs).

- Turn off the PA system at power point and ensure that the microphone is switched OFF.
- Ensure room is secure before leaving, ie, air conditioners, fans, lights, windows, blinds, hot water 'asleep', toilet lights off, no running cisterns, bring in mat, front door and fire doors securely locked.
- Ensure the garbage bin is put out for collection in Monday night.

## **Congress Convenor**

It is expected that the Committee will appoint next year's Congress Convenor as soon as practicable after the conduct of the current year's Congress. The Congress Convenor does not have to be a member of the Committee nor chosen exclusively from the Directors.

The rationale for appointing the Congress Convenor in the year before the event is simply that the lead time required for the activities that ultimately culminate in the Congress, may be as long as a year.

The Congress Convenor is expected to:

- Implement the Committee's wishes in relation to preferred dates and venue.
- Book the dates with the NSW Bridge Association.
- Book the external Director for the Congress.
- Arrange for sponsorship of the event.
- In conjunction with the Secretary, develop appropriate procedures for receiving entries.
- Prepare recommendations for Committee regarding the conduct of the Congress including sectioning and awards.
- Liaise with Catering Officer in a timely manner regarding the catering arrangements that will need to be put in place.
- Liaise with the Publicity Officer in a timely manner regarding the publicity for the event.
- Liaise with the Treasurer regarding the financial arrangements associated with the Congress.
- Manage the arrival and registration of Congress participants.
- Manage the event including having final say on any matter not related to the play of Bridge.
- Determine the winners of each section or category and arrange for the presentation of awards at the conclusion of Play.
- Reconcile income and expenditure and provide a report of Congress to the Committee.

## **IT Systems Administrator**

It is expected that the IT Systems Administrator will manage the IT resources used by the Club. This includes the computer and all associated peripherals and software as well as the Club's web site hosted in the US at DreamHost. The tasks to be carried out may be delegated to various people from time to time.

The IT Systems Administrator is expected to:

- Implement an IT policy that ensures the integrity of the Club's data.
- Ensure that the hardware and software performs to expectations.
- Advise the Committee of any maintenance or upgrade requirements.
- Keep the Club's web site up to date in a timely manner.
- Liaise with the Chief Director in respect of scoring programs.

# PROCEDURES

## Card Play

The Chief Director will have published appropriate rosters for dealing the boards and the Director of each session.

### Preparation:

- Chief Director will advise the rostered dealers of any specific requirements for special events.
- Dealers to deal boards and print hand records as required.
- File original hand records in folder.
- Rostered Dealers to arrange replacement dealers if not able to attend as per roster.
- Dealers to report any issues such as incomplete packs of cards, or equipment problems to the Chief Director and/or the Property Officer.

### Sessions

- Members are expected to be seated 15 minutes prior to starting time of session
- Stand-by member: if the stand-by member is not required, they may organise for another player who is known to be available at short notice to come or alternatively, go home, at their discretion.
- North/South are responsible for their table including a) collecting table fees, b) scoring on the Bridge Pad, c) setting the table up for next time, d) returning the last boards and Bridge Pads and e) the cleanliness and serviceability of their table.
- The final pair at a sit-out table is expected to carry out all of the above tasks before going home.
- East/West players are responsible for the movement of boards during the session.

## Special Events

### Congress:

- Congress Convenor will have made all the necessary lead up arrangements from as early as the previous year. A checklist of tasks associated with the running of Congress ought to be available from the Secretary.
- Congress Convenor will ensure that Sponsor requirements regarding advertising or product placement have been met.
- Congress Convenor will ensure that the venue is satisfactorily prepared for the event.
- Congress Convenor will ensure that the registration of participants is carried out in an orderly and effective manner.
- Congress Convenor is responsible for organising all matters associated with the Director (including accommodation, any social activities and payment at the conclusion).
- Catering Officer will have made all the arrangements for catering the event.
- Awards are to be made at the conclusion of play.

- Monies received are to be banked through the Treasurer or held in a secure location until able to be banked.

### **Melbourne Cup Day:**

An organiser for the Melbourne Cup Day should be appointed at least by the beginning of September.

The organiser should:

- Complete the planning of the event in conjunction with the Catering Officer.
- Ensure that the event is sufficiently advertised to attract members.
- Arrange for any special setting up of the Clubhouse.
- Collect the admission fee and use this to reimburse legitimate expenses incurred.
- Reconcile the income and expenditure and advise the Treasurer of the bottom line transaction (profit or loss).
- Update a checklist of tasks or recommendations for actions for future years.

### **Christmas Party and Presentation Night**

The Catering Officer is responsible for organising the Christmas Party and should:

- Complete the planning of the event in conjunction with Committee members and volunteer members of the Club.
- Ensure that the event is sufficiently advertised to attract members.
- Arrange for any payment required by members and their guests (as determined by Committee from year to year) to be made to the Treasurer before the event.
- Arrange for suitable prizes, as determined by Committee, to be available for presentation.
- Ensure that the venue is set up beforehand.
- Update a checklist of tasks or recommendations for actions for future years.

### **Annual General Meeting**

The AGM is normally held in early February, even though the financial year ends on 31<sup>st</sup> December. This allows for completion of the statutory requirements such as the financial audit and the preparation of various reports.

Various positions within the Committee have roles to play leading up to the AGM.

The Secretary should:

- Prepare the notice of meeting, agenda, ballot papers, and any other documentation that is required for the conduct of the meeting.
- Distribute the appropriate meeting documents to all financial members in the manner approved by the Committee and within the time frame provided for by the Constitution and/or Committee requirements.
- Prepare a list of financial members for use by the Returning Officer in the conduct of elections
- Prepare the venue for the AGM
- Record the minutes of the AGM.

### **Notification after AGM:**

- Advise Public Officer of new details in order to notify the Department of Fair Trading of changes to Executive and Committee membership.
- Incoming Secretary to advise any change of contact details to various organisations.
- Incoming Secretary to organise updating of signatories to banking as required.
- Secretary to retrieve and issue keys to Clubrooms as necessary.

## Procurement

Goods and services should be obtained only by approval of the Committee. In cases where the position (Secretary, Catering Officer or Property Officer) requires the acquisition of items for the running of the Club, the Committee authorises expenditure up to the value of \$100 without the need for further referral. Note that:

- Any purchase over \$100 must be approved by Committee BEFORE it is incurred.
- Ad hoc expenditure under \$100 should be supported by minimum of 3 members of Committee before it is undertaken.
- Members wishing to suggest a purchase should approach either the Secretary, Catering or Property Officers to have their request considered (as above).
- Accounts presented for payment without proper approval will not be accepted.

## Membership

### Membership types *(rev Sep 2015)*

Three types of membership are recognised with associated membership fees as prescribed from time to time.

- **Full membership.** This entitles the member to all rights and services as provided for in the constitution and the Operating Procedures of the Club. The Club will register all full members with the Australian Bridge Federation (ABF) and the New South Wales Bridge Association (NSWBA).
- **Associate membership.** This type of membership is available for anyone who is already a member of another ABF registered bridge club and whose ABF and NSWBA affiliation fees are paid through that club. Such membership entitles the member to the same rights as full members with the exception of having their affiliation fees paid and election as office bearers.
- **Junior membership.** This type of membership is available to full-time students under the age of 25 at high school or undergraduate level (or equivalent). Junior members have the same rights as full members but pay a reduced fee.

### New members

New members are welcome to join at any time of the year but should note any policies in relation to the fee charged at that time.

- A completed application for Membership form with the appropriate membership fee is to be submitted to the Secretary by intending members.
- The Masterpoints Officer will arrange for registration with the ABF and advise the allocated ABF number on the form.
- Secretary to advise applicant of the outcome of the membership application and the ABF number.

### **Renewal of membership**

Renewal of membership is to take place before 30<sup>th</sup> November.

- In early October, the Secretary will advise members that renewal of membership is due.
- Members to renew using the renewal envelopes, paid to Treasurer and duly receipted.
- Treasurer to provide lists of members who have renewed their membership to the Secretary to update the membership database.
- After 30<sup>th</sup> November, Secretary to follow up un-financial members.
- If renewal is not effected before 31<sup>st</sup> December, un-financial members will be de-activated on the membership database and their rights within the Club withheld.

### **Home Club status**

The committee decided (Oct 2014) that while everyone can join WWBC, or play here, anyone who renews their membership and wants to nominate the WWBC as their "home club" would had to have played here at least 6 times in the preceding year.

### **Assessing applications for life membership**

It should be stressed that the process of considering a member for this award is extremely sensitive and confidential. The nominee is NOT to be made aware that the process is taking place and NO discussion with other parties should take place.

- Completed nominations for life membership should be forwarded in confidence to the Committee no later than Dec 31st using a prepared nomination form and signed by a nominator and seconder, at least one of whom must be a Committee member.
- The Committee will meet at a special meeting in January of the following year to assess any nominations.
- Awarding Life Membership requires a high standard of agreement within the Committee and should not be done when there are 2 or more dissenting members, regardless of majority.
- The award of Life Membership is to be made at the following AGM.

### **Withdrawing Life Membership**

Life Membership may be withdrawn if the recipient has conducted him/herself in a manner that reflects directly and adversely on the image or activities of the Club. This provision will only be exercised in exceptional circumstances.

The procedure is that a case for withdrawing Life membership should be presented by a member of the Committee to a special confidential meeting.

As part of the deliberations, the Life Member in question is to be given an opportunity to present their case for retention of their Life Membership status.

A decision to withdraw Life Membership will require the unanimous support of the Committee to be enacted. .

## **Awards and Special Competitions**

### **Handicap Competition**

The Handicap competition is one way of giving lower ranked players an opportunity to win a significant event.

- A player must have played at least 5 times in the 2 months preceding the competition to be eligible for a handicap.
- The handicap is calculated by ignoring the highest and lowest scores in that 2 month period and averaging the remainder.
- The club member with the highest eligible score is given a 'scratch' handicap of zero and all other eligible players are given their handicap based on their difference between their average score and that of the scratch marker.
- The handicap is added to the percentage achieved by each competitor on each day of the competition.
- Players who partner with an ineligible partner are still eligible for the individual result but not a pairs result.
- Only the best result achieved by a competitor over all the days of the competition is to be counted.
- First, Second and Third places are awarded in 2 divisions based on the handicaps.

### **Most Successful Player Award**

This award is given annually in recognition of outstanding performance within Club competitions. The principal criterion upon which the award is based is performance at Wagga Wagga Bridge Club Red Point Events.

- First place at any of the WWBC red point events is awarded 3 points, second 2 points and third, 1 point.
- The highest aggregate score is awarded the 'most successful player'.
- There is to be only ONE winner each year.
- Where there is a tie for the highest score, the winner will be decided in the first instance on the number of first places achieved and if still tied, based on the number of second places achieved. If, there is still a tie, then highest place achieved in the Club Championship Pairs will be the determining factor.

# POLICIES

## **Appointment of Chief Director** (Dec2013)

The selection of the Chief Director should be made by the Directors.

## **Committee Membership**

### **Absence of a member** (Jun2014)

Over an extended absence, a Committee Member should arrange a temporary replacement to attend to their duties. This 'alternate' person does not necessarily need to be another Committee member and has the same authority and expectations as the original member (with the exception of account signatory). Secretary is to be advised of this action.

### **Handover of positions** (Jan 2015)

When a committee member relinquishes a position (either through resignation, expiration of term of appointment or re-assignment of responsibilities), they are expected to provide a full briefing and handover of all documents and records to the incoming member within 14 days of when the change comes into effect.

## **Fire Door** (Apr2012)

The Fire doors are to be unlocked at the start of each session and locked at the conclusion. The Director on Duty is responsible for asking Table 5 to carry out these tasks.

## **Hiring of Clubhouse and Facilities** (May2014)

The club house and the Club's facilities are not available to be hired. The Club may however, approve Bridge related extraordinary events that members and their guests can attend in the Club rooms.

## **Honoraria** (Mar2014)

The Club does not support the payment of Honoraria as it may contravene either the Incorporations Act or Public Liability Insurance or both. Instead, the Club will reimburse reasonable actual expenses incurred in the conduct of legitimate Club business where accompanied by a receipt. Such reimbursement will not be made for travel in any form.

## **Junior Membership** (Sep2015)

The membership fee for junior members is to be the same as for Associate Members.

## **Life Membership** (Dec 2014)

The award exists to recognise the valued contribution made by long serving members to the current and future well-being of the Club. It is therefore only to be awarded in exceptional circumstances.

Only ONE recipient should receive this award in any one year. Circumstances may arise where two or more worthy recipients have been nominated. It will then be at the discretion of the current committee as to whether multiple awards are made keeping in mind the high standard required to be 'exceptional'.

It should also be recognized that life membership does not have to be awarded each year.

## **Specific Criteria**

The following criteria need to be met at a high standard, not simply an adequate one:

- The nominee should have demonstrated significant, sustained and high quality service enhancing the reputation and future of the Club.
- The general attitude and overall demeanour of the nominee shows a dedication to the values of the Club and a concern for its well-being.
- The nominee demonstrates a commitment to the principles of good sportsmanship and fair play.
- The nominee has demonstrated valued leadership and good role modelling that reflects credit upon the Club and its members.
- The nominee must have a history of at least 10 years service to the club including a reasonable proportion of time serving on Committee. (Note that years of membership alone is not sufficient.)

## **Benefits of Life Membership**

- Exemption from fees associated with membership of the Club in perpetuity.
- All the same entitlements as any other full member of the Club.
- Listing on an honour roll of life members thus giving the member a special status within the Club.

## **Use of the disabled toilet** (Oct2014)

The Disabled Toilet notice on door indicates that disabled or less mobile members of the Club have priority. If regular toilets are in use, or in exceptional cases of urgency, the disabled toilet may be used.

## **Voting procedure for General and Special General meetings** (Aug2014)

To ensure that all members have an equal opportunity to have their vote count, the following process has been adopted:

- At least 8 days prior to the date of a meeting for which the appropriate notice has been given, an independent returning officer will be appointed to supervise the casting of votes by members.
- Votes must be cast in person, on the duly certified voting form, into a locked ballot box, and the name of the member recorded by the returning officer in a register.
- Votes may be cast in this way up to 7 days prior to the date and time of the meeting.
- At no stage prior to the meeting shall the locked ballot box be opened
- On the day of the meeting, the returning officer :
  - (1) will only issue ballot papers personally to members in attendance who according to the register, have not already voted
  - (2) will open the locked ballot box
  - (3) combine these votes with the votes cast at the actual meeting to arrive at the final outcome.

## Document Change History

15/1/2015	Initial document adopted
23/9/2015	Definitions of associate member added and minor revisions to membership clauses
20/1/2016	IT Sub-Committee dissolved and references removed.
19/4/2017	IT Systems Administrator roles and responsibilities inserted