

Schedule I to the Constitution of the Norfolk Contract Bridge Association

1. AIMS

- (a) To organise, manage and promote all forms of Duplicate Contract Bridge competition within the County of Norfolk and surrounding areas
- (b) To encourage the formation of Duplicate Contract Bridge Clubs within the County of Norfolk and surrounding areas and the affiliation of such clubs to the Association and the EBU.
- (c) To co-ordinate the activities of all Duplicate Contract Bridge Clubs which become affiliated to the Association
- (d) To provide such advice or assistance as may, from time to time, be requested by affiliated clubs in the management and conduct of their affairs
- (e) To promote and co-ordinate the teaching of the game of Contract Bridge within the County of Norfolk
- (f) To encourage clubs to welcome and organise appropriate competitions for inexperienced players
- (g) To expand the current teaching of bridge in schools and colleges within Norfolk and surrounding areas
- (h) To be a constituent member of the English Bridge Union and to participate in the Company known as The English Bridge Union Limited, by nominating Ordinary Members of the Association to hold shares in the said Company on behalf of the Association
- (i) To maintain and enforce, within the County of Norfolk and the surrounding areas, the Laws of Duplicate Contract Bridge as promulgated by the World Bridge Federation and all decisions, rules and regulations as may, from time to time, be promulgated by the English Bridge Union

2. MEMBERSHIP

- (a) Membership of the Association is normally based on notification from the EBU that an individual has nominated Norfolk as their county of allegiance and is either a Direct or Honorary member of the EBU or a member of an affiliated club.
- (b) A member of the EBU whose primary allegiance is not with the Association can become a member of the Association by meeting its terms and conditions.
- (c) Only members defined above are entitled to participate in Association events and, subject to para (k), below to represent the Association in events outside the County.
- (d) The Association may elect an individual as an Honorary Life Member following a recommendation of the Management Committee. A Life Member shall automatically become a paid up member of the Association for each Membership Year whilst they remain a Playing Member of the EBU and shall not be required to pay any annual subscription for their Association

- membership category. In addition a Life Member of the Association shall not be required to pay the entrance fee to any of its county competitions.
- (e) Affiliated Clubs - Any Contract Bridge Club, or any club whose activities include the playing of Duplicate Contract Bridge, whose area of activity lies wholly or partly within the County of Norfolk, or in an adjoining County (with that County's consent), may become affiliated to the Association subject to it also being affiliated to the EBU
 - (f) The Association's Pay to Play County component for the year starting 1st April shall be determined by a simple majority of members voting at the preceding Spring Meeting of Members
 - (g) Each member of the Association shall undertake to observe and be bound by the Laws of Duplicate Contract Bridge and the rules, regulations and Bye-Laws of the English Bridge Union for the time being in force
 - (h) The Association shall have the powers and the procedures for the enforcement by its Conduct and Disciplinary Committees of the standards of fair play, courtesy and personal deportment prescribed in the Bye-Laws and regulations for the time being of the English Bridge Union, to which each member of the Association shall be required to conform
 - (i) Only Ordinary Members (including Junior Members) or Honorary Life Members of the Association may serve as officers of the Association, or as members of any of the Association's Committees or Sub-Committees
 - (j) Any member of the Association may also be a member of one or more other County Associations
 - (k) An individual member for whom the Association is not his County Association of Primary Allegiance, as defined by the English Bridge Union, shall not be eligible to represent the Association in any national or inter-county competition

3. OFFICERS

- (a) The Officers of the Association must be members, Junior members or honorary Life members and shall consist of the following:

Officers elected by members and who would normally be Trustees

- The Chair
- The Secretary
- The Treasurer
- The Competition Secretary
- The Chief Tournament Director
- The Education Officer

Officers appointed by the General Committee

- The President
- The Membership Secretary
- The Congress Secretary
- The County Captain
- The Website officer
- The Publicity Officer

Chair of the Conduct Committee

The Shareholders in the English Bridge Union Ltd., of whom there shall be as many in number as may, from time to time, be stipulated in the Bye-Laws of the English Bridge Union

- (b) A General Meeting of the Association may elect one or more Honorary Life Vice-Presidents from among those individual members who have made an exceptional contribution to the Association over a long period of time
- (c) There shall be no prohibition on any individual member being the holder simultaneously of more than one of the offices of the Association
- (d) An honorarium of £150 may be paid to the President in lieu of travelling expenses. No other reward or payment for services shall be made at any time to any officer of the Association other than the reimbursement of any expense properly incurred by the Officer on the Association's business

4. MANAGEMENT

- (a) The Association shall be managed by the Trustees, a General Committee and a number of Sub-Committees
- (b) The General Committee shall consist of all Trustees; they may invite other Officers, Club Representatives and Teachers to attend the meeting so as to enable a full flow of information between Trustees, the Clubs and Teachers
- (c) Sub-Committees
 - (A) There shall be the following Sub-Committees:
 - (i) The Tournament Committee
 - (ii) The Congress Committee
 - (iii) The Selection Committee
 - (iv) The Conduct Committee.
 - (v) The Disciplinary Committee
 - (B) The Trustees may, at any time, create, dissolve or vary the composition of any Sub-Committee but shall specify which, if any, of the officers shall be ex officio members and the maximum number of additional members. A subsequent decision to reduce the size of such a Sub-Committee shall not curtail the term of office of any elected member
 - (C) The Chair, Secretary and President of the Association shall be ex officio members of all Sub-Committees other than the Selection, Conduct and Disciplinary Committees
 - (D) Sub-Committees shall report to the General Committee
- (d) The Tournament Committee shall consist of the following:

- (i) Competition Secretary, Treasurer, Chief Tournament Director, Education Officer, Chair of the Selection Committee
 - (ii) No more than seven General Members
- (e) The Congress Committee shall consist of the following:
 - (i) The Congress Secretary, Competition Secretary and Treasurer
 - (ii) No more than seven General Members
- (f) The Selection Committee shall consist of the County Captain and no fewer than two and no more than five General Members
- (g) The Conduct Committee shall be responsible to the General Committee and shall consist of no fewer than three and no more than five additional members chosen by the Chair of the Committee who shall be nominated on an ad hoc basis by the General Committee from a panel of appropriate members of the Association nominated for the purpose by the Chair of the Committee and approved by the General Committee
- (h) The Disciplinary Committee shall be responsible to the General Committee and shall consist of no fewer than three and no more than five additional members chosen by the Chair of the Committee from a panel of appropriate members of the Association nominated for the purpose by the Chair of the Committee and approved by the General Committee

5. MEETINGS OF MEMBERS

Details of the AGM of the CIO are set out in the Constitution (Para 11).

6. GENERAL COMMITTEE MEETINGS

The General Committee shall meet at its own discretion but on at least 2 occasions per annum.

7. SUB-COMMITTEE MEETINGS

Sub-Committees shall meet at their own discretion. The Conduct and Disciplinary Committees shall meet as required.

8. ELECTIONS

- (a) A maximum of 12 Trustees shall be elected at the AGM of the CIO; Trustees shall allocate specific Officer roles amongst themselves as set out in clause 2 (a), Other Officers shall be appointed at the Spring General Committee meeting. All Officers shall take office at the conclusion of the respective meetings, except the President whose term starts at the conclusion of the next Congress.

- (b) The Officers of the Association shall serve for an initial period of 12 months and retiring officers may offer themselves for re-election except in the following circumstances:
 - (i) No member may serve for a second consecutive 12-month term as the President of the Association
 - (ii) No member may serve for more than three consecutive 12-month terms as the Chair of the Association
- (c) Casual vacancies, during the course of the year, among the officers shall be filled by members nominated by the General Committee
- (d) The members of all Sub-Committees, other than the Selection Committee and the Conduct and Disciplinary Committees, shall be appointed at the Spring General Committee meeting and shall take office at the conclusion of that meeting.
- (e) The Chairmen of the Conduct and Disciplinary Committees shall be appointed by the General Committee, as required
- (f) The term of office of additional members of the Conduct and Disciplinary Committees shall commence immediately before the opening of an enquiry and end immediately after the closure of that enquiry
- (g) The members of the Selection Committee shall
 - (i) be elected by the first meeting, following its election in any year of the Tournament Committee, to take office at the conclusion of that meeting and
 - (ii) end immediately prior to the conclusion of the meeting of the Tournament Committee which elects its successor
- (h) Each Sub-Committee, other than the *Conduct and Disciplinary* Committees shall, at its first meeting following its election in any year, elect its own Chair and Secretary from among the members elected to serve on that Sub-Committee

9. RESPONSIBILITY AND AUTHORITY

- (a) The Trustees shall have responsibility for the administration of the affairs of the Association in accordance with the Constitution
- (b) The Trustees may delegate the day-to-day running of the Association to the Officers
- (c) The Tournament Committee shall have the following specific responsibilities:
 - (i) To approve and publicise a programme of County competitions
 - (ii) To appoint an Organiser and a Tournament Director for each County competition
 - (iii) To arrange the dates and venues of all County matches
 - (iv) To elect the Selection Committee
- (d) The Selection Committee shall have sole responsibility for selecting players

to represent the County where the conditions of a competition require this and, where appropriate, to appoint a Captain of the selected team

(e) The Congress Committee shall be responsible for the organisation, annually, of the Norfolk Congress. The President of the Association, whose term of office ends in the year in which a Congress is held, shall officiate at the opening and closing ceremonies of that congress

(f) The Conduct Committee shall be responsible for investigating complaints against the Association's members and for determining whether a disciplinary offence should be referred to the Association's Disciplinary Committee

A quorum for any meeting shall be three of its members. It shall act by simple majority vote and its appointed Chair, or whomsoever in his absence the Conduct Committee shall select to chair its meeting, shall have a second, or casting vote in the event that there is parity of voting

The procedures of the Conduct Committee shall conform to those prescribed in the Bye-Laws of the English Bridge Union for enquiry by its Laws and Ethics Committee into allegations of misconduct by individual members

(g) The Disciplinary Committee shall determine sanctions for offences admitted by the defendant, hear charges of alleged but disputed offences and determine whether those charges are proved. If they are found to be proved the Disciplinary Committee shall determine the sanction(s) to be imposed.

At least three of its members must be present when it makes a decision to uphold a complaint and/or impose sanctions on an offending member. The Disciplinary Committee shall act by simple majority vote and its appointed Chair, or whomsoever in his absence the Disciplinary Committee shall select to chair its meeting, shall have a second, or casting vote in the event that there is parity of voting

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

The procedures of the Disciplinary Committee shall conform to those prescribed in the Bye-Laws of the English Bridge Union for enquiry by its Laws and Ethics Committee into allegations of misconduct by individual members

(h) Conflicts of Interest between the Conduct and Disciplinary Committees

Any member of either the Conduct or Disciplinary Committee who is in any way personally involved in the allegations within a complaint will be disqualified from participating in either Committee's handling of the complaint. A member of the Association cannot be a member of both the Conduct and Disciplinary Committees for the same complaint.

(i) Complaints

(i) The Association shall act through its Conduct and Disciplinary Committees for the enforcement of standards and shall have the additional powers set out in this Schedule

(ii) Any complaint against one or more members of the Association must be made in writing to the Secretary or Chair of the Association

(iii) Where a written complaint is made, or a matter otherwise comes to the attention of the Conduct Committee, it shall first consider whether such complaint or matter falls within the scope of the Disciplinary Rules and whether further action is warranted. Normally no action will be taken in respect of a complaint relating to an alleged offence which occurred three months or more prior to a formal complaint in writing made to the appropriate Officer. If it does take action the Conduct Committee secretary shall first write to the Defendant, seeking the Defendant's comments on the substance of the complaint or on the matter that has been raised

The Conduct Committee shall also be entitled to make such further investigations and enquiries as it in its absolute discretion considers appropriate and seek advice (both from within the Association and from the EBU Laws and Ethics Committee) and obtain external legal advice

(iv) If the Conduct Committee decides that the complaint is not justified, all parties shall be notified and the matter ended

(v) If the Conduct 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. If the Defendant does not accept the verbal caution, or the Conduct Committee decides a verbal caution is inappropriate, the Conduct Committee shall refer the case to a hearing by the Disciplinary Committee. The Defendant shall be notified, in writing, within two weeks of this decision and also be informed of his right to make a written submission to the Disciplinary Committee and to attend the hearing. The Defendant shall have the right to be represented by legal counsel of his choice or may be accompanied by a person to speak on his behalf. The Disciplinary Committee shall give at least two weeks notice of the hearing to the Defendant.

(vi) If the hearing the complaint is upheld, the Disciplinary Committee may in its absolute discretion:

- (a) Give a written reprimand to the offending member(s), or
- (b) Suspend the offending member(s) from all or some of the competitions sponsored or licensed by the Association for such period as it shall determine.

If the complaint is against a member of the General Committee then, in addition to any other sanctions applied, the Disciplinary Committee shall have

the power to suspend such member from the Association's General Committee and any of its sub committees for such a period as it shall determine.

Any sanctions imposed by the Disciplinary Committee must be communicated to the offending member in writing within twenty one days of the hearing. No sanction shall come into effect until the time limit for an appeal (twenty one days or as specified by the Disciplinary Committee) has expired. If an appeal is made the sanction will not come into effect until the appeal has been determined, and will be modified or cancelled if that determination so requires.

(vii) Each member found guilty of a Disciplinary Offence by the Disciplinary 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 Disciplinary Committee's decision to the offending member

(viii) The County Association will deal with any disciplinary allegations referred to it from its affiliated clubs using the Disciplinary Procedures set out in this Schedule to the Constitution. This may involve investigation, a hearing and/or an appeal, however if a full hearing has already been held then the County Association can only convene an appeal. Normally no action will be taken in respect of a complaint relating to an alleged offence which occurred three months or more prior to a formal complaint in writing being made to the appropriate Officer. The Association will also deal with any disciplinary allegations referred to it from unaffiliated clubs in the same manner subject to payment of the Association's reasonable costs.

10. FINANCE

- (a) The Trustees shall ensure that sufficient reserves are maintained to meet all of the Association's foreseeable expenses
- (b) It shall be the responsibility of the General Committee, to ensure that the funds of the Association are employed in accordance with the Constitution
- (c) Accounts shall be made up to the thirty-first day of May in each year and shall be certified as required by the Constitution (clause 25). The accounts shall be submitted for approval to the AGM next following

11. Relationship to the English Bridge Union (EBU)

- (a) The Association will follow the bye laws and articles, policies and regulations of the EBU. This includes, but is not limited to:-
 - Youth Care & Safety Policy & Guide
 - Best Behaviour at Bridge

(b) All individual members of the Association must also be members of the EBU

(c) All bridge clubs affiliated to the Association must also be affiliated to the EBU

12. AMENDMENTS TO THE SCHEDULE TO THE CONSTITUTION

The Schedule to the Constitution may be amended by a General Meeting of the Charitable Incorporated Organisation provided that the resolution to amend the Schedule has been properly published on the agenda for that meeting and is supported by no fewer than two-thirds of those present and voting

13. INTERPRETATIONS

In this Constitution and the Schedule thereto, where the context so admits:

(a) The masculine includes the feminine and the singular the plural

(b) "individual member" shall mean and include "ordinary member", "*dual member*", "honorary life member" and "junior member"

(c) reference to the County of Norfolk and surrounding areas shall be deemed to include those areas of adjoining Counties where, due to their geographical position, members and Clubs may elect Norfolk as their County of primary allegiance