

Tawton Bridge Club Constitution 2018

1. The name of the club shall be 'The Tawton Bridge Club'. The constitution is available to all members who request a copy.
2. The Tawton Bridge club is a private membership club with a dual purpose. It provides a suitable playing experience for all levels of ability. It enables newcomers from bridge teaching courses who are less experienced to play alongside more experienced players in a relaxed playing atmosphere. The club meets at Grosvenor church on a Wednesday evening and plays from 7 to about 10 p.m.
3. Membership of the club shall be limited to 70 members. In order to facilitate new members to join the club, membership numbers and attendance will be monitored. Any member can resign/cancel their membership by notifying a committee member that they no longer wish to be a member. Non-attendance by a member for a period of 3 months or 12 consecutive weeks will mean that they have resigned their membership unless a committee member has been informed of the reasons for their non-attendance. Otherwise it will be assumed they have resigned.
4. All applications to join the club must be proposed by a club member and seconded by a committee member. Unless there are exceptional special circumstances, applications will then be processed in application date order. These will be discussed, then approved or declined at the discretion of the committee. It is a requirement of ALL applicants and members that they accept and abide by the rules and constitution of the club and that they should be available to play on a regular basis throughout the year. The applicants will be informed in writing of the outcome of their application. Application forms are available from the club secretary.
5. The management, control and administration of the club and its membership will be formally administered by the elected committee. The committee will be elected annually at the annual general meeting.
6. **The committee** will consist of a Chairman, Secretary, Treasurer and their deputies, a Director of play and two club members. One member can hold more than one office if it is required. If a committee member is unable to fulfil his duties the committee can co-opt another club member in the interim, before the A.G.M.
7. The **Chairman** is the Chief Executive of the club and his/her main duties encompass the supervision and guidance of the committee in their management of the club. He/She will normally take the chair and preside over ALL General or special meetings of the committee or the club membership. At these meeting he/she will have a casting vote,
8. The **Director** is the officer responsible for the technical management of the evening's play, tournaments and competitions. The Director will be responsible for the conduct and discipline of the clubs events. The director is empowered to take such action as they deem necessary to control both members' behaviour and any issues arising during the playing of Bridge. If any members' behaviour requires any further action i.e. suspension, expulsion then the committee will meet as soon as possible and a decision will be taken on the basis of the directors' report.
9. The **Secretary** is the officer responsible for the conduct, supervision and co-ordination of all administrative functions of the club. The secretary will arrange General, Special and committee meetings as and when deemed necessary. The secretary will also maintain a permanent record of minutes of such meetings and distribute the minutes to the committee. The secretary will also keep an up to date record of club members' details.

10. The **Treasurer** is the officer responsible for the conduct of the financial affairs of the club. The treasurer will receive and be responsible for all monies paid into the club and all securities held by the club. The treasurer will maintain proper records of all transactions carried out on behalf of the club. The treasurer will also pay all debts and discharge any financial commitments incurred by the club. The treasurer will keep the committee informed of all important factors that may affect the solvency of the club. A statement of accounts will be presented at the A.G.M. having been audited by an independent auditor appointed by the committee of the accounts showing the financial status of the club at the end of the clubs financial year. The treasurer has the permission to pay any outgoing payments of less than £50 without recourse to the committee. Any amount above £50 has to be approved by the committee. The treasurer or his assistant will also collect the weekly table money. If both are unavailable the treasurer must appoint a suitable collector. Non-member guests will pay an extra 50p towards table money.
11. An **Annual General Meeting** will be held once a year on a date set for after September 30th. An agenda will be issued, an audit of the accounts produced and an auditor appointed for the following year. Any other business which a member feels needs to be addressed must be submitted to the secretary at least 2 weeks prior to the A.G.M. The quorum necessary to conduct an A.G.M. shall be 20 members or one third of the current membership whichever is the lesser. The decision to hold a charity evening will be taken at the A.G.M. along with a charity chosen by the majority of the membership present.
12. An Extraordinary General Meeting can be called by the committee or by a petition from 20 members or one third of the membership whichever is the lesser number. This meeting requires 14 days' notice to the committee and members. The reason for this E.G.M. will be notified at that time. At an extraordinary G.M. only the issues stated for this meeting will be discussed. Any decisions made at this meeting will require two thirds of those present to vote in favour of the decision.
13. Committee meetings will be held as and when the committee decide they are necessary. The quorum required to conduct business at a committee meeting will be the club chairman or secretary plus three committee members.
14. Membership fees and table money shall be proposed by the committee and submitted for discussion at each A.G.M. for approval.
15. If a playing partner is required by a member then the membership should be asked first at a prior evening session and thereafter by contacting the clubs designated matchmaker. If no member can be found then a non-member visitor may be allowed to partner a member.
16. The committee is empowered to determine the numbers in the club membership and to vary as necessary.
17. The committee is empowered to make publish and enforce club rules regarding the normal activities of the club and the conduct of games.
18. **Scoring** of an evenings' play will be displayed on the clubs website and also on the notice board the following week. Specific appointed club members will maintain the website.
19. The club's annual **Christmas dinner** will be subsidised by the club. This subsidy will be on the basis that a club member has attended at least 15 playing evenings between the 1st of October and September 30th each year (our financial year).
20. In the event of the club being disbanded, the committee shall firstly realise all the assets of the club. The committee will then discharge any debts and or expenses and prepare a final Statement of Accounts and current balance sheet. This will then be independently

audited, copies distributed to club members and a Special A.G.M convened. This meeting will then determine approval as to how the remaining balance and funds are to be distributed equally to paid up members who have been members for at least 12 months prior to the decision to disband the club.

Chairman

Mr D.Bunyan.