

# **THE PORTHCAWL DUPLICATE BRIDGE CLUB CONSTITUTION**

## **1. Name**

The Club shall be called the Porthcawl Duplicate Bridge Club (abbreviated to the Porthcawl Bridge Club).

## **2. Subsidiary Club**

These principles will also cover the running of any online subsidiary Club(s) run under the auspices of the Porthcawl Bridge Club.

## **3. Object**

The objects of the Club and any of its subsidiaries shall be to provide facilities for its members for playing Duplicate Bridge, in accordance with the rules hereunder and in compliance with any Bye-laws of the Welsh Bridge Union and of any online platform provider where relevant. The Club would aim to provide a competitive, friendly and supportive atmosphere in which to play.

## **4. Affiliation**

The Club shall be affiliated to the Welsh Bridge Union. The Welsh Bridge Union may state that affiliation is effected via a regional organisation. This affiliation shall also apply to any subsidiary Club.

## **5. Membership**

5.1 Membership shall be open to all bridge players of a standard acceptable to the Committee.

5.2 Any person wishing to become a member of the Club, shall apply for membership by completing and forwarding to the Secretary such forms as may be prescribed by the Committee. For membership of an online subsidiary, this may be done verbally with the Online Subsidiary Club Administrator.

5.3 Acceptance or rejection of membership shall be made at the Committee meeting following application, but in the interim an applicant shall be allowed to play with the permission of a Club Officer and one Committee Member. For membership of any online subsidiary, it is only necessary for the Online Subsidiary Club Administrator to approve the application.

5.4 In declining an application the Committee may give a reason but shall not be obliged to do so.

5.5 A member shall cease to be a member of the Club immediately, if expelled from the Club under the provisions of clause 14.3, or if his resignation in writing is delivered to the Secretary. The member will not be entitled to any refund of unused subscriptions.

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

5.7 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.

5.8 The Committee have the power to elect Life Members to the club for outstanding services to the Porthcawl Bridge Club.

5.9 Members should be encouraged to join the Welsh Bridge Union, but this is not a pre-requisite for Club membership.

## **6. Guests And Visitors**

6.1 For the main club, members may introduce and entertain not more than four guests at any one time at the Club. The Committee may issue Bye-laws to limit the number of times any one guest may visit the Club during the year.

6.2 For any subsidiary online club, there will be no restriction on guests playing.

6.3 Members shall be responsible for the table monies of their guests.

6.4 In the event of playing facilities being inadequate to accommodate all those who wish to play, priority shall be given to members.

## **7. Officers**

7.1 The Officers of the Club shall be the President, Chairman, Vice-Chairman, Secretary, and Treasurer.

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

7.3 No member of the Club shall simultaneously hold the office of more than one Officer of the Club.

7.4 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 numbers to fill such vacancy until the ensuing Annual General Meeting.

7.5 The duties of these officers will be defined within Standing Orders maintained by the Committee, but shall be in line with the generally accepted functions of these positions.

## **8. Committee**

8.1 The Committee shall consist of the Club Officers, together with up to eight other members of the Club.

8.2 The Committee shall be elected at the Annual General Meeting, and shall retire annually at the ensuing Meeting, but shall automatically be eligible for re-election.

8.3 From amongst the Officers and the Committee members, the following five positions will be identified: Chief Tournament Director; Master Points Secretary; Equipment Officer; Web-Site Administrator; Online Subsidiary Club Administrator. The duties of these positions will be defined within Standing Orders maintained by the Committee.

8.4 Each of the five named designations in 8.3, shall be appointed at the Annual General Meeting from amongst the newly elected Officers and Committee. If a position is unable to be filled at the Annual General Meeting, the Committee may at a later date fill the position from amongst its members.

8.5 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, except that the total number of members of the Committee (including Officers) shall not exceed ten. These appointments will be minuted by the Secretary. These co-opted members shall be entitled to participate fully, and vote, in the proceedings of the Committee.

8.6 A quorum at meetings of the Committee shall be four members of the Committee including at least one of the Officers. Co-opted members may form part of the quorum.

8.7 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. Members of such sub-committees may include non-committee members. Any such appointed non-committee members may be invited to attend committee meetings but will have no voting rights.

8.8 Proceedings of the Committee and of any sub-committee shall be regulated in such manner as the Committee may from time to time decide.

## **9. Nominations**

9.1 Nominations for the posts of Officers or Committee members shall be in writing, and shall be signed by a proposer and seconder, both of whom shall be members of the Club, and also by the nominee.

9.2 Nominations shall reach the Secretary no later than one week prior to the date fixed for the Annual General Meeting.

## **10. Management**

10.1 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.

10.2 The affairs of any online subsidiary Club shall be managed by the Subsidiary Online Club Administrator, who should consult with the Club Committee from time-to-time.

10.3 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).

10.4 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.

10.5 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.

## **11. General Meetings**

11.1 An Annual General Meeting of the Club shall be held each year no later than two months after the end of the financial year (which shall be deemed to be March 31<sup>st</sup>).

11.2 A Special General Meeting of the Club shall be convened by the Committee if a request for such a meeting signed by at least twelve members of the Club is delivered to the Secretary, stating the reason for the meeting. Such meeting shall take place within four weeks of the receipt of such request.

11.3 A Special General Meeting of the Club may be convened by the Committee on its own initiative at any time.

11.4 The Chairman, if present, shall chair all General Meetings of the Club, and in his absence the Vice-Chairman or some other member of the Committee (nominated by either the Chairman or Vice-Chairman) shall chair the meeting.

11.5 Members of the Club must be given notice of all General Meetings of the Club no later than ten days prior to the date fixed for the meeting.

11.6 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.

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

11.8 A quorum at General Meetings of the Club shall be twelve members present in person.

11.9 Any member wishing to register a vote at a General Meeting must attend in person – proxy or postal votes are not acceptable.

11.10 Motions should be decided by a simple majority (except where otherwise stated within this Constitution). In the event of a tie, the Chairman should have the casting vote.

11.11 The Chairman shall determine prior to the meeting as to how any vote will be conducted ('open' via a show of hands, or 'closed' via a ballot paper - for which the Secretary will prepare the necessary voting slips).

11.12. Notices of any General Meeting shall be via written note distributed to members present at relevant club nights (at least one).

## **12. Subscriptions and Fees**

12.1 The subscriptions, table monies, and visitor's fees, (including those of any online subsidiary Club), shall be determined by the Management, but must be notified to the members at the Annual General Meeting.

12.2 The Committee may determine variations on the basic amounts of subscriptions, table monies, or fees in different circumstances, and may waive all or part of these in the event of hardship or for any good cause.

## **13. Accounts**

13.1 The Committee shall arrange for accounts to be prepared in respect of the financial affairs of the Club for the year ending on 31<sup>st</sup>. March. These accounts should also include the finances of any subsidiary online Club, and identified as such.

13.2 The accounts for each year shall be presented to the Annual General Meeting of the Club for approval.

## **13. Conduct**

14.1 In the event of a complaint being made to the Committee about the conduct of a member, the Committee may investigate the complaint.

14.2 On investigating any complaint, the Committee shall give the member about whose conduct the complaint has been made, an opportunity to be heard. At any hearing the member may be accompanied by one other appropriate person (e.g. legal representative) who need not necessarily be a member of the Club.

14.3 If it is of the opinion of the Committee 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 a period as it may think fit, or expel the member from the Club. The member must be advised in writing of any decision.

14.4 Any appeal against the Committee's action shall be to a General Meeting of the Club, and notice of such an appeal must be in writing, and delivered to the Secretary within two weeks of the notification of the decision.

14.5 In the event of an appeal, the decision of the Committee shall not be effected until the appeal is heard..

14.6 Nothing in this Constitution shall preclude the Committee from referring a matter of conduct to the Welsh Bridge Union if it considers it appropriate to do so.

## **15. Winding-Up**

15.1 In order for a resolution that the main Club shall be wound-up, a General Meeting of the Club must be called, and 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 must exceed one-half of the number of members of the Club entitled to attend and vote.

15.2 If a resolution is so 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 the other club), any surplus assets and funds shall be split amongst the members of the Club. In order to qualify for any share of the assets, a member shall be a current member, and if a member of less than two years shall qualify for one share, whereas a member of two or more years shall qualify for two shares. If the assets are of little value, at the winding-up General Meeting, the Committee may propose that any surplus be donated to any registered or recognised charity.

15.3 In order for a resolution that any subsidiary online Club be wound-up, the Committee shall make any appropriate decision.

15.4 Should an online subsidiary Club be wound up the assets of the subsidiary will automatically be transferred to the main Club accounts.

## **16. Alterations To The Constitution**

16.1 Alterations to this Constitution shall be made either at a General Meeting, or for minor changes via display on the Club notice board for a period of three weeks prior to the intended implementation date. Should at least five members object to any displayed amendment, notice shall be given in writing to the Secretary, and the amendment should be put to the members via a General Meeting.

## **17. Circulation**

17.1 New members of the Club should be given a copy of this Constitution.

17.2 A copy of the Constitution should be displayed on the Club notice board at all times.

17.3 A copy of the Constitution should be posted on the official Club Website should one exist.

April 2023