

CONSTITUTION OF THE GLOUCESTERSHIRE COUNTY BRIDGE ASSOCIATION

May 2010

1 NAME

The Association shall be called the **GLOUCESTERSHIRE COUNTY BRIDGE ASSOCIATION (GCBA)**.

2 AFFILIATION

The Association shall be a constituent member and shareholder of the English Bridge Union Limited (EBU) and shall adopt, maintain and enforce the bye-laws and rules of the EBU.

3 OBJECTIVES OF THE GCBA

- 3.1 To promote and assist in the development of duplicate bridge in the county of Gloucestershire.
- 3.2 To establish and organise competition bridge in the county, including competitive events of the EBU, and to encourage participation in both local and national competitions
- 3.3 To license or organise congresses and other competitions within the jurisdiction of the GCBA.
- 3.4 To select county teams to compete in national and inter-county competitions.
- 3.5 To employ the funds of the GCBA in the best interests of duplicate bridge.
- 3.6 To deal with such matters as may be referred to the GCBA by the EBU.

4 MEMBERSHIP

- 4.1 **The Membership of the GCBA** shall consist of all members of bridge clubs in Gloucestershire that are affiliated to the EBU, together with any members of the EBU who declare that Gloucestershire is their primary county of allegiance.
- 4.2 **(Deleted)**
- 4.3 **Affiliated Clubs:** Any club in the county of Gloucestershire which is affiliated to the EBU is automatically affiliated to the GCBA.
- 4.4 **Subscriptions and pay-to-play:** Members and affiliated clubs shall pay such subscription and pay-to-play amounts to the GCBA as shall be determined by the GCBA Executive Committee, defined hereunder, to take effect the following year.
- 4.5 **Conduct:** Every member of the GCBA shall be required in connection with the game of duplicate bridge to conform to standards of fair play, courtesy and personal deportment including those prescribed in the prevailing bye-laws and regulations of the EBU. The GCBA shall have the powers and the procedures for the enforcement of this

requirement. These powers are set out in Schedule A of this Constitution, which shall stand as part of this Constitution.

- 4.6 Exclusion:** Any person who is currently barred from membership of the EBU is automatically barred from membership of the GCBA.

5 EQUAL OPPORTUNITIES

- 5.1** Membership shall be open to all persons who fulfil any of the conditions specified in clause 4 irrespective of their racial or ethnic origin, religion or belief, gender, age, status, disability, or sexual orientation.
- 5.2** The GCBA will take all such measures as are reasonable to promote and ensure the equal rights of persons considered to be at risk of discrimination or non-equal treatment on the grounds racial or ethnic origin, religion or belief, gender, age, status, disability, or sexual orientation.

6 MANAGEMENT

- 6.1** The GCBA shall be managed by an **Executive Committee** comprising the Honorary Offices of President, Vice President, Secretary, Treasurer, Membership Secretary and Chief Tournament Director, together with nine elected members. All members of the Executive Committee must be members of the GCBA in good standing.
- 6.2** The Executive Committee shall have the power to create Temporary Honorary Officers from the elected members, as it thinks necessary. (Temporary shall mean until the following AGM).
- 6.3** **The President** of the Association may serve in the post for a maximum of two consecutive years within any four year period.
- 6.4** At the Annual General Meeting of the Association:
- a) **Honorary Officers** shall be elected for the ensuing year by a vote of members present.
 - b) **other members** shall be elected to the committee for up to three years by vote of members present. One third thereof shall retire annually. Any member elected to replace a vacancy shall serve for the unexpired term of the member so replaced.
- 6.5** **Other appointments:** The Executive Committee may co-opt additional members as it sees fit, to serve until the next AGM. Such persons will have such voting rights as the committee shall determine.
- 6.6** **Meetings:** The Executive Committee shall meet at such times and places and on such dates as it shall determine, but at least three times per calendar year.
- 6.7** **Chair:** The President shall take the Chair when present, otherwise the meeting shall appoint another honorary officer to take the Chair.
- 6.8** **Notice of meetings:** All committee members shall be given seven days notice of the proposed meeting.
- 6.9** **Quorum:** Eight members shall form a quorum. Each member of the elected Executive Committee shall have one vote. In the event of a tie in any votes cast, the presiding Chairman shall have an additional or casting vote.

- 6.10 Minutes of meetings:** Minutes of the proceedings of meetings shall be kept by the Secretary and signed by the presiding Chairman. Minutes shall be circulated to members of the Executive Committee and made available on request to any member of the GCBA.
- 6.11 Sub-committees and working groups:** The Executive Committee may from time to time set up such sub-committees or working groups it considers necessary or desirable for the running of the GCBA and may delegate to such sub-committees or working groups the necessary authority to conduct the business for which they are formed.
- 6.12 Absences:** Any committee member who is absent from three consecutive meetings, without acceptable reason, may be suspended by the Executive Committee from all GCBA committees.

7.0 FINANCIAL RECORDS

- 7.1 Bank Account:** The Treasurer shall open and maintain a bank account in the name of the GCBA.
- 7.2 Financial Records:** The Treasurer shall keep proper financial records and produce annual accounts which will be presented at the AGM.
- 7.3 Reimbursement of costs:** The Treasurer shall reimburse, from the property of the GCBA, any expenses properly incurred on behalf of the GCBA.
- 7.4 Submission of Accounts:** The Treasurer shall submit the accounts for audit at the end of the GCBA financial year.
- 7.5 Audit of the Accounts:** An Honorary Auditor, elected at the preceding Annual General Meeting, shall audit the accounts.

8.0 ANNUAL GENERAL MEETING (AGM)

- 8.1 Purpose and timing:** The AGM of the GCBA shall be held in Gloucestershire in the first three months of the GCBA financial year. The ordinary business of the AGM shall be to receive the report of the President, the Treasurer's Statement of Accounts for the past year and to elect the officers and members of committee for the current year.
- 8.2 Voting:** Every question at the AGM shall be decided by a show of hands, unless a ballot is either directed by the Chairman or demanded by not less than ten persons present and entitled to vote. In the case of an equality of votes, the Chairman shall have a second or casting vote.
- 8.3 Notice** of the AGM and Agenda shall be sent to all members of the GCBA at least twenty-one days prior to the date fixed for such meetings.
- 8.4 Admission** to the AGM shall be open to all current members of the GCBA, who as such are entitled to vote when present.
- 8.5 Nominations** of persons for the office of President, Secretary, Treasurer, or for any other offices currently in force, or as members of the Executive Committee may be made by any member.
- 8.5.1** All such nominations, duly seconded, shall be in writing and shall reach the Secretary on or before such date as may be stated in the notice convening the meeting.

- 8.5.2** Exceptionally, should there be insufficient prior nominations for the existing vacancies, additional nominations can be proposed and seconded from the floor at the AGM.
- 8.5.3** Any Member may bring forward a resolution or motion at the AGM, provided that due notice in writing is given to the Secretary not less than twenty-eight days before the meeting.

9.0 EXTRAORDINARY GENERAL MEETING

- 9.1** An Extraordinary General Meeting may be convened by the Executive Committee or on receipt of a requisition signed by not less than twenty members stating the purpose for which the meeting is to be called.
- 9.2** The Secretary shall issue notice of the meeting, which will contain either the resolution or resolutions to be considered or the general purport of matters to be discussed.
- 9.3** A quorum at the meeting shall comprise 10% of the GCBA membership.
- 9.4** The Chairman shall be the President or, in the President's absence, whomsoever the majority of members present shall elect to chair the meeting.
- 9.5** Clauses **8.2**, **8.3** and **8.4** for the AGM also apply to extraordinary general meetings.

10.0 ALTERATIONS TO THIS CONSTITUTION

No repeal or amendment shall be made to this Constitution, or any schedules of this Constitution, except at an AGM or at an Extraordinary General Meeting by a resolution carried by at least two-thirds of the votes of those present and entitled to vote at the meeting. Notice of any alterations to be proposed must be sent in writing to the Secretary, so that they can be circulated with the notice of the meeting.

11.0 DISSOLUTION

- 11.1** The GCBA may only be dissolved at an Extraordinary General Meeting called for that purpose.
- 11.2** Notice of the meeting must be sent to all members of the GCBA at least twenty-one days prior to the date of the meeting.
- 11.3** A proposal shall take effect only if agreed by 75% of the members. Members may vote at the meeting or register a vote with the Secretary, prior to the meeting.
- 11.4** If members so resolve to dissolve the GCBA, then the Executive Committee must collect in all assets, pay all liabilities and apply the remainder directly either for:
- a. the objectives of the GCBA; or
 - b. to a registered charity, to be chosen by the Executive Committee in its absolute discretion

A. SCHEDULE ABOVE REFERRED TO

- A.1 Requirement for the Schedule.** This Schedule is referred to under clause 4.5 of the Constitution of the GCBA and prescribes the powers and procedures for enforcing it. It will comply with and follow the EBU disciplinary procedures and any variations thereof that are made from time to time. The GCBA have additional powers as set out in clauses A6, A7, A10 and A11 below.
- A.2 Receipt of allegation:** Any person making a complaint referred to under clause 4.5 of the Constitution against another member must do so in writing to the Secretary or the President of the GCBA.
- A.3 Appointment of a Conduct Committee:** The Vice President shall be empowered to appoint a Conduct Committee to consider any complaint. In default of the Vice President appointing the Conduct Committee, it shall be appointed by the Executive Committee.
- A.4 Composition and Chair of the Conduct Committee:** The Conduct Committee shall comprise the Vice President, as Chairman, and at least three other members, one of whom shall be a GCBA member of good standing who is not also a member of the Executive Committee. All proceedings of the Conduct Committee shall be confidential.
- A.5 Quorum:** A quorum for any meeting of the Conduct Committee shall be three of its members. It shall act by simple majority vote and its appointed Chairman shall have a second and casting vote in the event that there is a parity of voting.
- A.6 Proceedings of the Conduct Committee:** The GCBA shall act by the recommendations of its Conduct Committee for the enforcement of the standards prescribed in clause 4.5 of the Constitution
- A.6.1 Notice of meeting:** The Conduct Committee shall, on giving at least two weeks notice in writing, invite both parties to attend, either jointly or separately, a meeting to state their respective cases.
- A.6.2 Sanctions:** If the Conduct Committee decides that the complaint is justified, it may, in its absolute discretion, give a verbal caution to the offending member, which if accepted, ends the matter.
- A.6.3 Caution not accepted:** If the offending member does not accept the caution, the matter shall be referred to a hearing by a Disciplinary Panel. The offending member shall be notified within two weeks, in writing, of this decision and of their right to make a written submission to the Disciplinary Panel or to attend the meeting in person.
- A.7 Complaint upheld and not suitable for caution, or caution not accepted.** If the complaint is upheld and is not suitable for a caution, or the caution is not accepted, the President shall be empowered to appoint a Disciplinary Panel to hear the case and if appropriate to determine a sanction. In default of the President appointing the Disciplinary Panel, it shall be appointed by the Executive Committee.
- A.8 Composition and Chair of the Disciplinary Panel:** The Disciplinary Panel shall comprise the President, as Chairman, and at least two other members of the Executive Committee. It may not include any member of the Conduct Committee which investigated the complaint. All proceedings of the Disciplinary Panel shall be confidential.

A.9 Quorum: A quorum for any meeting of the Disciplinary Panel shall be three of its members. It shall act by simple majority vote and its appointed Chairman shall have a second and casting vote in the event that there is a parity of voting.

A.10 Proceedings of the Disciplinary Panel:

A.10.1 Notice of meeting: The Disciplinary Panel shall meet within one month of the date of the letter to the offending member.

A.10.2 Sanctions: The Disciplinary Panel may, at its absolute discretion:

- a. give a written rebuke to the offending member;
- b. suspend the offending member from all or any of the competitions sponsored or licensed by the GCBA for such period as it shall determine;

A.10.3 Complaint against a member of the Executive Committee: If the complaint is against a member of the Executive Committee then, in addition to any sanctions applied, the Disciplinary Panel shall have the power to suspend such a member from any or all GCBA Committees for such period that it shall determine.

A.10.4 Notification: All parties concerned shall be notified in writing, within 14 days, of the decision of the Disciplinary Panel and of their right of appeal to the EBU. Any penalty imposed shall have effect 21 days thereafter.

A.11 Reference to the EBU: At any time after a complaint has been received, the Conduct Committee and the Disciplinary Panel shall have the power, at any point in the proceedings, to refer the complaint to the EBU for its consideration. In so doing, the Conduct Committee and the Disciplinary Panel shall have fully discharged their responsibilities under the schedule.