

# **CONSTITUTION OF WOKING BRIDGE CLUB**

## **1. NAME**

The Club shall be called the Woking Bridge Club

## **2. OBJECTS**

The objects of the Club shall be:

- i) to provide facilities for its members to play Duplicate Contract Bridge in a friendly and supportive atmosphere and,
- ii) the teaching and the promotion of the game of bridge

## **3. PREMISES**

The Club holds events at such venues as the Committee shall arrange within the Woking Area. Details of premises used can be found on the Club website at [www.wokingbridge.co.uk](http://www.wokingbridge.co.uk).

Any member or other individual or organisation wishing to communicate any grievance or concern or any other matter that they wish to be considered by the committee should send correspondence by email to [admin@wokingbridge.co.uk](mailto:admin@wokingbridge.co.uk) or by hand to an officer of the Club.

## **4. AFFILIATION**

The Club will be affiliated to the Surrey County Bridge Association and the English Bridge Union.

## **5. MEMBERSHIP**

5.1. Membership shall be open to all bridge players who have played as visitors on at least three occasions.

5.2. Any person wishing to become a member of the Club shall apply to the Secretary in such form as may be prescribed from time to time by the Committee.

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

5.4. 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 membership for such period as it may decide. Applicants will be placed on a waiting list. Membership will be extended to those on the waiting list in order of date of application.

5.5 All members are deemed to have accepted the regulations of this constitution and the rules and codes of conduct adopted by the Club.

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 upon informing the Secretary of his/her wish to resign.

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

5.8 Members of the Club are automatically enrolled as members of the English Bridge Union and shall abide by its Bye Laws.

## **6. OFFICERS**

6.1. The Officers of the Club shall be the Chairman, the Secretary and the 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, 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 its number to fill such vacancy until the ensuing Annual General Meeting. If no member of the Committee is willing to fill the vacancy then another member (providing they have been a member for at least 2 years) of the Club may be appointed by the Committee.

## **7. COMMITTEE**

7.1. The Committee shall consist of the Officers, together with at least three other members of the Club. The members of the Committee shall be elected at the Annual General Meeting, 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.

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 sub-committees to undertake on its behalf such aspects of the administration of the Club as it shall think fit, and members of such sub-committees may include members of the Club who are not members of the Committee.

7.5. Proceedings of the Committee and of any sub-committees 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 The Committee, and only the Committee, may delegate to individual members of the Club specific tasks concerning the management of the Club, but in so doing the Committee retains full accountability for the tasks so delegated.

8.4 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.

8.5 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.

## **9. GENERAL MEETINGS**

9.1. An Annual General Meeting of the Club shall be held in each year no later than three months after the end of the financial year.

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 sent 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 main playing location of the Club unless circumstances arise that render this impracticable.

9.5 The Chairman, if present, shall chair all General Meetings of the Club, or in his absence some other member of the Committee shall chair the meeting.

9.6. Notice of all General Meetings of the Club will be sent to members by email and posted on the club website no later than two weeks prior to the date fixed for the meeting. All notices and other papers will be sent by email unless a member specifically requests a paper copy. The Committee shall procure that there shall simultaneously and similarly be sent a form of proxy, in such form as the Committee shall determine, giving each member the opportunity to appoint another member as his proxy to vote on his behalf.

9.7. Any member may propose a motion to be discussed at a General Meeting provided that written notice of the proposed motion is sent to the Secretary no later than one week prior to the date fixed for the meeting.

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. A quorum at General Meetings of the Club shall be 20 members present in person or by proxy.

9.10. If 15 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 previously 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.

9.11. Voting at General Meetings of the Club shall be by show of hands in the case of those present in person with proxy votes being added by such method as the Committee shall determine, and in the event of parity of voting the Chairman of the meeting shall have a second or casting vote.

## **10. NOTICES**

10.1. The Club website is central to the Clubs communications and all notices whether for General Meetings or regarding other matters to be brought to the attention of members shall be made on the relevant section of the 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. In the event that no nominations are received for one or more vacant positions, the Chairman of the meeting may accept nominations for those positions at the meeting itself.

## **12. SUBSCRIPTIONS and FEES**

12.1. Each member of the Club shall pay an annual subscription; any changes to the amount payable shall be decided at the Annual General Meeting of the Club. Subscriptions shall be due for payment following the Annual General Meeting. Unless the Committee decides otherwise, any member whose subscription remains unpaid 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 on each occasion when s/he plays at the Club, the amounts of which may only be varied at a General Meeting of the Club or as allowed for under 12.4.

12.3. The table money for visitors will always exceed that applicable to members.

12.4. The committee may agree to waive all or part of the table money due for individuals acting as Hosts, Directors or Scorers.

12.5 The Committee may determine from time to time the amount of fees to be charged for use of the equipment of the Club, or services provided by the Club or for any other purpose for which it is of the opinion that fees ought to be charged.

## **13. FINANCIAL MATTERS**

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 December. The accounts will include financial statements setting out the Club assets and liabilities at the year end and the income and expenses since the previous year end

13.2 The accounts shall be audited by a member of the Club who shall not be a member of the Committee. If no member is prepared to conduct the audit then the Committee may appoint a suitable independent person or organisation.

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

13.4 The Committee is not authorised to borrow money or otherwise cause the Club to become indebted

13.5 Any member of the Club who has a direct, indirect or potential interest (financial or otherwise) in a transaction or matter being considered by the Club should disclose their interest to the Chairman and members of the relevant committee or sub-committee.

## **14. VISITORS**

14.1 If attendance at a Club event is such that in the opinion of the Director of that event all players cannot be reasonably accommodated then priority for playing will be given to members.

## **15. CONDUCT**

15.1 The Club fully supports the EBU's initiative "Best Behaviour at Bridge, whose prime objective is to ensure that everyone has an enjoyable game. It is understood that courteous behaviour is an important part of that enjoyment. If a player at a table behaves in an unacceptable manner, the director should be called immediately. Annoying behaviour, embarrassing remarks, or any other conduct which might interfere with the enjoyment of the game is specifically prohibited by the Laws of the game and the Laws give the director the authority to assess disciplinary penalties. The Club expects directors to use these Laws to safeguard everyone's enjoyment of the game.

15.2. In the event of a complaint being made to the Committee about the conduct of a member of the Club the Committee will investigate the complaint in a manner the Committee decides is appropriate having regard for the EBU disciplinary procedures and guidance notes and any variations thereof that are made from time to time. This will include ensuring that the member about whose conduct the complaint has been made has an opportunity to be heard and put forward evidence in his or her defence.

15.3. 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 and prohibit them from playing as a visitor.

15.4. The Committee shall notify the member of any decision made on the investigation of a complaint about their conduct, and may if it thinks fit publicise the decision by such manner the Committee decides is appropriate.

15.5. An appeal against any decision to reprimand, suspend or expel a member of the Club following the investigation of a complaint about their conduct shall be to a General Meeting of the Club.

15.6. Notice of such an appeal must be in writing, and the notice must be delivered to the Secretary within two weeks of the notification to the member of the decision of the Committee. The notice must be signed by two members of the Club who were not impacted by the decision of the Committee. Clause 9.2 will not apply in such matters.

15.7. 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.

15.8 On the appeal being heard by a General Meeting of the Club, the General Meeting shall have the 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).

15.9 Nothing in this Constitution shall preclude the Committee from referring a matter of conduct to the Laws and Ethics Committee of the Surrey County Bridge Association, or to the Laws & Ethics Committee of the English Bridge Union if it considers it appropriate to do so.

## **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 disposed of as specified in the resolution initiating the winding up, and if no such provision is so specified, in such a manner as the Committee may think fit.