



Charity Number 1179979

County Bridge Club CIO Articles of Association

1 STATUS AND PURPOSE

1.1 This document deals with organisational aspects of County Bridge Club CIO (hereinafter referred to as CBC). In the case of any conflict between this document and the constitution, the constitution shall take precedence. The purpose of the document is to regulate the procedures of the CBC Trustees in the interests of efficiency and equity, and to reduce the likelihood of improper proceedings or omissions which could cause difficulties for the members and committees of the CBC.

1.2 CBC is a social club for the playing of bridge by members and their guests.

'CBC is committed to promoting equality and diversity in all its activities to promote inclusive processes, practices and culture. This includes promoting equality and diversity for all irrespective of age, disability, ethnicity, gender, gender reassignment, religion or belief, sexual orientation, marriage or civil partnership, pregnancy and maternity'.

1.3 All members are deemed to have accepted any rules and codes of conduct adopted by the Club, including agreement to learn and attain acceptable standards of play.

2 TRUSTEES AND COMMITTEE MEMBERS

2.1 There shall be the following officers:

Chairman: The role of the Club Chairman is to co-ordinate the management of the Club for the benefit of its Members. The Club Chairman is not only the figurehead of the club but also the person most responsible for steering the club and ensuring that the club's practices and policies result in a thriving bridge community.

The Chairman's tasks will include:

- Plan and organise committee meetings
- Liaise with the Club Secretary/ minute secretary in preparing agendas, making sure that all current issues are covered
- Liaise with the Treasurer to ensure that any financial documents are ready for the meeting. Ensure the meeting starts on time and continues without too much diversion from matters in hand, giving everyone at the meeting a chance to speak
- Make sure that any necessary decisions are taken with a vote if needed. If votes are divided equally, the Chairman may have the casting vote
- Summarise decisions and action points at the end of the meeting
- Recruit new members for the committee when necessary
- Represent the club at local, county and national levels
- Delegate duties as appropriate so that he has a manageable role
- Chair AGM and any other general meetings of members
- Apart from the duties as above for the regular Committee meetings, the Chairman will normally: Welcome attendees.

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Present an annual report on the club's situation highlighting successes and bringing members' attention to any special issues they need to be aware of.

- Thank individuals for their contributions to the running of the club.
- Encourage members to take an active part in running the club.

Secretary. Responsible for the efficient administration and management of CBC.

AGM and any other general meetings of members:

- Arrange date and venue for the Annual General Meeting
- Prepare agenda (liaising with Chairman) and collate with other documentation, eg. Treasurer's Report, Chief TD's report, etc
- Circulate to members, by email and/or on paper
- Record any apologies. Take notes of meeting, including attendance list
- Prepare and circulate formal minutes
- Responsible for Constitution and Articles of Association
- Ensure effective and close liaison in dealing with any formal communication with Leicestershire County Bridge Association.
- If needed, act as Club Representative at meetings of Leicestershire County Bridge Association, and report back to Committee
- Liaison with EBU
- Order stationery supplies

Minute Secretary.

- Arrange dates and venues for committee meetings
- Prepare agendas (liaising with Chairman) and circulate to committee members
- Take notes of meetings
- Prepare and circulate action points and formal minutes

Treasurer.

- Chairs the Finance and Investment Sub Committees
- Responsible for the handling of all charges and monies being the income of the CBC and for paying of bills and accounts due
- The Treasurer will maintain proper books of account and operate banking and other accounts as directed by the Trustees
- The Treasurer will prepare annual accounts for audit and a financial report for presentation to the members at the AGM and for reporting to the Charities Commission
- Responsible for Investment, Lettings Policies
- Responsible for Liaising with Charities Commission

Tournament Secretary.

- Chairs the Bridge Playing Committee
- Responsible for planning the calendar of events
- arranging a rota for producing 'duplimated' boards
- monitoring the usage and upkeep of software and 'duplimated' boards
- liaising with relevant bodies over entries to county, national and simultaneous pairs events
- Responsible for ensuring that all CBC duplicate events are correctly run and have an appropriately experienced member directing

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- publishing a rota of TDs and scorers online and at the clubhouse
Recommends members for training as directors and scorers
- Keeps a record of competition winners and updating of honours boards

Premises Officer.

- Chairs the Premises Committee
- Responsible for maintenance, and any development of the fabric of the building, for commissioning repairs, and for liaison with any potential lettings of the club premises □ Responsible for Health and Safety Policy

Conduct Officer.

- Chairs the Conduct Committee
- Responsible for convening the Conduct Committee and Investigations in response to formal complaints about conduct; and for indicating to the Trustees when a Disciplinary Committee should be convened
- Responsible for Conduct/ Discipline and Safeguarding Policies

Social Secretary/ Housekeeping.

- Chairs the Social Committee
- Responsible to the Trustees for the efficient running of all social activities at the club, including purchase of consumables and liaison with licensing authorities, re bar licence □ Responsible for Food Hygiene Policy

Education Secretary.

- Chairs the CBCT Committee
- Responsible to the Trustees for the provision of Bridge education
- Ensures there is a good teaching programme
- Liaise with EBED to encourage members to become involved in the teaching of bridge

Membership Secretary.

- Chairs the Membership Committee
- Maintain records of club members including address, phone no, email, and EBU numbers
- Accept and process applications for membership
- Together with Treasurer, collect annual subscriptions and chase non-renewals □ Responsible for Membership Policy, GDPR Policy, Travel Plan

Almoner

For current members, and those past members who may have moved away or are no longer members but have made some contribution to the running of the club:

- Send a card to those who are very ill or hospitalised, and follow up with a phone call 1-2 weeks later
- Provide/organise general advice/support to members if requested
- Following news of the death of a member, the committee will inform the Almoner, who will send a card or ring the family, but always use judgement about method and timing

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The Almoner will be informed of any of the above situations by any member of the committee if they become aware of a poorly member, and vice versa

In addition, the club secretary will copy in the almoner to any relevant parts of the minutes detailing a member's illness or death

The membership secretary will keep contact details updated on the website

CBC will provide the Almoner with Adult Safeguarding training to support their role.

Webmaster

- Design and maintain an attractive easy to use website which will include the following essential elements:
- basic club information and latest news
- Results
- Club venue details including Location map Instructions on how to find the venue and where to park
- Club session details including day, time and type of session
- List of committee members
- Calendar of events
- Details of EBU and County Bridge Association affiliation with links
- Club History
- Club Constitution and policy documents
- Club Etiquette
- Rotas for scorers, TDs and hosts (can be incorporated in the Calendar)
- News of members' achievements, anniversaries, etc □ AGM and committee meeting minutes

2.2 The following officers shall be ex officio Trustees: Chairman, Secretary, Treasurer.

2.3 There shall also be elected Trustees under the terms of the CBC CIO Constitution. Each elected Trustee is expected to take an active role by chairing or by sitting on one of the club committees or by taking an active interest in a particular aspect of running the club in such a way that they may be able to take on an officer role after a future election.

2.4 Other posts of responsibility at the club may be appointed by the Trustees at their sole discretion. Typically, these appointments should be on an annual basis and volunteers for such posts should be solicited from the membership in the period immediately prior to the AGM.

2.5 Where any elected or appointed officer who is a Trustee ceases to be a Trustee by virtue of clause 15 of the CBC constitution, other than clause 15(1)(c), they shall be deemed to have immediately resigned from that office.

3 MANAGEMENT

AGM, SGM and all meetings

3.1a The Annual General Meeting shall be held once in each year, within 4 months of the financial year end, which is 31st March.

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3.1b If for any reason the Trustees judge that it is impractical to hold a physical General Meeting, the Trustees may decide to hold a virtual meeting.

3.1c In this event the Trustees will provide, by means of internet technology and postal services, for members not wishing or able to attend the virtual meeting to be able to register their votes, proposals and questions in advance of the meeting.

3.1d Members shall give notice of their wish to attend a virtual General Meeting and shall at the invitation of the Chairman, subject to the availability of suitable communications technology, be admitted to the meeting.

3.1e The number counting towards the quorum of a virtual meeting shall be the number of those present plus the number of those who have returned their voting intentions to the designated recipient by the due date. Such a resolution may be passed by a simple majority of votes cast at the meeting.

3.1f In the event of failure to achieve a quorum, the General Meeting shall be adjourned. Notice of a new date for the adjourned meeting shall be decided giving at least 7 days' notice of said meeting. The quorum at the adjourned meeting shall be the number of members present. The adjourned meeting shall have the full powers of a quorate General Meeting.

Policies

- (1) The charity trustees may from time to time make such reasonable and proper policies as they may deem necessary or expedient for the proper conduct and management of The Club, but such policies must not be inconsistent with any provision of this constitution. Copies of any such

policies currently in force are published in the members area of CBC website, but hard copies will be made available within 14 days to any member of CBC on request.

(2) Policy documents will be enacted by CBC under the direct authorisation of these Articles of Association. Each policy document will be the specific responsibility of a named trustee who can coopt members to assist with its structure, terms and conditions.

(3) The following policy documents will be enacted for the proper conduct and management of The Club

- (a) Conduct and Discipline.
- (b) Health and safety.
- (c) Safeguarding.
- (d) GDPR.
- (e) Consent (eg photography use).
- (f) Membership and new applications.
- (g) Equality and Diversity statement.
- (h) Property Management.
- (i) External User.
- (j) Access (k) Investment.
- (l) Volunteering.

4 TRUSTEE/ COMMITTEE MEETINGS

4.1 Agenda: The Minute Secretary will publish an agenda for meetings and circulate it to trustees at least seven days before each meeting, except in the case of extra meetings convened at short notice for reasons of urgency.

4.2 Supporting documents: Where possible, each agenda item will be supported by a document explaining the issue to be discussed, in order to enable officers and members to acquaint themselves with the issues before the meeting.

4.3 At the beginning of any meeting of the Trustees or Committee, the Chairman will seek any declaration of conflict of interest. If a Trustee or committee member considers that they might be conflicted, they will excuse themselves for the agenda item in question, and this will be minuted.

4.4 Minutes: The Trustees will arrange for minutes of each meeting to be recorded, in accordance with clause 24 of the CBC constitution, indicating decisions made and action points to be followed up by a named officer or committee member, with an agreed timeline. A draft will be circulated as soon as possible after the meeting, to allow an opportunity for initial correction of errors within a short period. The corrected version will be circulated with the agenda for the following meeting, and any final corrections will be made at that meeting, before the minutes are confirmed as a true record. The approved minutes will be available on the CBC website within 14 days of approval.

4.5 Communication: Agenda, minutes and supporting documents will be circulated by e-mail to all Trustees with access to e-mail. Printed copies will be provided for all those not on e-mail and for any other Trustees who request a printed copy.

- 4.6 Follow-up: At each meeting, the Chairman shall check whether all action points have been followed up and ensure that, where necessary, further action points are contained in the minutes.
- 4.7 Documentation: Following each meeting, the Secretary shall make any necessary additions, deletions or amendments to any relevant CBC documents such as CBC rules, regulations and competition bylaws.
- 4.8 Records: The formal records of the club may be held in electronic form. Secure electronic copies of agenda, minutes, rules, regulations, bylaws and all other important CBC documents shall be retained on file for at least 10 years in a form that can be accessed for reference and printing by any Trustee.
- 4.9 Committee procedures: The above provisions will also apply to all sub-committees; except that the duties attaching to the Minute Secretary in respect of the Trustees shall, in the case of committees, fall upon the appropriate Officer as designated in the Terms of reference for the committee.
- 4.10 Terms of reference: The Secretary shall maintain records of the terms of reference of each committee as approved by the Trustees and provide these to members of such committees on request.
- 4.11 Committee Membership: At the first meeting of Trustees after the AGM each year, the chair designate of each committee will propose members of the committee according to the procedures in the appropriate terms of reference. The Trustees will adjust and/or approve such committee participation. The Secretary will keep a record of the membership of each committee for review by the Trustees at any meeting.

5 RULES.

- 5.1 Any reference in these articles to Rules includes but is not limited to the Constitution, the provisions of these Articles of Association, and any rulings, instructions or other requirements made or issued by the Trustees.
- 5.2 Where a member brings the CBC into disrepute in any way, that will be treated as a failure to abide by the Rules.

6 AMENDMENT OF ARTICLES

- 6.1 These articles may be amended by a simple majority of members present at a general meeting.

CBC/KB

17.04.21