

CONSTITUTION

OF

THE CORSHAM BRIDGE CLUB

1. NAME

The name of "The Club" shall be called "**The Corsham Bridge Club**"
(*Referred in below document as "The Club"*)

2. OBJECTS

The object of "The Club" shall be:

2.1 To provide facilities and equipment in a club environment that fosters friendship and fun for its members and guests for the playing of Duplicate Contract Bridge

2.2 To use "The Club" non-profit making funds in the best interest of the Corsham Bridge club and its members, whilst participating in the game of Duplicate Contract Bridge and any other, club approved, activity

3. AFFILIATIONS

"The Club" will be affiliated to the Wiltshire Contract Bridge Association and to the English Bridge Union.

4. MEMBERSHIP

Membership shall be open to:

4.1 Any person wishing to become a member of "The Club" shall apply for membership by completing and forwarding to the Secretary of "The Club" such form or forms as may be prescribed from time to time by "The Club" Committee.

4.2 All bridge players and those wishing to learn to play bridge, who are over the age of eighteen years, will be entitled to apply for full membership of "The Club".

4.3 Players under the age of eighteen years will be entitled to apply for junior membership. Such members are not entitled to cast a vote at General meetings of "The Club" and cannot be Officers of "The Club" and shall not be counted in the determining whether a General meeting is quorate, nor should be eligible to propose or second motions for discussion or nominations for Officers or committee members.

It is to be noted that, before an application for Junior membership can be accepted, "The Club" will need to ensure that the necessary procedures are in place to ensure that "The Club" will abide and enforce all current and proposed legislation that is relevant now and in the future to "Child safeguarding".

4.4 For those who wish to learn Duplicate Bridge or those not yet experienced enough to participate in "The Club" evenings, "The Club" will aim to provide support and teaching, either directly or indirectly, until they are able to participate proficiently in "The Club" evenings.

4.5 "The Club" may confer Honorary Life Membership on any member who has rendered special service to "The Club".

4.6 All members are deemed to have accepted the regulations of this constitution and the rules and codes of conduct adopted by "The Club".

4.7 All applications for membership of "The Club" must be proposed and seconded by existing members of "The Club" unless the committee decides otherwise. "The Club" Secretary will keep a register of members that will include details of their names, addresses and contact details. (All in accordance the current Data protection Legislation)

4.8 In considering applications for membership the Committee shall have regard to the playing facilities available, and may from time to time decide that "The Club" shall be closed to new applications for membership for such period as it may decide.

4.9 A member shall cease to be a member of "The Club" immediately if expelled from "The Club" under the provisions of clause 12 or if their resignation in writing is delivered to "The Club" Secretary.

4.10 A member whose subscription has not been paid shall cease to be a member on the expiration of the period of six months from the date on which the subscription was due for payment.

4.11 "The Club" members are automatically enrolled as members of the English Bridge Union and must abide by its Bye Laws.

4.12 For certain Club competitions, or other activities, the Committee may at its discretion, limit attendance or benefit to those members who have fulfilled specific other criteria as the Committee may from time to time determine

5 OFFICERS

5.1 The Officers of "The Club" shall be the Chairman, Secretary and Treasurer

5.2 No member of "The Club" shall simultaneously hold more than one Office of "The Club".

5.3 Each of the Officers of "The Club" shall be elected at the Annual General Meeting of "The Club", and shall retire annually at the ensuing Annual General Meeting, but shall be eligible for re-election.

5.4 The Chairman shall serve a maximum of three consecutive years as chairman. Whenever possible, and in order to have continuity of procedures and policy, the election of a new Chairman should be made from a club member who has previously served on the committee.

5.5 In the event of a vacancy arising during the year in the office of any Officer of "The Club", the Committee shall choose one of their numbers to fill such vacancy until the ensuing Annual General Meeting. The provisions of Clauses 5.2 and 5.3 must be adhered to.

6 COMMITTEE

6.1 The Committee of "The Club" shall consist of the Officers of "The Club", together with a maximum of ~~three~~ four other members of "The Club", who shall be elected at the Annual General Meeting of "The Club", and shall retire annually at the next Annual General Meeting, but shall be eligible for re-election.

6.2 The Committee may from time to time co-opt further members of "The Club" to serve on the Committee until the ensuing Annual General Meeting, whether to fill a vacancy arising, or as additional members, except that the total number of members of the Committee (including Officers) shall at no time exceed 7. Co-opted members shall be entitled to participate fully in the proceedings of the Committee.

6.3 A quorum at meetings of the Committee shall be four members of the Committee, including at least one of the Officers.

6.4 The Committee may from time to time appoint sub-committees to undertake on its behalf such aspects of the administration of "The Club" as it shall think fit, and members of such

sub- committees may include fully paid up members of “The Club” who are not members of the Committee.

6.5 Proceedings of the Committee and of any sub-committees shall be regulated in such manner as the Committee may from time to time decide, in accordance with the requirements of this Constitution..

6.6 The Committee shall make a report to each Annual General Meeting of “The Club” concerning the affairs of “The Club” since the previous Annual General Meeting.

6.7 Committee meetings shall be held regularly as determined by the Chairman in order to ensure the efficient running of “The Club”

6.8 The Chairman shall request the Secretary to prepare an agenda and complete minutes for all Club meetings.

6.9 The Chairman, or in his/her absence, another Officer of The Club, shall chair all Committee meetings.

7 MANAGEMENT

7.1 The affairs of “The Club” shall be managed by the Committee, and the Committee shall have power to determine any issue arising in connection with the affairs of “The Club” which is not specifically provided for in this Constitution.

7.2 The Committee may from time to time formulate and publish such rules as it thinks expedient for the efficient and harmonious running of “The Club” (but in the case of any conflict between such rules and this Constitution, the Constitution shall prevail).

7.3 The Club shall publish a Privacy Notice detailing how The Club will ensure compliance with applicable Data Protection legislation.

8. MEETINGS

8.1 An Annual General Meeting of “The Club” shall be held in each year in the third week of November or as close to that date as can reasonably be achieved, and no later than December 31st.

8.2 An Extra-Ordinary General Meeting (EGM) of “The Club” shall be convened by the Committee if a request for such a meeting, signed by at least ten, fully paid up, members of “The Club”, is delivered to the Secretary, stating the reason for the meeting, and such meeting shall take place within one month of the receipt of such request.

8.3 An EGM of “The Club” may be convened by the Committee on its own initiative at any time.

8.4 The Chairman, shall chair all General Meetings of “The Club”, but in their absence one of the Officers, approved by a majority of those present at the Meeting, shall chair the meeting.

8.5 Notice of all General Meetings of “The Club” shall be given to all members of “The Club” no later than three weeks prior to the date fixed for the meeting in accordance with clauses 8.12 or 8.13 as appropriate

8.6 Any fully paid up member may propose a motion to be discussed at a General Meeting

provided that signed written notice of the proposed motion is delivered to the Secretary no later than one week prior to the date fixed for the meeting , and that motion is seconded by another fully paid up member prior to the motion being discussed.

8.7 The chairman of the meeting may permit discussion of other business at a General Meeting if he thinks fit.

8.8 A quorum at General Meetings of “The Club” shall be ten voting members, present in person. At least two shall be Committee members, one of whom shall be an Officer of “The Club”

8.9 If fifteen minutes after the time fixed for a General Meeting of “The Club” no quorum shall be present, the meeting shall be adjourned to a new date (of which the like notice shall be given to members as was required to be given for the meeting which has been adjourned), and in the case of a General Meeting which has been adjourned due to the lack of a quorum (but not of a meeting adjourned for any other reason) such number of members as are actually present at the adjourned meeting shall constitute a quorum and may elect a chairman outside the requirements of clause 8.4

8.10 Voting at General Meetings of “The Club” shall normally be by show of hands, each member having one vote and in the event of parity of voting the chairman of the meeting shall have a second or casting vote. At the request of a member eligible to vote, and at the Chairman’s discretion, voting may be by paper ballot

8.11 All club bridge playing meetings will take place under the direction of a director whose decision will be final. The director shall normally be a member of the club nominated by the committee

8.12. Notices of any Special General Meeting of the Club, and of an Annual General Meeting at which in the opinion of the Committee any business of a non-routine nature is likely to be discussed, shall be given to members by email wherever possible, or otherwise by post to the last address of each member notified to the Secretary, or personally handed to the member at a Club event, and by posting such notice on the Club website.

8.13. Notices of any Annual General Meeting at which in the opinion of the Committee no business of a non-routine nature is likely to be discussed, may be given to members by email wherever possible, or otherwise either by post to the last address of each member notified to the Secretary, or by announcing such notice at a Club event, or by displaying a notice in a prominent position at Club events, and by posting such notice on the Club website.

9. NOMINATIONS

9.1 Nominations for the posts of Officers or Committee members shall be made by a Proposer and a Secunder both of whom shall be fully paid up members of “The Club”, as must the Nominee be. Except in the case of Officers or Committee members standing for re-election, nominations shall be in writing as per Clause 9.2.

9.2 Nominations in writing shall be signed by a Proposer, a Seconder, and also by the person nominated, all of whom shall be fully paid up members of "The Club", and must reach the Secretary no later than two weeks prior to the date fixed for the Annual General Meeting.

9.3 Officers or Committee members standing for re-election, shall normally be verbally proposed and seconded at the AGM.

10. SUBSCRIPTIONS and FEES

10.1 Each member of "The Club" shall pay an annual subscription, the basic amount of which for the time being shall be decided at the Annual General Meeting of "The Club". Subscriptions will be due on first day of December or, in the event that the AGM is held after 1st December, at such later date as shall be determined at the AGM of the Club

10.2 Each member of "The Club", and each guest and visitor, shall pay table money on each occasion when he plays at "The Club", the basic amounts of which for the time being shall be decided at the Annual General Meeting of "The Club".

10.3 The Committee may determine variations on the basic amounts of subscriptions and table money for members, guests and visitors in different circumstances, for example if the amount of fees to be charged for use of the premises or equipment of "The Club", or for any other purpose for which it is of the opinion that fees ought to be charged.

11. ACCOUNTS

11.1 The Committee shall arrange for accounts to be prepared in respect of the financial affairs of "The Club" for each year ending on 31st August.

11.2 The accounts for each year shall be independently audited and then presented to the Annual General Meeting of "The Club" for approval.

12. MEMBERS' BEHAVIOUR

12.1 Each member of "The Club" shall be required, in connection with the game of Duplicate Contract Bridge, to conform to the standards of fair play, courtesy and personal deportment prescribed by the Bye Laws and regulations for the time being of the EBU.

12.2 "The Club" shall have the powers to enforce the requirements in clause 12.1. as set out in the Schedule of Disciplinary Procedures attached to this Constitution, which shall stand as part of the Constitution and be subject to the same provisions of the Constitution for its amendment

12.3 In the event that a Committee member becomes concerned by a member's behaviour or otherwise aware of possible concerns by other members with regard to a members behaviour, other than by written complaint, he/she shall advise an Officer of the Club at the earliest convenient opportunity. The Officer shall, at his/her discretion, speak to the complainant, to the member whose behaviour is of concern and to anyone else he/she considers appropriate with the objective of satisfying the requirements of clause 12.1 without recourse to the Disciplinary procedures of the Club.

13. ALTERATIONS TO THE CONSTITUTION

13.1 No alterations shall be made to this constitution except at a General Meeting of "The Club"

13.2 In order for a resolution to alter this constitution to have effect a minimum of two thirds of the votes cast on the resolution must be in favour.

14. WINDING-UP

14.1 Winding-up of the Club shall only be initiated by resolution at a General meeting of the Club. In order for a resolution that "The Club" shall be wound up to have effect at least two thirds of the votes cast on the resolution must be in favour, and in addition the number of votes cast in favour of the resolution must exceed one-half of the total number of members of "The Club" eligible to vote

14.2 If for any reason "The Club" cannot continue to operate, and such a resolution is passed, all Trophies will be returned to the Committee and the Committee will be responsible for winding up "The Club" affairs.

14.3 If the winding up has been initiated with a view to amalgamating "The Club" with some other club then any surplus assets, including trophies and funds may be transferred to such other club.

14.4 If no amalgamation is agreed, then all furniture, equipment and Club property, apart from any trophies, will be sold and the proceeds added to "The Club" general funds.

14.5 "The Club" funds will then be distributed as decided by club members at an EGM.

SCHEDULE OF DISCIPLINARY PROCEDURES

1. Requirements of the Schedule

1.1 This Schedule is referred to under clause 12.2 of the Constitution and prescribes the powers and procedures for enforcement. It will comply with and follow the EBU disciplinary procedures and any variations thereof that are made from time to time. The Club shall act through its Conduct and Disciplinary Sub-Committees for the enforcement of the standards prescribed in clause 12.1 of the Constitution. The Club shall have additional powers as set out in the clauses below.

2. Receipt of Allegation

2.1 Any person making a complaint against one or more members of the Club under the terms of clause 12.1 of the Constitution, must do so in writing to the Secretary or Chairman of the Club.

3. Conduct Sub-Committee

3.1 The Committee shall appoint its Conduct Sub-Committee through its powers to appoint sub-committees under clause 6.4 of the Constitution.

3.2 The Conduct Sub-Committee shall be responsible for investigating complaints against the Club's members and to determine whether a complaint is upheld and, if so, what sanctions shall be imposed.

3.3 The Conduct Sub-Committee shall consist of no fewer than three members of the Club and no more than five. A quorum for any meeting shall be three of its members. It shall act by a simple majority vote and its appointed chairman, or whosoever in his absence the Conduct Sub-Committee shall select to chair the meeting, shall have a second, or casting vote in the event that there is parity of voting.

3.4 At the Committee's discretion, the Conduct Sub-Committee may be comprised of any or all of the Committee's members.

4. NOT USED

5. Conflicts of Interest

5.1 Any member the Conduct Sub-Committee who is in any way personally involved in the allegations within a complaint will be disqualified from participating in the Sub-Committee's handling of the complaint.

6. The Complaints Process

6.1 Notice of Meetings

Where a written complaint is made, or a matter otherwise comes to the attention of the Conduct Sub-Committee, it shall first consider whether such complaint or matter falls within the scope of the Disciplinary Rules and whether further action is warranted. If it does, the Conduct Sub-Committee Secretary shall first write to the Defendant, seeking the Defendant's comments on the substance of

the complaint or matter that has been raised. The Conduct Sub-Committee shall also be entitled to make such further investigations and enquiries as in its absolute discretion considers appropriate. The Conduct Committee shall also be entitled to seek advice both from the Wiltshire Contract Bridge Association and from the EBU Laws and Ethics Committee and to obtain outside legal advice.

6.2 Complaint Not Justified

If the Conduct Sub-Committee decides that the complaint is not justified, all parties shall be notified and the matter ended.

6.3 Complaint Justified

6.3.1 If the Conduct Sub-Committee decides that the complaint is justified, it may, in its absolute discretion, offer a verbal caution to the offending member, which, if accepted, ends the matter.

6.3.2 If the Defendant does not accept the verbal caution, or the Conduct Sub-Committee decides that a verbal caution is inappropriate, the Conduct Sub-committee shall decide what sanctions it proposes to impose on the Defendant, in accordance with Clauses 6.3.4 and 6.3.5 below. The Defendant shall be notified of the proposed sanctions, in writing, within two weeks of this decision and of his right to make a written submission to the Conduct Sub-Committee and to attend a hearing. At this hearing, the Defendant shall have the right to be represented by legal counsel of his choice and to be accompanied by a person to speak on his behalf. The Conduct Sub-Committee shall give at least two weeks' notice of the hearing to the Defendant.

6.3.3 If the Defendant accepts the proposed sanctions, either before the hearing or within two weeks after it, the sanctions will be imposed in accordance with Clause 6.3.4 below, and this ends the matter.

6.3.4 If after a hearing, the complaint is upheld, the Conduct Sub-Committee may in its absolute discretion:

(a) Give a written reprimand to the offending member(s) or

(b) Suspend the offending member(s) from any or all of the Club's activities for such period as it shall determine. Details of the sanctions imposed by the Conduct Sub-Committee must be communicated to the offending member in writing within twenty-one days of the hearing.

6.3.5 If the complaint is against a member of the Club Committee then in addition to any other sanctions applied, the Conduct Sub-Committee shall have the power to suspend such member from the Club's Committee and any of its sub-committees for such a period as it shall determine.

6.5 Appeal

Each member found guilty of a Disciplinary Offence by the Conduct Sub-Committee has the right to appeal to the EBU Laws and Ethics Committee. Appeals must be in writing and lodged with the Secretary of the EBU Laws and Ethics Committee within twenty-one days of the written communication of the Conduct Sub-Committee's decision to the offending member.

6.6 Referral to the EBU Laws & Ethics Committee

At any time the Conduct Sub-Committee may refer a complaint to the EBU Laws and Ethics Committee for its consideration. In doing so, the Conduct Sub-Committee shall have fully discharged its responsibilities under this Schedule.

7 Definitions

7.1 The terms Disciplinary Rules and Disciplinary Offence have the meaning set out in the Bye Laws of the EBU.