



BUSBRIDGE DUPLICATE BRIDGE CLUB

CONSTITUTION OF BUSBRIDGE DUPLICATE BRIDGE CLUB

1. Name

The club shall be called **Busbridge Duplicate Bridge Club**.

2. Objects

The object of the club shall be to provide facilities for its members for playing Duplicate Contract Bridge.

3. Headquarters

The headquarters of the club shall be situated at Busbridge Village Hall, Brighton Road, Godalming or such other venue or venues within its vicinity as the committee shall from time to time arrange.

4. Affiliations

The club will be affiliated to the Surrey County Bridge Association and to the English Bridge Union (EBU).

5. Membership

- 5.1. Membership shall be open to all bridge players.
- 5.2. Any person wishing to become a member of the club shall apply for membership by completing and forwarding to the Secretary such form as may be prescribed from time to time by the committee.
- 5.3. All applications for membership of the club must be proposed and seconded by existing members of the club unless the committee decides otherwise.
- 5.4. In declining any application the committee may give a reason but shall not be obliged to do so.
- 5.5. 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.
- 5.6. A member shall cease to be a member of the club immediately if expelled from the club under the provisions of clause 15, or if his resignation in writing is delivered to the Secretary.
- 5.7. A member whose subscription has not been paid shall cease to be a member on the expiration of the period of two months from the date on which the subscription was due for payment.
- 5.8. A former member of the club who wishes to rejoin as a member may do so without the necessity for a further formal application for membership, unless the committee decides otherwise.
- 5.9. By joining the club all members agree to abide by the rules of the club and its constitution.
- 5.10. The club shall maintain a register of members and their contact details in paper or electronic form. Such register shall be used only in compliance with the appropriate data protection legislation.
- 5.11. Members will automatically become individual members of the EBU under the principle of Universal Membership, and shall abide by its Bye Laws. Members' data will be shared with the EBU for this purpose. Any member who so wishes may elect to be an Anonymous Member of the EBU by written request to the Secretary in which case their personal details will be withheld from the EBU.

6. Officers

- 6.1. The officers of the club shall be the Chairman, Secretary and Treasurer.
- 6.2. No member of the club shall simultaneously hold the office of more than one officer of the club.
- 6.3. 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.
- 6.4. 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 number to fill such vacancy until the ensuing Annual General Meeting.

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7. Committee

- 7.1. The committee of the club shall consist of the officers of the club, together with up to six other members of the club, who 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.
- 7.2. 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 ten. Co-opted members shall be entitled to participate fully in the proceedings of the committee; this includes the right to vote.
- 7.3. A quorum at meetings of the committee shall be three members of the committee, including at least one of the officers.
- 7.4. The committee may from time to time appoint subcommittees to undertake on its behalf such aspects of the administration of the club as it shall think fit, and members of such subcommittees may include members of the club who are not members of the committee.
- 7.5. Proceedings of the committee and of any subcommittees shall be regulated in such manner as the committee may from time to time decide.
- 7.6. 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.

8. Management

- 8.1. 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.
- 8.2. 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).
- 8.3. Any issue of policy determined by the committee or any rules published by the committee may be varied by a resolution of members at a General Meeting of the club, provided that such resolution is not in conflict with this constitution and is not retrospective in application.
- 8.4. In the event of such variation being made, the policy or rules (as the case may be) shall not be further varied by the committee in a manner inconsistent with the resolution.
- 8.5. The committee shall be empowered to appoint a President; and Life Members as a mark of appreciation of special services to the club or for any other good reason.
- 8.6. The committee will designate an officer, committee member or other club member to act as Web Master responsible for maintaining the club's web site.

9. General Meetings

- 9.1. An Annual General Meeting of the club shall be held in each year no later than the 14th May.
- 9.2. A Special General Meeting of the club shall be convened by the committee if a request for such a meeting signed by at least ten 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.
- 9.3. A Special General Meeting of the club may be convened by the committee on its own initiative at any time.
- 9.4. All General Meetings of the club shall be held at the headquarters of the club unless circumstances arise which render this impracticable.
- 9.5. The Chairman, if present, shall chair all General Meetings of the club, and in his or her absence some other member of the committee shall chair the meeting.
- 9.6. Notice of all General Meetings of the club shall be given no later than two weeks prior to the date fixed for the meeting.
- 9.7. Any member may propose a motion to be discussed at a General Meeting provided that written notice of the proposed motion is delivered to the Secretary no later than one week prior to the date fixed for the meeting.

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- 9.8. The Chairman of the meeting may permit discussion of other business at a General Meeting if he or she thinks fit.
- 9.9. Any member shall be entitled to appoint another member as his or her proxy at any General Meeting of the club, but all such appointees shall be notified to the Secretary not less than 48 hours before the time fixed for the meeting.
- 9.10. A quorum at General Meetings of the club shall be 10% of the total club membership or fifteen members (whichever is the greater) present in person or by proxy.
- 9.11. 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.
- 9.12. Voting at General Meetings of the club shall be by show of hands unless five members present at the meeting demand a ballot. In the event of parity of voting the Chairman of the meeting shall have a second or casting vote.

10. Notices

- 10.1. Notices of a General Meeting of the club shall be given to members by email or post to the last address of each member notified to the Secretary or by displaying a notice in a prominent position at the headquarters of the club or on the club's website.
- 10.2. Notices of any other matters to be brought to the attention of members shall be made by displaying a notice in a prominent position at the headquarters of the club or on the club's website.

11. Nominations

- 11.1. Nominations for the posts of officers or committee members shall be in writing, and shall be signed by a proposer and a seconder, both of whom shall be members of the club, and also by the person nominated.
- 11.2. Nominations must reach the Secretary no later than one week prior to the date fixed for the Annual General Meeting.

12. Subscriptions and Fees

- 12.1. 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 shall be due for payment by 31 May in each year in respect of the year to the following 30 April. Unless the committee decides otherwise, any member whose subscription remains unpaid after the due date shall pay table money at the rate applicable to visitors until his subscription has been paid in full.
- 12.2. Each member of the club, and each visitor, shall pay table money (if any) 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.
- 12.3. Each successful applicant for membership of the club may be required to pay a joining fee, the amount (if any) of which for the time being shall be decided at the Annual General Meeting of the club.
- 12.4. The committee may determine variations on the basic amounts of joining fee, subscriptions and table money for members and visitors in different circumstances, and may waive subscriptions or table money in the event of hardship or for any other good cause.
- 12.5. The Annual General Meeting may authorise the committee to increase the basic amounts of subscriptions and table money prior to the ensuing Annual General Meeting.
- 12.6. The committee may determine from time to time 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.

13. Accounts

- 13.1. The committee shall arrange for accounts to be prepared in respect of the financial affairs of the club for each year ending on 31 March.
- 13.2. The accounts for each year shall be presented to the Annual General Meeting of the club for approval.

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14. Visitors

- 14.1. Any member may invite a guest to play at the club at any time as a visitor, but in the event of the playing facilities being inadequate to accommodate all those who wish to play, priority shall be given to members.
- 14.2. Visitors may be permitted to play at the club at any time, but in the event of the playing facilities being inadequate to accommodate all those who wish to play, priority shall be given to members and to visitors who are guests of members.
- 14.3. A Visitors Book will be maintained and visitors' names must be entered by the Director for that session.
- 14.4. The committee may from time to time place a limit on the number of occasions on which a visitor may play at the club without being required to apply for membership.
- 14.5. If such a limit is for the time being in force, a non-member who has applied for membership shall (subject to available playing facilities) be permitted to play at the club until his application for membership has been considered by the committee, even if the limit imposed by the committee is thereby exceeded.

15. Members' Behaviour

- 15.1. 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.
- 15.2. The club shall have the powers and the procedures for the enforcement of the requirement in clause 15.1. They are set out in the Schedule of the Constitution (18), and shall stand as part of the Constitution and be subject to the same provisions of the Constitution for its amendment.

16. Alterations to the Constitution

- 16.1. No alterations shall be made to this constitution except at a General Meeting of the club.
- 16.2. In order for a resolution to alter this constitution to have effect at least two thirds of the votes cast on the resolution must be in favour.

17. Winding Up

- 17.1. 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 number of members of the club entitled to attend and vote at the General Meeting at which the resolution is put.
- 17.2. If a resolution that the club shall be wound up is effectively passed, the committee shall be responsible for winding up the affairs of the club, and unless the winding up has been initiated with a view to amalgamating the club with some other club (in which case any surplus assets and funds may be transferred to such other club), any surplus assets and funds shall be transferred to such of the organisations mentioned in clause 17.3 as may be specified in the resolution initiating the winding up, and if no such organisation is so specified, to such of those organisations as the committee may think fit.
- 17.3. The organisations referred to in clause 17.2 are The English Bridge Union; The Surrey County Bridge Association; and any Registered or recognised charitable body.

18. Schedule of the Constitution

- 18.1. In the event of a complaint being made to the committee about the conduct of a member of the club the committee may investigate the complaint; and if a written complaint is received signed by at least three members of the club, the committee shall investigate the complaint.
- 18.2. On investigating such a complaint the committee shall give the member about whose conduct the complaint has been made an opportunity to be heard and put forward evidence in their defence (this includes witnesses if appropriate). If a live hearing takes place the member may be accompanied by a friend or representative who need not be a member of the club. Additionally, the member has the right to have questions put to the complainant and supporting witnesses (if any) by the committee.
- 18.3. If on investigating such a complaint the committee is of the opinion that the member has behaved in an unacceptable manner or in such a manner as to cause injury to the interests of the club, then the committee may reprimand the member, suspend the member from the privileges of membership for such period as it may think fit, or expel the member from the club.

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- 18.4. The committee shall forthwith notify the member of any decision made on the investigation of a complaint about his conduct, and may if it thinks fit publicise the decision by displaying a notice at the headquarters of the club.
- 18.5. An appeal shall lie to a General Meeting of the club against any decision to reprimand, suspend or expel a member of the club following the investigation of a complaint about his conduct.
- 18.6. Notice of such an appeal must be in writing, and delivered to the Secretary within two weeks of the notification to the member of the decision of the committee.
- 18.7. In the event of an appeal being made against it, the decision of the committee shall not be put into effect until the appeal has been determined.
- 18.8. On the appeal being heard by a General Meeting of the club, the General Meeting shall have power to overrule the conclusion of the committee, or to uphold it, in which event the sanction imposed by the committee may be confirmed or varied (to any sanction which the committee was empowered to impose, or to none).
- 18.9. Nothing in this Constitution shall preclude the committee from referring a matter of conduct to the Laws & Ethics committee of the English Bridge Union if it considers it appropriate to do so.