

| | | |
|--------------|---|-----------------------|
| | The Rockhampton Bridge Club Inc. | |
| By-Law – 01b | MANAGEMENT OF CLUB BY-LAWS | Approved: 8 June 2010 |

1. Purpose of By-law

The By-law has been issued by the Management Committee to provide a format for Club By-laws and to provide guidance for the initiation, approval, amendment, repeal and management of By-laws.

2. Introduction

The Constitution empowers the Management Committee to make By-laws for the operation of the Club. By-laws must be approved by the Management Committee and can be changed by the Committee. Should there be disagreement, members can have a By-law repealed should members so determine at a General Meeting.

3. Format

This document shows the format in which all By-laws will be prepared. Drafts will be identified by a “Draft” watermark. Once the draft has been approved by the Management Committee, the Secretary will arrange for the issue of the final By-law document. The watermark and Chairman signature would not appear on this final document.

4. Process

The Management Committee will arrange for the issue, amendment, or repeal of Club By-laws as considered necessary. Members are entitled to approach Management Committee Members should they consider that a change in By-laws is warranted. They may be requested to put their proposal in writing and/or may be requested to attend a Management Committee meeting where they can explain the perceived need for a change and the benefits which would arise. The Management Committee will determine whether or not a change is required, and the member would be informed of the Committee’s decision. Attached is a flowchart which helps explain the By-law process.

5. Approval and issue of By-laws

The Management Committee must approve all new or amended By-laws. The Chairman of the Management Committee must sign and date the approved draft By-law document to confirm the Committee’s approval. Minor amendments to the draft, as determined by the Management Committee, must be initialled by the Chairman. The Secretary will then arrange for the issue of the final By-law document and the President will take action as appropriate to inform Club Members..

6. Identification and Issue control

By-laws are numbered sequentially from 01. The initial issue has the suffix “a”. An example would be By-law 01a. After an amendment is approved this would then become 01b, and so on. By-law documents will have the date of approval in the header and the date printed in the footer.

7. Document control

The Secretary is responsible for the safe keeping of the original approved draft By-law documents, signed by the Chairman of the Management Committee which approved the draft By-law. The Secretary is also responsible for maintaining the current electronic version on the office computer, and for ensuring that printed copies of the current issue are available for member access in the clubrooms.

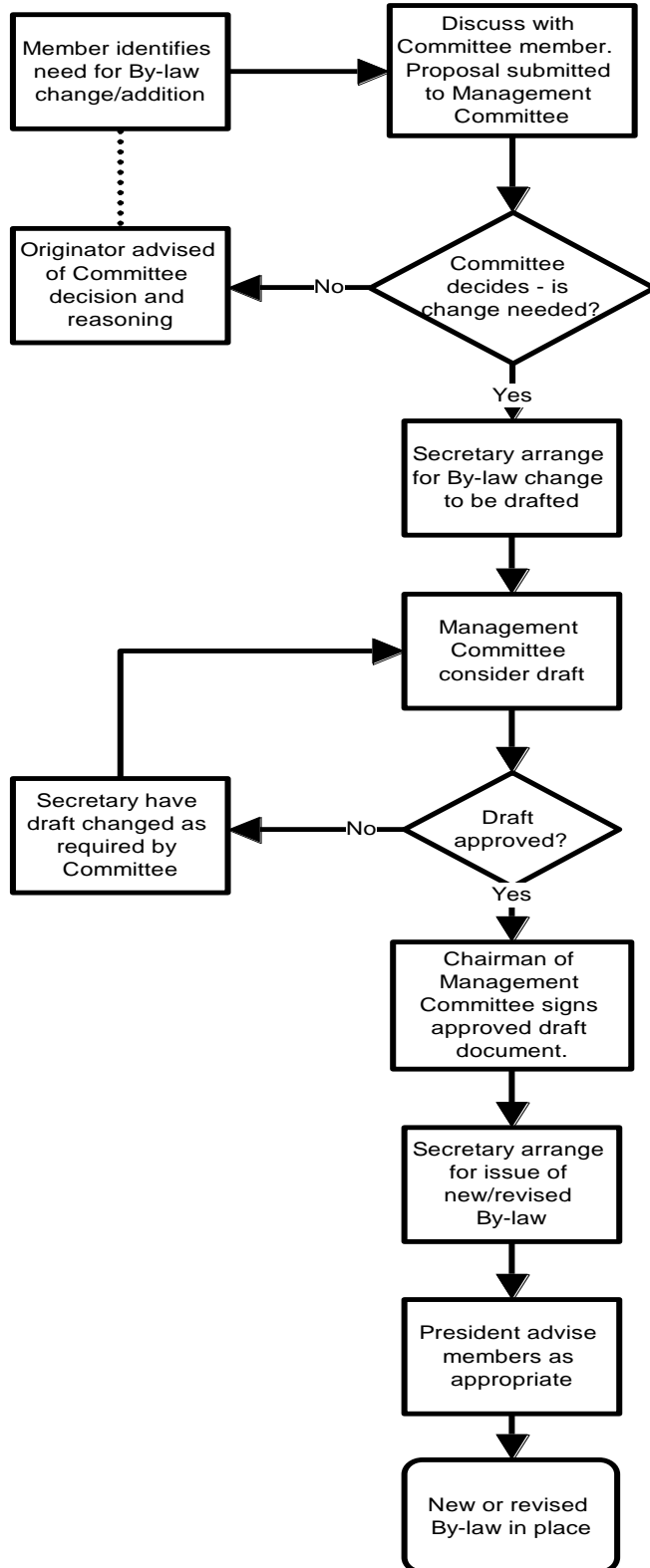
8. Extracts from By-laws

Where extracts from By-laws are published in a different format, that document must include a statement to the effect that the information was extracted from the Club By-laws and was correct as at a specified date.

| | | |
|--------------|----------------------------------|-----------------------|
| | The Rockhampton Bridge Club Inc. | |
| By-Law – 01b | MANAGEMENT OF CLUB BY-LAWS | Approved: 8 June 2010 |

Process for amendment or new Club By-law

Prepared to provide guidance to By-Law 01 - Management of Club By-laws



Initiating member may be requested to provide supporting information and could be asked to address Committee